

## Notice of Meeting and Agenda Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 25 January 2017	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Bill Brown: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Jim Paterson: Councillor Tommy Williams:

Councillor Michael Holmes (Convener): Councillor Derek Bibby (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 [www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx](http://www.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.

## Items of business

### 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.

- |           |                                                                                                                                                                         |                 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>1</b>  | <b>Procurement Sub-committee</b>                                                                                                                                        | <b>5 - 24</b>   |
|           | Minutes of meetings of the Procurement Sub-committee held on 9 and 30 November 2016 and of the special meeting of the Procurement Sub-committee held on 9 January 2017. |                 |
| <b>2</b>  | <b>Investment Review Board</b>                                                                                                                                          | <b>25 - 28</b>  |
|           | Minute of the meeting of the Investment Review Board held on 23 November 2016.                                                                                          |                 |
| <b>3</b>  | <b>Joint Consultative Board (Non-teaching)</b>                                                                                                                          | <b>29 - 32</b>  |
|           | Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 8 December 2016.                                                                           |                 |
| <b>4</b>  | <b>Revenue Budget Monitoring to 11 November 2016</b>                                                                                                                    | <b>33 - 44</b>  |
|           | Joint report by the Chief Executive and the Director of Finance & Resources.                                                                                            |                 |
| <b>5</b>  | <b>Revenue Budget Monitoring - Council Overview</b>                                                                                                                     | <b>45 - 58</b>  |
|           | Report by the Director of Finance & Resources.                                                                                                                          |                 |
| <b>6</b>  | <b>Capital budget Monitoring Report to 11 November 2016</b>                                                                                                             | <b>59 - 64</b>  |
|           | Report by the Director of Finance & Resources.                                                                                                                          |                 |
| <b>7</b>  | <b>Capital Budget Monitoring Report - Overview to 11 November 2016</b>                                                                                                  | <b>65 - 72</b>  |
|           | Report by the Director of Finance & Resources.                                                                                                                          |                 |
| <b>8</b>  | <b>Customer &amp; Business Services Performance Report</b>                                                                                                              | <b>73 - 86</b>  |
|           | Report by the Director of Finance & Resources.                                                                                                                          |                 |
| <b>9</b>  | <b>Paisley &amp; Renfrew Common Good Funds 2017/18</b>                                                                                                                  | <b>87 - 92</b>  |
|           | Report by the Director of Finance & Resources.                                                                                                                          |                 |
| <b>10</b> | <b>Sundry Debtors: Accounts for Write Off</b>                                                                                                                           | <b>93 - 96</b>  |
|           | Report by the Director of Finance & Resources.                                                                                                                          |                 |
| <b>11</b> | <b>Non-domestic Rates: Accounts for Write Off</b>                                                                                                                       | <b>97 - 100</b> |
|           | Report by the Director of Finance & Resources.                                                                                                                          |                 |

<b>12</b>	<b>Housing Benefit Overpayments: Accounts for Write Off</b>	<b>101 - 104</b>
	Report by the Director of Finance & Resources.	
<b>13</b>	<b>Inspection by Office of Surveillance Commissioners</b>	<b>105 - 108</b>
	Report by the Director of Finance & Resources.	
<b>14</b>	<b>Provost's Community Awards and Civic Hospitality</b>	<b>109 - 114</b>
	Report by the Director of Finance & Resources.	



## Minute of Meeting

### Procurement Sub-committee

Date	Time	Venue
Wednesday, 09 November 2016	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Harte, Henry, Holmes, Lawson, Mack, K MacLaren, M MacLaren, Murrin, Noon, Paterson and Williams.

#### CHAIR

Councillor Holmes, Convener, presided.

#### IN ATTENDANCE

D Amos, Head of Policy and Commissioning, B Lambert, Acting Strategic Commercial and Procurement Manager and K Thomson, Category Manager (all Chief Executive's); D Burnie, Transport Manager (Community Resources); and J Lynch, Head of Property Services and P Shiach, Committee Services Officer (both Finance & Resources).

#### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT: PROVISION OF SKIP HIRE AND RECYCLING SERVICES**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a single supplier framework and any future orders to William Tracey Limited for the provision of a skip hire and recycling service.

The report advised that at the deadline for the return of tenders three bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award a single supplier Framework and any future orders contract to William Tracey Limited for the Provision of a Skip Hire and Recycling Service;

(ii) That it be noted that the spend under the Framework Contract and any subsequent orders would be up to the value of £500,000 excluding VAT, it being anticipated that each order would be under the EU threshold of £164,000 excluding VAT; and

(iii) That it be noted that it was intended that the Framework Contract would commence on 12 December 2016 or alternatively on the date confirmed in the letter of acceptance and would be for a period of two calendar years with the Council having the option to extend for a period of one year on two separate occasions.

**1(b) CONTRACT AUTHORISATION REPORT: STREET STUFF**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of contract for the delivery of the "Street Stuff" programme to St Mirren Football Club.

The report indicated that the "Street Stuff" programme was a multi-award winning youth engagement and diversionary project which had helped to reduce youth disorder in every area of Renfrewshire in which it operated. The original project commenced in 2009 as a community-based response to youth engagement through the use of football.

The report advised that the service was delivered throughout Renfrewshire in locations which were identified through the Renfrewshire Community Safety Partnership using relevant datasets. These included areas of multiple deprivation supporting the tackling poverty agenda as well as areas with high incidences of youth disorder and anti-social behaviour.

The report stated that the service provided by St Mirren Football Club provided a unique mix of support, coaching, mentoring and encouragement in a neutral way which reduced risks of incidences of anti-social behaviour and football associated violence and because of the location, was accessible to children and young people throughout the community.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the provision of the “Street Stuff” programme to St Mirren Football Club;

(ii) That it be noted that the contract would commence on 1 December 2016 for a period of 48 months until 30 November 2020 with an option to extend for up to a further 12 months until 30 November 2021; and

(iii) That it be noted that the core funding for the contract would be £125,000 per annum, however, the contract value would remain flexible as additional funding might be secured during the life of the contract to support expanded delivery of the programme.

**1(c) CONTRACT AUTHORISATION REPORT: SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, TESTING AND MAINTENANCE OF A VEHICLE TRACKING SYSTEM**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of the contract for the supply, delivery, installation, commissioning, testing and maintenance of a vehicle testing system.

The report indicated that at the deadline for the return of tenders four bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

Councillor Holmes, seconded by Councillor Bibby moved

(i) That the Head of Corporate Governance be authorised to award the contract for the supply installation, commissioning, testing and maintenance of a vehicle tracking system to Masternaut Group Holdings Limited;

(ii) That it be noted that the value of the contract would be £523,000 excluding VAT over the maximum duration of five years; and

(iii) That it be noted that the contract would commence on 7 December 2016 or alternatively, the date confirmed in the letter of acceptance and would be for a period of three years with the Council having the option to extend for a period of 12 months on two occasions.

Councillor K MacLaren, seconded by Councillor Lawson, moved as an amendment that the Sub-committee agree to defer authorisation of this contract until a full cost benefit analysis and a report on the outcome of consultations with the relevant trade unions, had been submitted to a future meeting of the Sub-committee.

On the role being called, the following members voted for the amendment: Councillors Audrey Doig, Lawson, Mack, K MacLaren, M MacLaren, Noon and Paterson.

The following members voted for the motion: Councillors Bibby, Gilmour, Harte, Henry, Holmes, Murrin and Williams.

There being an equality of votes cast, the Convener used his second and casting vote in favour of the motion. The motion was accordingly declared carried.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the supply installation, commissioning, testing and maintenance of a vehicle tracking system to Masternaut Group Holdings Limited;

(ii) That it be noted that the value of the contract would be £523,000 excluding VAT over the maximum duration of five years; and

(iii) That it be noted that the contract would commence on 7 December 2016 or alternatively, the date confirmed in the letter of acceptance and would be for a period of three years with the Council having the option to extend for a period of 12 months on two occasions.

**1(d) CONTRACT AUTHORISATION REPORT: COMMUNITY HALLS INVESTMENT WORKS (WINDOWS REPLACEMENT WORKS)**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a Standard Building Contract for Minor Works for use in Scotland (SBC/MW/Scot) 2011 Edition for window replacement works across four Community Centres.

The report advised that at the deadline for the return of tenders three bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 50:50. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Community Halls Investment Works (Window Replacement Works) RC/OC/187/17 to Sovereign Group Limited;

(ii) That it be noted that the value of the contract was £229,678.51 excluding VAT;

(iii) That it be noted that it was anticipated that the contract would commence on 21 November 2016 with work commencing on site in January 2017, and completed in May 2017; and

(iv) That it be noted that the starting date would be confirmed in the Council's letter of acceptance.

**1(e) CONTRACT AUTHORISATION REPORT: PROPOSED NEW SHARED CAMPUS BARGARRAN PRIMARY SCHOOL AND ST JOHN BOSCO PRIMARY SCHOOL AND NURSERY CLASS**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to entering into a Standard Building Contract with Quantities for use in Scotland (SBC/Q/Scot) 2011 edition, for the proposed new shared campus – Bargarran Primary School and St John Bosco Primary School and Nursery Class.



The report advised that at the deadline for the return of tenders nine Pre-Qualification Questionnaires (PQQ) responses had been received. The six highest scoring bidders were issued invitations and at the deadline for the return of tenders all six bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 60:40. Details of the scores relative to the award criteria of the tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the proposed New Shared Campus – Bargarran Primary School and St John Bosco Primary School and Nursery Class to Heron Bros. Limited;

(ii) That it be noted that the estimated contract value was £13,834,964.81; and

(iii) That it be noted that it was anticipated that the contract would commence on 2 December 2016 or alternatively, the date confirmed in the letter of acceptance, with construction on site completed on 30 May 2019 followed by a year's defect period.

**1(f) CONTRACT AUTHORISATION REPORT: PROPOSED NEW SHARED FACILITY - ST PAUL'S PRIMARY SCHOOL AND FOXLEA PRE-5 AND ADULT LITERACIES**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to entering into a Standard Building Contract Design and Build Contract for Use in Scotland (DB/Scot) 2011 edition, for the proposed New Shared Facility: St Paul's Primary School, Foxlea Pre-5 and Adult literacies, RC/OC/155/16.

The report advised that at the deadline for the return of tenders 11 Pre-Qualification Questionnaires (PQQ) responses had been received. The seven highest scoring bidders were issued invitations and at the deadline for the return of tenders four bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 50:50. Details of the scores relative to the award criteria of the tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the proposed New Shared Facility: St Paul's Primary School, Foxlea Pre-5 and Adult Literacies to Galliford Try Building Limited trading as Morrison Construction Scotland;

(ii) That it be noted that the estimated contract value was £6,547,604.55; and

(iii) That it be noted that it was anticipated that the contract would commence on 2 December 2016 or alternatively, the date confirmed in the letter of acceptance, for an estimated term of 81 weeks.



## Minute of Meeting

### Procurement Sub-committee

Date	Time	Venue
Wednesday, 30 November 2016	15:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Bibby, B Brown, Audrey Doig, Gilmour, Harte, Henry, Holmes, Mack, K MacLaren, M MacLaren, Murrin and Williams.

#### CHAIR

Councillor Holmes, Convener, presided.

#### IN ATTENDANCE

B Lambert, Acting Strategic Commercial & Procurement Manager, A Donaldson, Senior Procurement Specialist, S Gibb, Senior Procurement Manager and K Thomson, Category Manager (all Chief Executive's); P Shiach, Committee Services Officer (Finance & Resources); and L Gillan, Procurement Data Specialist (Scotland Excel).

#### APOLOGY

Councillor Noon.

#### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT: PURCHASE OF TABLET CLIENT DEVICES AND ACCESSORIES**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to entering into a direct award for the purchase of client tablet devices and accessories under the Scottish Government National Agreement for tablet client devices from 17 October 2016 to 20 June 2018.

The report advised that the Scottish Government had established a framework agreement for tablet devices. The procurement process undertaken to establish the Framework Agreement was the open tender procedure and advertised as a single operator with two Lots; Corporate and Education.

The report indicated that XMA Limited had been awarded sole supply of the framework agreement for both lots.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the direct award for the purchase of tablet client devices to XMA Limited from 17 October 2016 to 20 June 2018;

(ii) That it be noted that there was an option to extend the Framework Agreement for a period of 24 months, this being at the sole discretion of the Scottish Government. If the option to extend was approved, Renfrewshire Council would continue to utilise the extension period; and

(iii) That it be noted that the spend under the call off contract would be approximately £1,331,319.18 with approximately 500 devices being purchased per annum.

**1(b) CONTRACT AUTHORISATION REPORT: PROVISION OF LOW LEVEL, PREVENTATIVE, HEALTH & WELLBEING SERVICES FOR OLDER ADULTS IN RENFREWSHIRE**

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the provision of low level, preventative, health & wellbeing services for older adults in Renfrewshire for an initial period of three years commencing on 1 January 2017.

The report advised that the service providing health, wellbeing and social activities for older people in Renfrewshire was currently grant funded and delivered by ROAR Connections for Life through a Service Level Agreement (SLA) with Renfrewshire Council with joint funding from Renfrewshire Health & Social Care Partnership.

The report indicated that for the purposes of the Public Contracts regulations 2015, the scope of the service to be provided fell within the definition of "Social and Other Specific Services" and the procurement was compliant with Chapter 3 Section 7 of the Regulations.

The report intimated that the Service was unique and that approval to enter into a negotiated contract with ROAR Connections for Life Limited for the provision of the Service had been granted in April 2016.

The report stated that Invitation to Tender documentation had been issued to ROAR Connections for Life Limited on 7 September 2016 and their tender received by the deadline for submission of bids on 5 October. The tender submission was assessed by representatives from the Corporate Procurement Unit and Renfrewshire Health & Social Care Partnership and was found to be acceptable on both commercial and technical grounds.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of Low Level, Preventative, Health & Wellbeing Services for Older Adults in Renfrewshire to ROAR Connections for Life Limited;

(ii) That it be noted that the contract value including the maximum option period would be £1,305,000 excluding VAT; and

(iii) That it be noted that the contract would commence on 1 January 2017 for a period of three years with the Council's option to extend the contract for one year on two separate occasions to no later than 31 December 2021.

**1(c) CONTRACT AUTHORISATION REPORT: NATIONAL CARE HOME CONTRACT EXTENSION - 11/04/2016 TO 09/04/2017**

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social care Partnership relative to seeking formal retrospective approval for the award of 18 separate contracts for Extensions for the period 11 April 2016 to 9 April 2017, with an option to extend for a further 12 month period to 9 April 2018, to the existing National Care Home Contract (NCHC) Providers listed in Appendix A to the report.

The report advised that a National Care Home Contract (NCHC) had existed in different versions since 2006 for the provision of residential and/or nursing care throughout Scotland.

The report indicated that negotiations in 2016 between COSLA, Scotland Excel and representatives of the Providers concluded in March 2016 and resulted in an increase in fees as detailed in the report. Renfrewshire Council had not been represented in the original negotiations and the issue of the formal Minute of Variation to support the agreement was subject to delay. Details of the subsequent negotiations required were detailed in the report.

**DECIDED:**

(i) That it be noted that the Contract extension commenced on 11 April 2016 until 9 April 2017;

(ii) That it be noted that, in line with the decision taken for previous NCHC extensions for 2015/16, the increases applied for the proposed NCHC extensions for the period 11 April 2016 to 9 April 2017 were in accordance with the rates as nationally agreed by COSLA and Scotland Excel pending the agreement and introduction of a revised negotiating policy for Renfrewshire Council;

(iii) That the formal retrospective award of Contract for Extensions to the NCHC for the period 11 April 2016 to 9 April 2017, with an option to extend for a further 12-

month period to 9 April 2018, to the existing Providers listed in Appendix A to the report, be approved; and

(iv) That it be noted that the anticipated total spend during the period of the extension, including the option period would be approximately £56m excluding VAT.

**1(d) CONTRACT AUTHORISATION REPORT: MEASURED TERM CONTRACT FOR LEGIONELLA PREVENTION, CONTROL AND RISK MANAGEMENT SERVICES**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a Measured Term Contract for the Provision of a Legionella Prevention, Control and Risk Management Service throughout the Renfrewshire Council estate.

The report advised that at the deadline for the return of tenders 11 bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30 following which 10 bids passed the mandatory requirements. One bid was withdrawn. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of a Legionella Prevention, Control and Risk Management Service, RC/RC/106/16 to ChemTech Consultancy Limited;

(ii) That it be noted that the Contract would be for an initial period of three years with the Council having the option to extend the contract term for 12 months on two separate occasions giving a potential total contract term of five years;

(iii) That it be noted that the anticipated annual value of the contract had been assessed as £180,000.00 excluding VAT; and

(iv) That a ceiling value of £540,000.00 be approved for this contract over the initial 3- year period and this ceiling value be increased by £180,000.00 for each additional year should the Council take up the extension options up to a total ceiling value of £900,000.00 excluding VAT over the potential 5-year term.

**1(e) CONTRACT AUTHORISATION REPORT: PROVISION OF A PUPIL SUPPORT PROGRAMME**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of a contract for the Provision of a Pupil Development Programme.

The report advised that as part of the Achieving Step Change Project, Renfrewshire Council agreed to investigate and deliver evidence based programmes to improve outcomes for children and young people in Renfrewshire. One of the programmes identified as being appropriate for implementation was Promoting Alternative Thinking Strategies PATHS).

The report intimated that PATHS could only be delivered by staff trained and approved by the programme developers. Barnardo's held the UK licence for PATHS and had mapped this across Scottish schools to meet the requirements within the

Curriculum for Excellence, and on this basis, approval to enter in to a negotiated contract with Barnardo's for PATHS was given in April 2016 in accordance with Schedule 5, clause C.1 (c) Special Arrangements for Social Care Contracts of Renfrewshire Council's Contract Standing Orders.

The report indicated that Barnardo's had already provided the PATHS programme in 13 of Renfrewshire's schools through a grant from the Big Lottery. The grant funding had ended and Children's Services had identified the continuation and roll-out of the PATHS programme as a key element in the strategy for improving children's outcomes.

The report stated that contract documentation was issued to Barnardo's on 30 June 2016 and their submission was received on 5 July 2016. The submission was assessed by representatives from both the Corporate Procurement Unit and Children's Services, and was considered acceptable on both technical and commercial grounds.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of a Pupil Development Programme to Barnardo's;

(ii) That it be noted that the contract value was £366,630 excluding VAT: and

(iii) That it be noted that it was anticipated that the contract would commence on 12 December, 2016 for a period of 2 years and 7 months to no later than 30 June 2019, with the actual commencement date to be confirmed in the Council's letter of acceptance.

**1(f) CONTRACT AUTHORISATION REPORT: POSTAL SERVICES**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to entering into a contract for Postal Services to be made by direct award under Lot 1 of the Crown Commercial Services (CCS) Framework Agreement for Postal Goods and Services.

The report advised that the current Council contract for postal services would expire on 31 December 2016 and a replacement contract was required from 1 January 2017. The Corporate Procurement Unit had carried out a desk top exercise to review the best option available for this new contract which included review of the existing Crown Commercial Service Postal Goods and Service, Framework Agreement RM1063 Lot 1 which commenced in February 2015 and the Scottish Procurement Postal Services Framework SP-15-014 Lot 1 which started earlier this year.

The report intimated that due to the timescales involved and the requirement to make an award by 13 December 2016, the recommendation was to look at a direct award via one of the existing frameworks identified in section 3.1 of the report. A comparison of the rates offered for direct awards under the respective frameworks was undertaken by the Corporate Procurement Unit and the HQ Facilities Co-ordinator, in order to determine the best value for the Council.

The report indicated that after the desk top review officers identified that the Council would achieve best value by utilising the Direct Award option on the Crown Commercial Service Postal Goods and Service, Framework Agreement RM1063 Lot



1 for a Call Off Contract with Whistl UK Limited.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to make the award of the Call Off Contract for Postal Services under Lot 1 of the Crown Commercial Services (CCS) Framework Contract RM1063 Postal Goods and Services to Whistl UK Limited;

(ii) That it be noted that the Call Off contract would commence on 1 January 2017 until 16 February 2018 with the Council having the sole option to extend on two separate occasions up to 12-month periods to no later than 16 February 2020; and

(iii) That it be noted that where the full extension options were exercised the total value of the Call Off contract would be up to £665,000 excluding VAT.

**1(g) CONTRACT AUTHORISATION REPORT: MINI COMPETITION FOR THE STRATEGIC REVIEW OF STREET LIGHTING - LED LANTERN REPLACEMENT 2016/17 - PHASE 3**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a contract for a Mini Competition for the Strategic Review of Street Lighting – LED Lantern Replacement 2016/17 – Phase 3 under the terms of Scotland Excel's Framework Contract for Street Lighting Bulk Renewal of Luminaires.

The report advised that nine suppliers were awarded onto the framework contract and that at the deadline for the return of tenders two bids had been received. The bids were evaluated against a set of award criteria details of which were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Strategic Review of Street Lighting – LED Lantern Replacement 2016/17 – Phase 3 (reference RC1610\_6962(ITT15294) to Power 1 Electrical Contractors Limited;

(ii) That it be noted that the value of the contract would be £504,273.44 excluding VAT with an additional value of 10% contingency for unforeseen works; and

(iii) That it be noted that the starting date of the contract was anticipated to be 12 January 2017 with the Contractor receiving the first delivery of LED lanterns on that date; the Contractor would be on-site on 23 January 2017; and the completion date would be 19 May 2017.

**1(h) CONTRACT AUTHORISATION REPORT: REPAIR, MAINTENANCE AND IMPROVEMENTS TO ROADS RELATED STRUCTURES**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a Framework Agreement for the Repair, Maintenance and Improvements to Roads Related Structures.

The report advised that a Framework Agreement had been established to ensure timeous access to pre-selected, appropriately qualified contractors.



The report intimated that at the deadline for the return of tenders eight bids had been received. Of these eight organisations, six submitted a bid for inclusion on Lot 1, and eight submitted a bid for inclusion on Lot 2. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the Framework Agreement for the Repair, Maintenance and Improvement to Roads Related Structures to the parties listed below: -

Lot 1 – Works up to and including the value of £50,000

- (a) WI & A Gilbert Limited;
- (b) MacAshphalt Limited;
- (c) Mackenzie Construction Limited.

Lot 2 – Works over £50,000

- (a) W I & A Gilbert Limited;
- (b) Mackenzie Construction Limited;
- (c) Highway Barrier Solutions Limited;
- (d) Robertson Construction Group Limited;

(ii) That it be noted that the Framework Agreement was intended to commence on 14 December 2016 and would be for a period of four years;

(iii) That it be noted that the spend under the Framework Agreement would be up to the value of £800,000 excluding VAT; and

(iv) That it be noted that any package orders awarded under the Framework Agreement would be subject to Council Standing Orders Relating to Contracts.

**1(i) CONTRACT AUTHORISATION REPORT: COMMUNITY HALLS INVESTMENT WORKS (ROOF AND RENDER WORKS)**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a Standard Building Contract for Minor Works for use in Scotland (SBC/MW/Scot) 2011 Edition for Roof and Render works across five Community Centres.

The report advised that at the deadline for the return of tenders six bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 50:50. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the Contract for Community Halls Investment Works (Roof and Render Works) RC/OC/201/17 to Cite Gate Construction Limited;

(ii) That it be noted that the contract value was £511,381.00 excluding VAT; and

(iii) That it be noted that the Council's letter of acceptance was anticipated to be issued on 12 December 2016 with a date for commencement of works on site as 16 January 2016 and with the date of completion of works as 1 May, 2017; and that it be noted that any changes to these dates and the actual date of commencement of works would be confirmed in the Council's letter of acceptance.

**1(j) CONTRACT AUTHORISATION REPORT: MEASURED TERM CONTRACT FOR THE MAINTENANCE, REPAIR, REPLACEMENT AND INSTALLATION OF ROLLER SHUTTERS**

There was submitted a joint report by the Chief Executive and Director of Community Resources relative to the award of a Measured Term Contract (MTC) for the maintenance, repair, replacement and installation of roller shutters to Taymore Limited.

The report advised that at the deadline for the return of tenders five bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the Measured Term Contract for Maintenance, Repair, Replacement and Installation of Roller Shutters to Taymore Limited;

(ii) That it be noted that the value of the MTC would be £210,000 excluding VAT over the initial three-year period; that the Council reserved the right to extend the contract on (one or two) separate occasions to a maximum total period of five years; and that where the Council took up both extension to the contract period, the total contract value would be £350,000 excluding VAT over the five year term; and

(iii) That it be noted that the proposed date for the MTC to commence was 1 January 2017 with the exact date to be confirmed in the Council's letter of acceptance.

**1(k) CONTRACT AUTHORISATION REPORT: PROVISION OF PLANT HIRE AND OPERATORS**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of a National Engineering Contract (NEC3) Term Service Short Contract (April 2013) for the provision of plant hire and operators.

The report advised that at the deadline for the return of tenders six bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 75:25. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of Plant Hire and Operators to MacAsphalt Limited;

(ii) That it be noted that the allocated budget for the programme was £250,000 per

year; that for evaluation purposes the tender included a list of plant the Council may require to hire over the contract period; that the tendered total from MacAsphalt Limited, based on a notional allocation of quantities against each of these elements of plant for evaluation purposes only was £19,253.46 excluding VAT; that it be noted that the rates from the price list would apply each time the Council issued a task order instructing plant hire throughout the duration of the contract; and

(iii) That it be noted that the starting date of the contract was anticipated to be 9 January 2017 for a period of two years with the Council having the option to extend for a further 12-month period, with the starting date to be confirmed in the letter of acceptance.



## Minute of Special Meeting Procurement Sub-committee

Date	Time	Venue
Monday, 09 January 2017	15:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, B Brown, Audrey Doig, Gilmour, Harte, Henry, Holmes, Lawson, K MacLaren, M MacLaren, Murrin, Noon, Paterson and Williams.

### CHAIR

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

D Amos, Head of Policy and Commissioning; B Lambert, Acting Strategic Commercial and Procurement Manager and D Taggart, Strategic Commercial Category Manager (all Chief Executive's); S McFadden, Project Director City Deal and A Anderson, Project Manager, Glasgow Airport Investment Area (both Development & Housing); and K Graham, Head of Corporate Governance and P Shiach, Committee Services Officer (both Finance & Resources).

### DECLARATIONS OF INTEREST

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

1 **CONTRACT AUTHORISATION REPORT FOR OVERWATER SITE INVESTIGATIONS FOR CLYDE WATERFRONT AND RENFREW RIVERSIDE AND GLASGOW AIRPORT INVESTMENT AREA PROJECTS**

There was submitted a joint contract authorisation report by the Chief Executive and Director of Development & Housing Services relative to the contract for overwater site investigations for Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area projects which were part of the Glasgow City Region City Deal. The contract had been tendered in accordance with the below EU threshold open procedure for works and the Council's Standing Orders Relating to Contracts, under the Public Contracts (Scotland) Regulations 2015.

Two contractors provided responses to the Invitation to Tender by the due date. Both tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD), both met the minimum criteria of the ESPD and were evaluated against a set of award criteria which were based on a price/quality ratio of 90:10. The report recommended that the tender be awarded to Causeway Geotech Limited, who submitted the most economically advantageous tender.

Councillor Holmes seconded by Councilor Bibby moved:

- (a) That the Head of Corporate Governance be authorised to award the contract for overwater site investigations for Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area projects to Causeway Geotech Limited;
- (b) That it be noted that the contract sum for the works was £623,755; and
- (c) That it be noted that the contract would commence on 16 January 2017, or the date stated in the letter of acceptance, with a completion date of 16 June 2017.

Councillor K MacLaren, seconded by Councillor Lawson moved as an amendment that the Procurement Sub-committee reconsider this contract at the next scheduled meeting of the Committee on 25 January by which time the current administration can bring forward updated information on the timescales for the Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area Projects.

On the roll being called, the following members voted for the amendment:

Councillors Audrey Doig, Lawson, K MacLaren, M MacLaren, Noon and Paterson.

The following members voted for the motion:

Councillors Bibby, B Brown, Gilmour, Harte, Henry, Holmes, Murrin and Williams.

6 members having voted for the amendment and 8 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award the contract for overwater site investigations for Clyde Waterfront and Renfrew Riverside and Glasgow Airport Investment Area projects to Causeway Geotech Limited;

- (b) That it be noted that the contract sum for the works was £623,755; and
- (c) That it be noted that the contract would commence on 16 January 2017, or the date stated in the letter of acceptance, with a completion date of 16 June 2017.





## Minute of Meeting

### Investment Review Board

Date	Time	Venue
Wednesday, 23 November 2016	13:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Bibby, Henry, J MacLaren, Holmes, and Noon.

#### IN ATTENDANCE

A MacArthur, Head of Finance and R Devine, Senior Committee Services Officer (both Finance & Resources).

#### ALSO IN ATTENDANCE

D Millar, Senior Investment Analyst, Hymans Robertson LLP and M Connor, Senior Portfolio Manager (Standard Life Wealth Limited).

#### 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 1 June, 2016.

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

## 2 **REVIEW OF STATEMENT OF INVESTMENT PRINCIPLES**

There was submitted a report by the Director of Finance & Resources relative to the Statement 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 Standard Life Wealth 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 which benchmark should be employed against which to assess the manager's performance, and restrictions which the manager required to observe when choosing sectors or classes of asset in which to invest. The Statement of Investment Principles had last been reviewed during November 2015 and was due for review.

The report indicated that there were no proposed changes to the Statement previously approved. A copy of the Statement of Investment Principles was appended to the report.

**DECIDED:** That the Statement of Investment Principles, as amended, be approved.

## 3 **INFORMATION SESSION**

There was submitted a report by D Millar, Hymans Robertson LLP, regarding the Renfrewshire investment portfolios and the current economic situation.

The report made reference to currency, bond and equity markets immediately following the EU Referendum and provided updates in terms of the current position; the cut in the base interest rate by the Bank of England from 0.5% to 0.25% and the extension of Quantitative Easing to support the UK economy; the revision downwards of growth forecasts and the anticipated higher inflation rate and larger than expected deficit as the UK negotiated its way out of the European Union. It was highlighted that, in the meantime, the UK economy had remained resilient. Mention was also made of the challenges facing Europe and their potential impact on the European economy. A further update in terms of currency, bond and equity markets was provided following the US Election.

D Millar, Senior Investment Analyst, commented on the economic and market conditions in terms of the global perspective; the performance of equities and bonds over the period to 30 September, 2016, and provided information in relation to the general performance, asset allocation and performance by asset class of the Paisley and Renfrew Common Good Funds.

There followed a question and answer session.

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

## **SEDERUNT**

Councillors Henry and Bibby entered the meeting during consideration of this 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 for the six-month period ending 30 September, 2016. A performance review report by Hymans Robertson LLP was appended thereto.

M Connor, Senior Investment Manager, presented a report in relation to the performance of the Paisley and Renfrew Common Good Funds to 30 September, 2016. The report provided information on the portfolio manager, world markets for the three-month period 30 June to 30 September 2016 and the one-year period 30 September, 2015 to 30 September, 2016; notable events in terms of global equities and gilts, portfolio summaries, investment guidelines, benchmark, income targets for both Common Good Funds; Fund specific allocations and performance; asset attribution and performance by asset class together with an explanation of performance calculations. Reference was also made to the uncertainty in terms of the markets following the outcome of the EU Referendum and the US Election.

Mr Connor was then heard in answer to questions from members. Following discussion it was agreed that should there be a need to make significant changes to the investment portfolio, prior to the next scheduled meeting of the Board, as a result of future economic circumstances, arising from the impact of Brexit or the US elections, arrangements be made to convene a special meeting of the Board.

**DECIDED:** That should there be a need to make significant changes to the investment portfolio, prior to the next scheduled meeting of the Board, as a result of future economic circumstances, arising from the impact of Brexit or the US elections, arrangements be made to convene a special meeting of the Board and that otherwise the reports be noted.



## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Thursday, 08 December 2016	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Representing Renfrewshire Council Management - Councillors Glen, Harte, Noon and Williams.

Representing Trade Unions – J Boylan and S Hicks (UNISON); and C McLeod (GMB).

#### IN ATTENDANCE

T McEwan, Education Manager - Planning & Performance (Children's Services); E Scott, Building Services Manager and K Markwick, Amenity Services Manager (both Community Resources); and I Beattie, Head of Health & Social Care (Paisley) and C Donnelly, Head of HR, Organisational Development & Workforce Strategy, R Cree, Principal HR Adviser, S Fanning, Principal HR Adviser (Health, Safety and Absence); R Laouadi, Human Resources Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

#### APOLOGIES

Councillor Audrey Doig; S McAllister and J McMenemy (UNITE); and M Ferguson (UNISON).

#### DECLARATIONS OF INTEREST

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

## 1 **APPOINTMENT OF CHAIRPERSON**

It was proposed and agreed that Councillor Harte chair the meeting.

**DECIDED:** That Councillor Harte chair the meeting.

## 2 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 26 October 2016.

Under reference to Item 2 – Minute of Previous meeting - the Principal HR Adviser (Health Safety and Absence) advised that the trade unions would be involved in the review of guidance in connection with manoeuvring more than one bin simultaneously between properties and the refuse vehicle.

Under reference to Item 2 – Minute of Previous meeting - it was noted that a copy of the survey undertaken by UNISON relative to incidents of violence/aggression in the workplace would be forwarded to the Principal HR Adviser (Health, Safety and Absence) as soon as possible.

**DECIDED:** That that Minute be noted.

## 3 **DEVELOPMENTS IN HEALTH AND SAFETY**

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised and outlined training courses which had been undertaken since the last meeting of the Board.

The report advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that an audit had taken place, between 21 and 23 November, 2016, within Community Resources, Children's Services and Finance and Resources. It had been a positive audit with areas of good practice identified, however it was also advised that five minor non-conformances had been raised.

The report indicated that the Health and Safety section continued to work with the incumbent occupational health contractor. Currently work was being undertaken in relation to the annual flu vaccination programme as well as hand to arm vibration syndrome and audio screening.

As part of the Healthy Working Lives Gold award programme the health and section continued to work with Services and maintain evidence on behalf of the Council. It was highlighted that the Council had successfully retained the gold award.

The report also intimated that the health and safety section continued to support the Town Centres Team, Renfrewshire Leisure Limited and other event organisers to ensure that there were safe, controlled and enjoyable events delivered.

**DECIDED:** That the report be noted

4      **DETAILS OF GRIEVANCES**

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy relative to details of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there were a total of three grievances as at 31 October, 2016.

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

5      **AGENCY WORKERS**

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to the number of agency staff employed within the Council as at October 2016, and detailing the capacity and Service in which they were engaged.

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

6      **DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 8 February, 2017








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**To:** Finance and Resources Policy Board

**On:** 25 January 2017

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

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**Heading:** Revenue Budget Monitoring to 11 November 2016

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## 1. Summary

- 1.1 Gross expenditure and income are reported to be in line with budget which results in a breakeven position for the services reporting to this Policy Board. This is summarised over the relevant services in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Finance and Resources	Breakeven	-	Breakeven	-
Chief Executives	Breakeven	-	Breakeven	-
Miscellaneous	Breakeven	-	Breakeven	-

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## 2. Recommendations

- 2.1 Members are requested to note the budget position
- 2.2 Members are requested to note that since the last report there have been net budget realignments of £380,972 mainly related to the transfer in of the Development and Housing finance team, parking

income and rates realignments, partially offset by the transfer of Disclosure Scotland budget to Children and Adult Services.

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3. **Finance and Resources**

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

There are no significant variances to report.

3.1 **Projected Year End Position**

It is anticipated that Finance and Resources will achieve a breakeven position at the year end.

4. **Chief Executive**

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

There are no significant variances to report.

4.1 **Projected Year End Position**

It is anticipated that the Chief Executive's service will achieve a breakeven position at the year end.

5. **Miscellaneous Services**

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

There are no significant variances to report.

5.1 **Projected Year End Position**

It is anticipated that, in the context of the ongoing debt smoothing strategy, Miscellaneous Services 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

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**Author:** Margo Simpson, Extension 5392  
Stewart Muir, Extension 6132



RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

POLICY BOARD : FINANCE AND RESOURCES	
Description (1)	Revised Annual Budget (2)
£000's	£000's
Employee Costs	52,461
Property Costs	5,229
Supplies & Services	3,544
Contractors and Others	3,665
Transport & Plant Costs	29
Administration Costs	17,714
Payments to Other Bodies	4,508
CFCR	1,000
Capital Charges	6,691
<b>GROSS EXPENDITURE</b>	<b>94,841</b>
<b>Income</b>	<b>(50,987)</b>
<b>NET EXPENDITURE</b>	<b>43,854</b>

Revised Period Budget (3)	£000's
21,054	
337	
2,230	
894	
19	
1,531	
2,953	
0	
15	
<b>29,033</b>	
(10,821)	
<b>18,212</b>	

Actual (4)	£000's
20,996	
333	
2,231	
869	
21	
1,548	
2,958	
0	
15	
<b>28,971</b>	
(10,822)	
<b>18,149</b>	

Adjustments (5)	£000's
48	
3	
3	
27	
(2)	
(17)	
0	
0	
0	
<b>62</b>	
1	
<b>63</b>	

Revised Actual (6) = (4 + 5)	£000's
21,044	
336	
2,234	
896	
19	
1,531	
2,958	
0	
15	
<b>29,033</b>	
(10,821)	
<b>18,212</b>	

Budget Variance (7)		
£000's	%	
10	0.0%	underspend
1	0.3%	underspend
(4)	-0.2%	overspend
(2)	-0.2%	overspend
0	0.0%	breakeven
0	0.0%	breakeven
(5)	-0.2%	overspend
0	0.0%	breakeven
0	0.0%	breakeven
<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
0	0.0%	breakeven
<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's
<b>0</b>
<b>(0)</b>

**0.0%**  
**0.0%**

Bottom Line Position to 11 November 2016 is breakeven of  
Anticipated Year End Budget Position is breakeven of

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

POLICY BOARD : FINANCE AND RESOURCES	
Description (1)	£000's
Finance and Resources	10,232
Chief Executives	2,099
Miscellaneous	31,523
<b>NET EXPENDITURE</b>	<b>43,854</b>

Revised Annual Budget (2)	£000's
10,232	
2,099	
31,523	
<b>43,854</b>	

Revised Period Budget (3)	£000's
18,583	
3,815	
(4,186)	
<b>18,212</b>	

Actual (4)	£000's
18,583	
3,832	
(4,266)	
<b>18,149</b>	

Adjustments (5)	£000's
0	
(17)	
80	
<b>63</b>	

Revised Actual (6) = (4 + 5)	£000's
18,583	
3,815	
(4,186)	
<b>18,212</b>	

Budget Variance (7)		
£000's	%	
0	0.0%	breakeven
0	0.0%	breakeven
0	0.0%	breakeven
<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's
<b>0</b>
<b>(0)</b>

Bottom Line Position to 11 November 2016 is breakeven of  
Anticipated Year End Budget Position is breakeven of

**0.0%**  
**0.0%**

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 11 November 2016**

**POLICY BOARD : FINANCE AND RESOURCES : FINANCE AND RESOURCES**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	26,896	15,680	15,669	1	15,670	10	0.1%	underspend
Property Costs	2,861	285	285	0	285	0	0.0%	breakeven
Supplies & Services	2,047	994	996	1	997	(3)	-0.3%	overspend
Contractors and Others	868	632	630	2	632	0	0.0%	breakeven
Transport & Plant Costs	29	9	11	(2)	9	0	0.0%	breakeven
Administration Costs	9,587	1,232	1,234	(2)	1,232	0	0.0%	breakeven
Payments to Other Bodies	2,476	1,502	1,509	0	1,509	(7)	-0.5%	overspend
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	2,802	0	0	0	0	0	0.0%	breakeven
<b>GROSS EXPENDITURE</b>	<b>47,566</b>	<b>20,334</b>	<b>20,334</b>	<b>0</b>	<b>20,334</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
Income	(37,334)	(1,751)	(1,751)	0	(1,751)	0	0.0%	breakeven
<b>NET EXPENDITURE</b>	<b>10,232</b>	<b>18,583</b>	<b>18,583</b>	<b>0</b>	<b>18,583</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

Bottom Line Position to 11 November 2016 is breakeven of **£000's 0 0.0%**  
 Anticipated Year End Budget Position is breakeven of **£000's (0) 0.0%**

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

**POLICY BOARD : FINANCE AND RESOURCES : FINANCE AND RESOURCES**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Finance	267	2,766	2,766	0	2,766	0	0.0%	breakeven
Development	1,396	10,396	10,394	2	10,396	0	0.0%	breakeven
Cost of Collection of Rates	129	29	29	0	29	0	0.0%	breakeven
Cost of Collection of Council Tax	880	221	221	0	221	0	0.0%	breakeven
Private Sector Housing Benefit	1,696	929	929	0	929	0	0.0%	breakeven
Finance Miscellaneous	3,957	1,034	1,036	(2)	1,034	0	0.0%	breakeven
Personnel Services	36	820	820	0	820	0	0.0%	breakeven
Legal and Democratic Services	627	1,559	1,559	0	1,559	0	0.0%	breakeven
<b>TOTAL FINANCE AND RESOURCES</b>	<b>8,988</b>	<b>17,754</b>	<b>17,754</b>	<b>0</b>	<b>17,754</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
Joint Valuation Board	1,244	829	829	0	829	0	0.0%	breakeven
<b>NET EXPENDITURE</b>	<b>10,232</b>	<b>18,583</b>	<b>18,583</b>	<b>0</b>	<b>18,583</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's

0.0%

0.0%

Bottom Line Position to 11 November 2016 is breakeven of  
Anticipated Year End Budget Position is breakeven of

0

(0)



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 11 November 2016**

**POLICY BOARD : FINANCE AND RESOURCES : CHIEF EXECUTIVES**

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5) £000's	Budget Variance £000's (7)	%	
Employee Costs		4,329	2,462	2,465	(3)	2,462	0	0.0%	breakeven
Property Costs		43	5	5	0	5	0	0.0%	breakeven
Supplies & Services		420	748	748	0	748	0	0.0%	breakeven
Contractors and Others		15	86	86	0	86	0	0.0%	breakeven
Transport & Plant Costs		0	9	9	0	9	0	0.0%	breakeven
Administration Costs		288	30	45	(15)	30	0	0.0%	breakeven
Payments to Other Bodies		1,167	591	591	0	591	0	0.0%	breakeven
CFCR		0	0	0	0	0	0	0.0%	breakeven
Capital Charges		0	0	0	0	0	0	0.0%	breakeven
<b>GROSS EXPENDITURE</b>		<b>6,262</b>	<b>3,931</b>	<b>3,949</b>	<b>(18)</b>	<b>3,931</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
Income		(4,163)	(116)	(117)	1	(116)	0	0.0%	breakeven
<b>NET EXPENDITURE</b>		<b>2,099</b>	<b>3,815</b>	<b>3,832</b>	<b>(17)</b>	<b>3,815</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

<b>Bottom Line Position to 11 November 2016 is breakeven of</b>	<b>£000's</b>
	<b>0</b>
<b>Anticipated Year End Budget Position is breakeven of</b>	<b>(0)</b>

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 11 November 2016**

**POLICY BOARD : FINANCE AND RESOURCES : CHIEF EXECUTIVES**

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance £000's (7)	%	
Core Activities		(2,891)	199	210	(11)	199	0	0.0%	breakeven
CE Funded Projects		0	0	0	0	0	0	0.0%	breakeven
Policy and Commissioning		3,304	2,223	2,240	(17)	2,223	0	0.0%	breakeven
Corporate Communications		621	361	350	11	361	0	0.0%	breakeven
Corporate Marketing		1,065	1,032	1,032	0	1,032	0	0.0%	breakeven
<b>NET EXPENDITURE</b>		<b>2,099</b>	<b>3,815</b>	<b>3,832</b>	<b>(17)</b>	<b>3,815</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's

0.0%

0.0%

Bottom Line Position to 11 November 2016 is breakeven of  
Anticipated Year End Budget Position is breakeven of

0  
(0)

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

POLICY BOARD : FINANCE AND RESOURCES : MISCELLANEOUS

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	21,235	2,911	2,861	50	2,911	0	0.0%	breakeven
Property Costs	2,325	48	44	3	47	1	2.1%	underspend
Supplies & Services	1,076	488	487	2	489	(1)	-0.2%	overspend
Contractors and Others	2,782	177	154	25	179	(2)	-1.1%	overspend
Transport & Plant Costs	0	0	0	0	0	0	0.0%	breakeven
Administration Costs	7,840	269	269	0	269	0	0.0%	breakeven
Payments to Other Bodies	866	860	858	0	858	2	0.2%	underspend
CFCR	1,000	0	0	0	0	0	0.0%	breakeven
Capital Charges	3,889	15	15	0	15	0	0.0%	breakeven
<b>GROSS EXPENDITURE</b>	<b>41,013</b>	<b>4,768</b>	<b>4,688</b>	<b>80</b>	<b>4,768</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
Income	(9,490)	(8,954)	(8,954)	0	(8,954)	0	0.0%	breakeven
<b>NET EXPENDITURE</b>	<b>31,523</b>	<b>(4,186)</b>	<b>(4,266)</b>	<b>80</b>	<b>(4,186)</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's

Bottom Line Position to 11 November 2016 is breakeven of  
Anticipated Year End Budget Position is breakeven of

0.0%  
0.0%

0  
0

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

POLICY BOARD : FINANCE AND RESOURCES : MISCELLANEOUS									
Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
Corporate & Democratic Core		32,069	1,280	1,226	54	1,280	0	0.0%	breakeven
Central Overheads		3,631	2,507	2,507	0	2,507	0	0.0%	breakeven
Capital Accounting		3,598	(25)	(25)	0	(25)	0	0.0%	breakeven
Welfare Fund Grants		1,504	826	826	0	826	0	0.0%	breakeven
Community Infrastructure		0	0	0	0	0	0	0.0%	breakeven
Temporary Interest		(500)	0	0	0	0	0	0.0%	breakeven
Integrated Joint Board		(8,779)	(8,774)	(8,800)	26	(8,774)	0	0.0%	breakeven
<b>NET EXPENDITURE</b>		<b>31,523</b>	<b>(4,186)</b>	<b>(4,266)</b>	<b>80</b>	<b>(4,186)</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
<b>Bottom Line Position to 11 November 2016 is an overspend of</b>		<b>£000's</b>		<b>0.0%</b>					
		<b>0</b>		<b>0</b>					
<b>Anticipated Year End Budget Position is breakeven of</b>		<b>0</b>		<b>0.0%</b>					




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**To:** Finance and Resources Policy Board

**On:** 25 January 2017

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

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**Heading:** Revenue Budget Monitoring – Council Overview to 11 November 2016

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**1. Summary**

1.1 This report provides an overview of the budget performance for all Services for the period to 11 November 2016.

1.2 The report confirms an overall £32,000 underspend position for all services. This is summarised over General Fund Services and the Housing Revenue Account in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
General Fund Services	£32,000 Underspend	0.0%	£5,000 Underspend	0.0%
HRA	Breakeven	-	Breakeven	-

1.3 The budget performance to date suggests a £7,000 underspend projected year end position which is summarised in the table below:

Division / Department	Anticipated Year End Position	% variance	Previously Reported Position	% variance
General Fund Services	£7,000 Underspend	0.0%	£10,000 Underspend	0.0%
HRA	Breakeven	-	Breakeven	-

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## 2. **Recommendations**

2.1 Members are requested to note the budget position

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## 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 Policy Board)*

<b>Current position:</b>	<b>Net underspend £28,000</b>
<b><i>Previously reported:</i></b>	<b><i>Breakeven</i></b>

The underspend position at this stage in the year relates mainly to the net effect of overspends and underspends in the following areas of service:-

- The overspend of (£148,000) within Central Admin relates to additional staffing costs.
- (£327,000) of an overspend within Pre Five relates to staffing costs and property costs.
- A £302,000 underspend within Primary schools relates to transport costs and teachers' salaries.
- £205,000 of a underspend within Secondary Schools relates to transport costs and teachers' salaries.
- An overspend of (£72,000) within Special Schools relates to teachers' salaries.

- The overspend of (£37,000) within Community Learning and Development relates to staffing costs.
- The net underspend of £55,000 within Education Development relates to staffing costs.
- An overspend of (£333,000) within Additional Support for Learning relates to staffing costs.
- A £383,000 underspend of within Childcare services relates to lower than anticipated expenditure on residential placements and Fostering and Adoption allowances.

### **Projected Year End Position**

It is anticipated, at this stage, that Children's Services will achieve a break-even year-end position subject to any unforeseen demand pressures emerging over the rest of the year.

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

**Current Position:** Breakeven  
**Previously Reported:** Breakeven

There are no significant variances to report.

### **Projected Year End Position**

It is anticipated at this stage that Leisure Services will achieve a breakeven position at the year end.

#### **3.5 Community Resources (Environment Policy Board)**

**Current Position:** Breakeven  
**Previously Reported:** Breakeven

The breakeven position at this stage in the year relates mainly to the net effect of over and underspends in the following areas of service:-

- An overspend of (£55,000) on Refuse Collection is mainly due to lower income from trade waste and special uplifts and a small overspend on employee costs which are partly offset by an underspend on property and supplies and services.

- An underspend of £30,000 on School Crossing Patrollers due to lower than budgeted employee costs.
- An underspend of £8,000 on Regulatory Services due to a lower than budgeted employee costs.
- An underspend of £12,000 within traffic management is due to a small over recovery of income.

### **Projected Year End Position**

It is currently projected that Community Resources will breakeven at year end. This forecast position will be reviewed on an ongoing basis during the financial year, particularly with regard to recycling performance and the level of tonnages received for recycling or disposal, and the costs of roads maintenance throughout the remainder of the winter maintenance period to March 2017.

## 3.6 **Development & Housing Services - Other Housing** (*Housing & Community Safety Policy Board*)

**Current Position:** Breakeven  
**Previously Reported:** Breakeven

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

### **Projected Year End Position**

It is projected that the Other Housing division will achieve a breakeven position by the year end.

## 3.7 **Development & Housing Services – Planning Division** (*Planning and Property Policy Board*)

**Current Position:** Breakeven  
**Previously Reported:** Breakeven

The Planning Division account reflects a breakeven position with greater than anticipated expenditure within employee costs due to turnover requirements and supplies and services for the provision for IT



maintenance. These overspends are funded by increased levels of planning income.

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

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

### 3.8 **Development & Housing Services - Property & Construction** (*Planning and Property Policy Board*)

**Current Position:** Breakeven  
***Previously Reported:*** *Breakeven*

At this stage in the financial year Property and Construction Services reflects a breakeven position with no significant variances to report on any of the budget categories.

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

It is anticipated that Property & Construction Services will achieve a breakeven position at year end.

### 3.9 **Development & Housing Services – Economic Development Division** (*Economy & Jobs Policy Board*)

**Current Position:** Breakeven  
***Previously Reported:*** *Breakeven*

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

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

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

**Adult Services** (*Leadership Board*)

**Current Position:** £4,000 underspend  
***Previously Reported:*** £5,000 underspend

**Older People**

**Current Position:** Net underspend of £274,000  
***Previously Reported:*** Net underspend of £331,000

The overall underspend within Older People services is due to the availability of integration funding for Adult Social Care for 2016/17 and also vacancies within Local Authority run Care Homes, for which active recruitment remains ongoing.

**Physical Disabilities**

**Current Position:** Net overspend of (£219,000)  
***Previously Reported:*** Net overspend of (£383,000)

The overspend within Physical Disabilities relates to pressures within the Adult Placement budget due to increasing demand and the impact of Self Directed Support (SDS).

**Learning Difficulties**

**Current Position:** Net overspend of (£88,000)  
***Previously Reported:*** Net underspend of £150,000

The current overspend within Learning Disability services is due to an overspend on the Adult Placement budget as a result of increasing demand. This overspend is partially offset by an underspend within employee costs.

### **Mental Health**

<b>Current Position:</b>	<b>Net overspend of (£50,000)</b>
<b><i>Previously Reported:</i></b>	<b><i>Net overspend of (£98,000)</i></b>

The overspend within Mental Health Services relates to pressures within the Adult Placement budget reflecting both the impact of increasing demand and SDS.

### **Addictions**

<b>Current Position:</b>	<b>Net underspend of £82,000</b>
<b><i>Previously Reported:</i></b>	<b><i>Not previously Reported</i></b>

The underspend within Addiction Services reflects the current client profile of care packages within this area. However, as this budget is highly volatile it would be prudent to retain this level of budget provision to ensure there is adequate provision should the need arise.

### **Social Work Management**

<b>Current Position:</b>	<b>Net underspend of £5,000</b>
<b><i>Previously Reported:</i></b>	<b><i>Not previously Reported</i></b>

The underspend within management is as a result of an underspend in travel and transport costs.

### **Projected Year End Position**

It is anticipated, at this stage, that Adult Services will achieve a £7,000 underspend position at year end.

## **3.11 Finance and Resources (*Finance and Resources Policy Board*)**

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

There are no significant variances to report.

### **Projected Year End Position**

It is anticipated that Finance and Resources will achieve a breakeven position at the year end.

## 3.12 **Chief Executive's Department** (*Finance and Resources Policy Board*)

**Current Position:** Breakeven

***Previously Reported:*** Breakeven

There are no significant variances to report.

### **Projected Year End Position**

It is anticipated that the Chief Executive's service will achieve a breakeven position at the year end.

## 3.13 **Miscellaneous Services** (*Finance and Resources Policy Board*)

**Current Position:** Breakeven

***Previously Reported:*** Breakeven

There are no significant variances to report.

### **Projected Year End Position**

It is anticipated that in the context of the ongoing debt smoothing strategy, Miscellaneous Services will achieve a breakeven position at the year end.

## 3.14 **Trading Operations**

These are the subject of separate reports submitted to the relevant Policy Boards. An overview is attached for information which confirms an actual breakeven position in line with the budgeted surplus for the General Fund. Expenditure is currently greater than anticipated due an increase in the volume of works across various works streams, mainly within Building Services, offset by a corresponding increase in income. In this context, it is projected that the Building Services trading operation will achieve a £468,000 surplus. In line with agreed policy this surplus will be returned to the General Fund or the HRA based on the level of Housing related turnover and the reported position reflects this policy.

3.15 **Housing Revenue Account** (*Housing & Community Safety Policy Board*)

**Current Position:** Breakeven  
**Previously Reported:** Breakeven

The current breakeven position principally reflects an overspend within Property Costs due to greater than anticipated repair costs, offset by an over recovery of income from OFGEM for a renewable heat incentive.

**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.

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**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

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**Author:** Margo Simpson, Extension 5392

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5) £000's	Budget Variance £000's % (7)
Employee Costs		250,951	136,662	137,235	(352)	136,884	(222) -0.2% overspend
Property Costs		99,181	57,894	57,041	959	58,000	(106) -0.2% overspend
Supplies & Services		18,347	11,141	11,414	(267)	11,147	(6) -0.1% overspend
Contractors and Others		88,433	50,434	51,275	361	51,636	(1,202) -2.4% overspend
Transport & Plant Costs		12,942	7,345	6,992	203	7,196	149 2.0% underspend
Administration Costs		54,518	3,683	2,660	1,139	3,799	(116) -3.2% overspend
Payments to Other Bodies		59,261	30,424	30,063	243	30,306	118 0.4% underspend
CFCR		2,387	862	8	854	861	0 0.0% underspend
Capital Charges		55,477	163	15	148	163	0 0.3% underspend
<b>GROSS EXPENDITURE</b>		<b>641,496</b>	<b>298,607</b>	<b>296,704</b>	<b>3,289</b>	<b>299,993</b>	<b>(1,385) -0.5% overspend</b>
Income		(255,182)	(127,612)	(123,943)	(5,086)	(129,029)	1,417 1.1% over-recovery
<b>NET EXPENDITURE</b>		<b>386,314</b>	<b>170,996</b>	<b>172,761</b>	<b>(1,797)</b>	<b>170,964</b>	<b>32 0.0% underspend</b>

Bottom Line Position to 11 November 2016 is an underspend of	£000's	32	0.0%
Anticipated Year End Budget Position is an underspend of		7	0.0%

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

**POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW**

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)
		£000's	£000's	£000's	£000's	£000's	%
Education and Children		202,553	96,407	97,523	(1,144)	96,379	underspend
Leisure Services		11,786	6,181	6,181	0	6,181	overspend
Environmental Services		53,984	27,463	27,386	77	27,463	underspend
Finance & Resources		8,782	17,847	17,847	0	17,847	underspend
Other Housing		5,562	5,480	5,402	78	5,480	overspend
Planning & Economic Development		6,759	2,380	2,710	(330)	2,380	underspend
Roads & Transport		0	0	0	0	0	breakeven
Chief Executives		2,099	3,816	3,834	(17)	3,816	underspend
Miscellaneous		31,523	(4,186)	(4,266)	80	(4,186)	over-recovery
Police & Fire Requisition		0	0	0	0	0	breakeven
Property & Construction Services		3,546	2,206	2,206	0	2,206	overspend
Adult Services		60,802	31,511	31,506	0	31,506	underspend
Trading Accounts (Surplus)/Deficit		(1,082)	(943)	1,265	(2,209)	(943)	under-recovery
<b>SUB -TOTAL GENERAL SERVICES</b>		<b>386,314</b>	<b>188,162</b>	<b>191,594</b>	<b>(3,464)</b>	<b>188,129</b>	<b>underspend</b>
Housing Revenue Account (HRA)		0	(17,166)	(18,833)	1,667	(17,166)	under-recovery
<b>NET EXPENDITURE</b>		<b>386,314</b>	<b>170,996</b>	<b>172,761</b>	<b>(1,797)</b>	<b>170,964</b>	<b>underspend</b>

£000's

32
7

Bottom Line Position to 11 November 2016 is an underspend of  
Anticipated Year End Budget Position is an underspend of

0.0%  
0.0%



RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW : TRADING OPERATIONS

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5) £000's	Budget Variance £000's      % (7)	
Employee Costs	12,999	7,866	7,678	517	8,195	(329)	-4.2%	overspend
Property Costs	643	381	246	107	353	29	7.5%	underspend
Supplies & Services	6,274	4,006	3,901	104	4,005	1	0.0%	underspend
Contractors and Others	3,228	1,748	2,154	173	2,328	(580)	-33.2%	overspend
Transport & Plant Costs	2,608	1,481	1,333	169	1,502	(22)	-1.5%	overspend
Administration Costs	2,083	1,256	43	1,211	1,255	1	0.1%	underspend
Payments to Other Bodies	7	4	0	0	0	4	100.0%	underspend
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	241	148	0	148	148	(0)	0.0%	overspend
GROSS EXPENDITURE	28,082	16,890	15,355	2,430	17,785	(895)	-5.3%	overspend
Income	(29,164)	(17,833)	(14,090)	(4,638)	(18,728)	895	5.0%	over-recovery
NET EXPENDITURE	(1,082)	(943)	1,265	(2,209)	(943)	(0)	0.0%	under-recovery

£000's

Bottom Line Position to 11 November 2016 is an overspend of

0.0%

Anticipated Year End Budget Position is an overspend of

0.0%

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 11 November 2016

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW : TRADING OPERATIONS

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5) £000's	Budget Variance £000's (7)	%	
Building & Works Trading		0	(288)	2,766	(3,054)	(288)	(0)	0.0%	under-recovery
Catering Trading		(451)	(259)	(807)	548	(259)	(0)	0.0%	under-recovery
Transport Trading		(505)	(328)	(355)	27	(328)	(0)	0.0%	under-recovery
Roads Trading		(125)	(68)	(338)	270	(68)	(0)	0.0%	under-recovery
NET EXPENDITURE		(1,082)	(943)	1,265	(2,209)	(943)	(0)	0.0%	under-recovery

£000's

Bottom Line Position to 11 November 2016 is an overspend of (0) 0.0%

Anticipated Year End Budget Position is an overspend of (0) 0.0%




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**To: FINANCE & RESOURCES POLICY BOARD**

**On: 25 JANUARY 2017**

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

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**Heading: Capital Budget Monitoring Report**

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**1. Summary**

- 1.1 Capital expenditure to 11<sup>th</sup> November 2016 totals £1.967m compared to anticipated expenditure of £2.078m for this time of year. This results in an under-spend position of £0.111m for those services reporting to this board, and is summarised in the table below:

<b>Division</b>	<b>Current Reported Position</b>	<b>% Variance</b>	<b>Previously Reported Position</b>	<b>% Variance</b>
Corporate Issues (Non Property)	£0.111m u/spend	10% u/spend	£0.111m u/spend	10% u/spend
<b>Total</b>	<b>£0.111m u/spend</b>	<b>10% u/spend</b>	<b>£0.111m u/spend</b>	<b>10% u/spend</b>

- 1.2 The expenditure total of £1.967m represents 21% 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.

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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 11<sup>th</sup> November 2016, and is based on the Capital Investment Programme which was approved by members on 3<sup>rd</sup> March 2016, adjusted for movements since its approval.
- 

4.           **Budget Changes**

- 4.1           Since the last report budget changes totalling £1.684m have arisen which reflects the following:-

Budget re-profiled from 2016/17 to 2017/18 (£1.694m):

- ICT Infrastructure Maintenance & Renewal Programme (£0.182m) reflecting the revised spend following a recent review of the project.
- Enterprise Resource Planning Programme (£1.512m) which reflects the cashflow received for the project.

Budget transferred in 2016/17 (£0.010m):

- ICT Infrastructure Maintenance & Renewal Programme reflecting a contribution from the Lifecycle Capital Maintenance Fund for adaptations in Renfrewshire House.

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## 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** –  
**Greener** - Capital investment will make property assets 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. 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.

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### **List of Background Papers**

- (a). Capital Investment Programme 2016/17 & 2017/18 – Council, 3<sup>rd</sup> March 2016.

The contact officers within the service are:

- Geoff Borland, Extension 4786
- Gillian Dickie, Extension 7790

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## Finance & Resources - Appendix 1

### RENFREWSHIRE COUNCIL

#### CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

#### BUDGET MONITORING REPORT

#### BOARD: FINANCE & RESOURCES

Project Title	Approved Programme @03/03/16	Current Programme MR 8	Year To Date Budget to 11-Nov-16	Cash Spent to 11-Nov-16	Variance to 11-Nov-16	% Variance	Cash to be Spent by 31-Mar-16	% Cash Spent
<b>CORPORATE PROJECTS(Non Property)</b>								
Transforming Renfrewshire Programme	0	21	0	0	0	0%	21	0%
ICT Infrastructure Maintenance & Renewal Programme	400	1,261	670	625	45	7%	636	50%
Corporate Asset Management Information System	0	38	0	0	0	0%	38	0%
RVJB - Council Requisition (56.2%)	0	23	0	0	0	0%	23	0%
Strategic Asset Management Fund	4,118	1,470	0	0	0	0%	1,470	0%
Enterprise Resource Planning	2,799	3,245	1,408	1,342	66	5%	1,903	41%
Digital Infrastructure Provision	0	300	0	0	0	0%	300	0%
Anti-Poverty/Digital Services Improvement Programme	1,364	1,364	0	0	0	0%	1,364	0%
<b>TOTAL FINANCE &amp; RESOURCES BOARD</b>	<b>8,681</b>	<b>7,721</b>	<b>2,078</b>	<b>1,967</b>	<b>111</b>	<b>5%</b>	<b>5,754</b>	<b>25%</b>








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**To: FINANCE & RESOURCES POLICY BOARD**

**On: 25 JANUARY 2017**

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

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

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1. **Summary**
  - 1.1 This report provides an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 11<sup>th</sup> November 2016.
  - 1.2 The Council Approved Programme figures reflect the Capital Investment Strategy which was approved by Council on 3<sup>rd</sup> March 2016 for both Housing Services and Non Housing Services. The Private Sector Housing programme was approved by the Housing and Community Safety Policy Board on 15<sup>th</sup> March 2016. The Current Programme figures reflect adjustments to the approved Capital Programme since approval.
  - 1.3 Members will be aware that from 1<sup>st</sup> April 2004, it is the duty of the Council, under s35 (1) of the Local Government (Scotland) Act 2003, to 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 2016-17 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 Limit £m</b>	<b>Actual Expenditure £m</b>
Non Housing	69.378	26.523
Housing	8.508	3.566
<b>Total</b>	<b>86.326</b>	<b>30.089</b>

- 1.5 The CFR which the Council has set for 2016-17 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 2017 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 2017 £m</b>	<b>Projected CFR to 31 March 2017 £m</b>
Non Housing	240	239
Housing	143	141
<b>Total</b>	<b>383</b>	<b>380</b>

- 1.6 42% of the available resources for Housing and 38% for Non Housing have been spent to 11<sup>th</sup> November 2016. Monitoring procedures are in place to ensure the programmes are managed flexibly and spending is contained within the approved limits.

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## 2. **Recommendations**

- 2.1 It is recommended that Members note this report.

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## 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 11<sup>th</sup> November 2016 is summarised for both the Housing & Non-Housing programmes on Appendix 2.

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#### 4. **Housing Services Programme**

- 4.1 The programme approved by Council on 3<sup>rd</sup> March 2016 totalled £14.230m. The programme currently stands at **£8.508m**, a decrease of £5.722m, being the net effect of resources brought forward from 2015/16 of £1.165m and projects re-profiled from 2016/17 to 2017/18 of £6.887m.
- 4.2 Capital expenditure at 11<sup>th</sup> November 2016 totals **£3.566m** compared to anticipated expenditure of £3.163m. The over-spend mainly relates to a timing issue with the programme still expected to remain within budget.

The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Housing Programme	£0.403m o/spend	13% o/spend	£0.225m u/spend	8% u/spend

- 4.3 The actual capital expenditure of **£3.566m** is 42% of the available resources, and compares with 38% for the equivalent time in 2015/16.
- 4.4 Capital income of £3.400m has been received in the period to 11<sup>th</sup> November 2016 representing 65% of the estimated capital income for the year. This compares with 54% in 2015/16.

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## 5. Non Housing Services Programme

5.1 The programme approved by Council on the 3<sup>rd</sup> March 2016 totalled £78.417m. The current programme totals **£69.378m**, a decrease of £9.039m, being the net effect of resources brought forward from 2015/16 of £14.615m, projects re-profiled from 2016/17 to 2017/18 of £28.545m and new funding in 2016/17 of £4.891m which primarily relates to grant funding anticipated to be received in 2016/17 for the Strathclyde Partnership for Transport programme and Renfrewshire Parks Improvements programme.

5.2 Capital expenditure to 9<sup>th</sup> November 2016 totals **£26.523m** compared to anticipated expenditure of £26.428m, and therefore shows an over-spend of £0.095m. The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Non Housing Programme	£0.095m o/spend	0% o/spend	£0.075m o/spend	0% u/spend

5.3 The actual cash expenditure of **£26.523m** is 38% of the available resources, and compares with a 32% spend for the equivalent time in 2015/16. It is anticipated that the available resources will be fully utilised by the 31 March 2017.

5.4 Capital income totalling £10.497m has been received to 11<sup>th</sup> November 2016. This represents 43% to date of the total anticipated income, and compares with 38% for the equivalent period in 2015/16. The outstanding income mainly relates to the balance of grant funding.

5.5 The revised construction programme for the new Riverbrae school continues with expected completion for the summer of 2017. Contractual negotiations with the appointed contractor remain ongoing as previously reported, the outcome of which will be reported to the appropriate policy board.

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## 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 the Housing and Community Safety Policy Board on 10<sup>th</sup> March 2015 was £1.200m. The programme currently stands at **£1.924m**; the increase of £0.724m relates to the net effect of resources brought forward from 2015/16 of £1.736m, projects re-profiled from 2016/17 to 2017/18 of £1.300m and an additional contribution funded from revenue of £0.288m.
- 6.3 Expenditure to 11<sup>th</sup> November 2016 totals **£0.731m** compared to anticipated expenditure of £0.882m, and therefore shows an under-spend of £0.151m. The remaining programme is expected to spend by 31 March 2017, and expenditure will be contained within the overall resources.

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### 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** –  
**Children and Young People** - none.  
**Community Care, Health & Well-being** - none.  
**Empowering our Communities** - none.  
**Greener** - Capital investment will make property assets more energy efficient.  
**Jobs and the Economy** - none.  
**Safer and Stronger** - 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.
- 

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

- (a). Capital Investment Programme 2016/17 & 2017/18 – Council, 3<sup>rd</sup> March 2016.
  - (b). Housing Revenue Account Budget and Rent Levels 2016/17 and Housing Capital Investment Plan 2016/17 to 2018/19 – Council, 25<sup>th</sup> February 2016.
  - (c). A Prudential Framework for Capital Finance in Renfrewshire Progress Report – Council, 15<sup>th</sup> December 2016.
- 

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## CAPITAL PROGRAMME 2016/17 - BUDGET MONITORING REPORT TO 11 NOVEMBER 2016 (£000s)

POLICY BOARD	Department	Council Approved Programme	Current Programme	Year to Date Budget to 11-Nov-16	Spent to 11-Nov-16	Variance to 11-Nov-16	% variance	Unspent Cash Flow For Year	% Cash Spent
<b>Finance &amp; Resources</b>	Corporate Projects(Non Property) <b>TOTAL</b>	8,681	7,721	2,078	1,967	111	5%	5,754	25%
		<b>8,681</b>	<b>7,721</b>	<b>2,078</b>	<b>1,967</b>	<b>111</b>	<b>5%</b>	<b>5,754</b>	<b>25%</b>
<b>Education</b>	Education & Children Services <b>TOTAL</b>	29,030	23,904	9,628	9,595	33	0%	14,308	40%
		<b>29,030</b>	<b>23,904</b>	<b>9,628</b>	<b>9,595</b>	<b>33</b>	<b>0%</b>	<b>14,308</b>	<b>40%</b>
<b>Housing &amp; Community Safety</b>	Housing(HRA) Housing(PSHG) <b>TOTAL</b>	14,230	8,508	3,163	3,566	-403	-13%	4,943	42%
		1,200	1,924	882	731	151	17%	1,193	38%
		<b>15,430</b>	<b>10,432</b>	<b>4,045</b>	<b>4,297</b>	<b>-252</b>	<b>-6%</b>	<b>6,136</b>	<b>41%</b>
<b>Environmental</b>	Community Resources	20,091	17,470	6,056	6,184	-128	-2%	11,286	35%
		<b>20,091</b>	<b>17,470</b>	<b>6,056</b>	<b>6,184</b>	<b>-128</b>	<b>-2%</b>	<b>11,286</b>	<b>35%</b>
<b>Planning &amp; Property</b>	Development & Housing Services(THI/LGAN) Corporate Projects(Property) <b>TOTAL</b>	1,512	725	501	453	48	10%	272	63%
		4,000	3,908	1,626	1,676	-50	-3%	2,232	43%
		<b>5,512</b>	<b>4,633</b>	<b>2,127</b>	<b>2,129</b>	<b>-2</b>	<b>0%</b>	<b>2,504</b>	<b>46%</b>
<b>Economy &amp; Jobs</b>	Development & Housing <b>TOTAL</b>	5,781	6,309	3,226	3,350	-124	-4%	2,959	53%
		<b>5,781</b>	<b>6,309</b>	<b>3,226</b>	<b>3,350</b>	<b>-124</b>	<b>-4%</b>	<b>2,959</b>	<b>53%</b>
<b>Leadership</b>	Leisure Services Development & Housing(City Deal) Social Work Services(Adult Social Care) <b>TOTAL</b>	2,250	2,566	622	660	-38	-6%	1,906	26%
		7,072	6,375	2,559	2,534	25	1%	3,841	40%
		0	400	132	104	28	21%	296	26%
	<b>TOTAL</b>	<b>9,322</b>	<b>9,341</b>	<b>3,313</b>	<b>3,298</b>	<b>15</b>	<b>0%</b>	<b>6,043</b>	<b>35%</b>
<b>TOTAL ALL BOARDS</b>		<b>93,847</b>	<b>79,810</b>	<b>30,473</b>	<b>30,819</b>	<b>-346</b>	<b>-1%</b>	<b>48,991</b>	<b>39%</b>
<i>Made up Of:</i>									
Housing Programme		14,230	8,508	3,163	3,566	-403	-13%	4,943	42%
PSHG		1,200	1,924	882	731	151	17%	1,193	38%
Non-Housing Programme		78,417	69,378	26,428	26,523	-95	0%	42,855	38%
<b>PROGRAMME TOTAL</b>		<b>93,847</b>	<b>79,810</b>	<b>30,473</b>	<b>30,819</b>	<b>-346</b>	<b>-1%</b>	<b>48,991</b>	<b>39%</b>

## Appendix 2

### RENFREWSHIRE COUNCIL 2016/17 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO PERIOD 11 NOVEMBER 2016 (62% OF FINANCIAL YEAR 2016/17)

2016/17					
	Housing Services	Non Housing Services	PSHG Programme	Total	
<b>A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAMME</b>					
1a. Supported Borrowing	£'000	£'000	£'000	£'000	
1b. Prudential Borrowing				0	
2a. General Capital Grant	2,398	33,677		36,076	
2b. Specific Capital Grant		12,555	1,180	13,735	
3a. Usable Capital Receipts	5,200	881		881	
3b. Usable Capital receipts b/fwd from 2014/15		12,047		17,247	
3c. Usable Capital receipts c/fwd to 2016/17				0	
3d. Resources c/fwd to 2016/17				0	
3e. Capital Receipts to be used to repay debt				0	
4a. Contribution from Developer/Owners				0	
5. Contribution From Current Revenue (CFCR)	910	10,218	744	11,872	
6. Total Resource Availability	<b>8,508</b>	<b>69,378</b>	<b>1,924</b>	<b>79,810</b>	
<b>B. CAPITAL PROGRAMME</b>					
7. Resources Available	8,508	69,378	1,924	79,810	
8. Current Programme	8,508	69,378	1,924	79,810	100%
<b>C. ACTUAL EXPENDITURE VS PROJECTED</b>					
10. Resource Availability	8,508	69,378	1,924	79,810	
11. Cash Spent as at 11/11/2016	3,566	26,523	731	30,820	39%
12. Cash to be Spent by 31/03/17	4,943	42,854	1,193	48,991	
<b>D. ACTUAL RECEIPTS VS PROJECTED</b>					
13. Current Programme (total receipts expected)	5,200	24,602	1,180	30,982	
14. Actual Cash Received to 11/11/2016	3,400	10,497	731	14,627	
15. Receipts available to augment capital programme to 11/11/2016	3,400	10,497	731	14,627	47%
16. Receipts to be received by 31/03/17	1,800	14,105	449	16,355	





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**To:** Finance and Resources Policy Board

**On:** 25 January 2017

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

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

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## 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 31 December 2016 (including an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund). It brings together two previously separate reports; the Revenues Collection Statement; and the Benefit Administration – Welfare Reform & Performance Statement previously provided to the Board. In addition, as decided by Council on 16 December 2016, a section has been included that provides a performance update in relation to customer services provision for the same period.
- 

## 2. Recommendations

- 2.1 It is recommended that the Board consider the content of the report.
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## 3. Revenue Collection

### 3.1 Council Tax

- 3.1.1 This section details the collection performance as at 28<sup>th</sup> December 2016 for Council Tax. It also provides details of the total sums collected for the last year.

- 3.1.2 The billable sum for 2016/17 is £69,899,477
- 3.1.3 The Council Tax Reduction awarded is £12,149,786 amounting to 14.81% of the billable sum, which is 0.77% less than at the same point last year.
- 3.1.4 The sums collected to date for 2016/17 are at a similar level compared with the same point last year, amounting to £61,503,236 which is 87.99% of the billable sum.

## 3.2 Non Domestic Rates

- 3.2.1 This section details the collection performance as at 28<sup>th</sup> December 2016 for Non Domestic Rates (NDR). It also provides details of the total sums collected for the last year.
- 3.2.2 The Non Domestic Rates (NDR) charges billed for 2016/17 amount to £102,493,982.
- 3.2.3 The cash receipts to date amount to £82,201,054 which is 80.20% of the sums billed. This is a decrease in cash collection as a proportion of net charges billed of 1.71% compared with the same position for 2015/16.
- 3.2.4 The Service tracks NDR receipts closely. Where appropriate and in line with the recovery process the Service will proactively target businesses for payment.

## 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 2016. 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 a significant work load along with managing the impact of the ongoing effect from the welfare reform agenda.

### 4.3 Speed of Processing – Housing/Council Tax Benefit

4.3.1 As detailed in Table 1 below, processing speed for New Claims is within target for the period and year to date. In relation to New Claims processed within 14 days of all information received, this measure is also within target for the period and year to date.

4.3.2 Processing of Changes in Circumstance (CIC) is within target for the period, and year to date.

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

**Table 1 – Performance Summary**

<b>Performance measure</b>	<b>4 Week Reporting Period 4 November 2016 to 1 December 2016</b>	<b>Year to date position</b>	<b>Annual Target</b>
New Claims – processing time	21 days	22 days	24 days
New Claims - % processed within 14 days of all information received	94%	93%	92%
Changes in Circumstance – processing time	8 days	5 days	10 days

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

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

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 would be paid in May 2017, if required. In line with DHP Policy and DHP Regulations, the Service makes awards to fully mitigate the effect of the Bedroom Tax and will maximise spend within the year.

4.4.3 An amount of £147,863 (included within the total budget figure in table 2 below) is funding allocated by the Department for Works and Pensions (DWP) for other types of financial hardship (not Bedroom Tax.)

4.4.4 Resources of £250,000, approved by the Finance and Resources Policy Board on 24 August 2016 have been added to the DHP budget, shown in table 2 below. These funds were allocated to support customers affected by new Benefit Cap thresholds which were applied by the UK Government and affected customers in Renfrewshire from mid November 2016.

4.4.5 In addition to providing support following the impact of the Benefit Cap, the additional funds provided by the Council will help those experiencing ongoing financial hardship as a result of wider austerity measures implemented by the UK Government.

**Table 2 – DHP Budget**

<b>Funding Source</b>	<b>amount</b>
DWP	£425,050
Renfrewshire Council	£250,000
Scottish Government*	£1,522,925
<b>Total budget for the year</b>	<b>£2,197,975</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 2016 to 31 March 2017</b>
Volume of DHP applications received	4,971 applications
Volume of DHP decisions made	4,798 decisions
Number of DHP awards	4,450 awards
Average processing time (target 29 days)	14 days
<b>Total amount committed/paid</b>	<b>£1,905,860</b>

## 4.5 The Scottish Welfare Fund

4.5.1 The Service continued to make awards in 2016/17, in line with Scottish Government guidance and had spent/committed 71% of its total budget for the Scottish Welfare Fund (SWF) by the end of December 2016.

4.5.2 The performance data relating to the Fund is presented in table 4 below. The Service processed Community Care Grants within target for the month and as a result the year to date position has improved since the last report.

**Table 4 – SWF Performance Summary**

<b>Measure</b>	<b>1 April 2016 to 31 December 2016</b>
Number of Crisis Grant applications received	6,032
Number of Crisis Grant Awards	4,813
<b>Total amount paid for Crisis Grants</b>	<b>£338,621</b>
<b>Average Processing time (2 working days target)</b>	<b>2 days</b>
<b>Average Processing time (within month)</b>	<b>1 day</b>
Number of Community Care Grant applications received	1,533
Number of Community Care Grant Awards	1,259
<b>Total amount paid for Community Care Grant</b>	<b>£558,355</b>
<b>Average processing time year to date (15 working days target)</b>	<b>17 days</b>
<b>Average processing time (within month)</b>	<b>14 days</b>
<b>Total amount paid/committed from the fund</b>	<b>£896,976</b>
<b>Total Budget</b>	<b>£1,259,893</b>

\*Note that figures are adjusted each month to reflect awards previously made, but not fulfilled.

## **5. Customer Service Provision**

5.1 This section details the performance of the customer service unit for the period 1<sup>st</sup> to 31<sup>st</sup> December 2016. An update is provided in relation to the overall the customer service unit 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 Members will be aware that the Council is, through the Customer Access project, enabling and encouraging self-service and digital service delivery however the telephone is still the channel of choice for many of our customers and in the period 1<sup>st</sup> to 31<sup>st</sup> December 2016 the service received a total of 20,590 calls (281,404 Year to Date). This is a decrease of 8700 calls compared to the equivalent period in the previous year. The main reasons for the decrease in the number of calls over this period are; automated switchboard functionality reduced calls to an adviser by almost 4000; Housing Repairs calls reduced by 2400 and roads calls reduced by almost 1000 due to more favourable weather conditions during December.

5.2.2 Performance against both the primary and secondary target for responding to calls over the period 1<sup>st</sup> to 31<sup>st</sup> December 2016 and year to date is shown in table 5 below.

5.2.3 The primary target for responding to calls is to answer 90% of all telephone calls to the customer service centre

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

Primary target	Year	December	Year to date
90% calls answered	<b>2016</b>	<b>95%</b>	<b>89%</b>
	2015	87%	88%

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	<b>2016</b>	<b>66%</b>	<b>46%</b>
	2015	46%	44%

5.2.5 The Customer Service Unit is now achieving the primary target of answering 90% of all calls, with performance against the secondary target of 70% calls answered within 40 seconds recovering to reach 71% in the last week before the Christmas break (66% for December as a whole). Members are advised that the start of January is historically a period of highest demand for the Contact Centre, with performance levels routinely dropping by 25% from optimal levels with the seasonal impact of winter weather a significant factor that may impact the reported performance moving into January.

### 5.3 Face to face provision

5.3.1 The primary target for Face to Face customer service is an average wait time of less than 20 minutes across all services and locations

5.3.2 The total number of face to face visits completed in the period was 2849 (39,922 Year to Date), with average wait times by location outlined in the following table.

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

Location	Year	December	Year to Date
Paisley	<b>2016</b>	<b>09:03</b>	<b>16:47</b>
	2015	08:59	16:09
Renfrew	<b>2016</b>	<b>06:35</b>	<b>10:19</b>
	2015	05:51	06:50
Johnstone	<b>2016</b>	<b>08:33</b>	<b>15:09</b>
	2015	11:41	14:38

## **5.4 Factors impacting full recovery of performance**

There have been a number of contributing factors influencing full recovery of performance and significant management effort has been involved in returning to target performance level over the preceding 12 months:

- The service has responded to an exceptional period of staff turnover (calculated at 30% for 2015); 75% of those leaving the CSU are moving to other opportunities elsewhere in the Council which reflects the high level of skills advisors gain across a wide range of services within the customer service environment.
- While turnover levels improved to 17% for the first six months of 2016, it is only in the last three months of 2016 that it has return to historically normal levels and currently stands at 9.05%. 10% has been average turnover level in CSU prior to the exceptional period noted above.
- The recruitment of skilled and trained staff in the customer service unit has proved challenging for a prolonged period with managers continuing to carry out bi-monthly recruitment exercises during 2016/17 with another planned for January 2017 in order to return staffing levels to their full complement.
- Training of new staff is critical to ensure they are both productive and capable of resolving calls however the complexity of some services means that it can take up to 3 months after recruitment before staff are fully trained. Moving into January it is anticipated, as this training is completed, that performance levels will stabilise as staff are skilled to support an increased number of services.

## **5.5 Service improvement actions progressed to achieve optimal performance levels**

5.5.1 In addition to performance recovery actions progressed, a number of key service improvements have also been introduced over recent weeks and months, including:

- Advanced queue management technology has been introduced. For the first time, this means that at the busiest times for the high-demand services (Council Tax, Benefits and Housing Repairs) rather than hang on waiting for an adviser to become available, customers can now choose to hang up having requested that an adviser phone them back. This reduces the cost of phone calls for customers, whilst importantly the system preserves their place in the call queue. On average 5% of customers are now choosing to take advantage of this functionality.
- Automated switchboard functionality was implemented at the start of the year to route calls to individuals and departments within the Council without the need to speak to an individual advisor, since its implementation this has

reduced the total calls to Switchboard by 24,000 compared to the same period last year.

- Automated telephone payments provide customers the opportunity to make payments 24/7 across a range of services including Council Tax and Rents without requiring to speak to an adviser.
- Increased access to alternative channels have continued to be made available to the public as new services are introduced to MyAccount, the Council's fully authenticated on line account. To date over 12,000 people have signed up, with over 900 customers accessing their account each week resulting in an average of weekly 630 service requests, including direct debit set up and discount requests.
- In December, MyAccount was extended to include access to Housing Rent accounts with work already underway to implement improvements and digital solutions for housing repairs and environmental reports and services such as reporting missed bins, roads and lighting faults and Streetscene activity. Over the coming months, customers will be encouraged to sign up for the new MyAccount service as a way of saving them time and widening access and choice.
- For customers who prefer the certainty of a specific appointment to deal with their enquiry face to face, new technology is being deployed that will offer customers the facility to pre-book an appointment at a time most suitable for them. This is currently being piloted with Taxi and Private Hire drivers who are keen to work with the customer service team to develop the appointment system.
- Detailed analysis of performance focussing on the three main services that drive high volume calls (CT, Benefits and Housing Repairs) has been carried out and initial actions agreed with the services to address repeat contacts and initiate process improvements and improve the overall service being provided to customers.



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## 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 Planning** –  
  
**Empowering our Communities** – The collection of Local taxes through electronic payments (e.g. Direct Debit, Website and Telephone) is increasing and provides an extensive range of payment opportunities for the public.  
  
**Jobs and the Economy** – An efficient and effective billing and administrative process is vital in ensuring the recovery of income to the council in order to support the provision of local services.
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

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**Author:** Rhona McGrath, Ext 6879



## Appendix 1

### RENFREWSHIRE COUNCIL

#### REVENUES COLLECTION STATEMENT AS AT 28<sup>TH</sup> December 2016

<b>COUNCIL TAX</b>		
	<b>2015/16</b>	<b>2016/17</b>
	<b>£m</b>	<b>£m</b>
Projected Yield	77.434	78.511
Gross Charges	80.494	82.049
Less rebates	12.538	12.150
Net Charges Billed	<u>67.956</u>	<u>69.899</u>
Cash Collected	64.772	61.503
Rebate Grant	12.538	12.150
	<u>77.310</u>	<u>73.653</u>
Cash collected as % of Net Charges	95.32%	87.99%
Income as % of Projected Yield	99.84%	93.81%

<b>NON DOMESTIC RATES</b>		
	<b>2015/16</b>	<b>2016/17</b>
	<b>£m</b>	<b>£m</b>
Projected Yield	92.598	100.444
Gross Charges	115.13	120.317
Less reliefs	20.642	17.823
Net Charges Billed	<u>94.488</u>	<u>102.494</u>
Cash Collected	91.771	82.201
Cash collected as % of Net Charges	97.12%	80.20%
Cash collected as % of Projected Yield	99.11%	81.84%



## 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 (number of days)</b>	60		
<b>Result: last 3 months (days)</b>	Oct: 21 days	Nov: 44 days	Dec: 69 days
<b>Average (12 months to date)</b>	39 days		
<b>Average Appeals Completed</b>	6 Appeals per month		

#### Comment:-

Due to the complexity of the small number of Appeals received in December target was missed. The Service continues to manage Appeals processing and aims to be back within target by the next reporting cycle.

#### 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: 51	August: 38	September: 34
<b>Result Last 3 months</b>	October: 37	November: 28	December: 31

**Comment:-** The service missed target processing time for Revisions in December, however with new staff having joined the team recently it aims to be within target by next reporting cycle.

#### ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit 3% 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>	3%	19%
<b>Accuracy – December 16</b>	95%	95%
<b>Accuracy – Year to Date</b>	95%	92%

**Comment:-** The Service has set a stretching target for Accuracy and this has been achieved for this reporting period.

#### Overpayments

The value of overpayments reported at the last board was £6,928,873 the current value is £6,957,679

	Target %	Actual %
<b>% recovery of debt raised</b>	73%	74.63%
<b>15/16: % recovery of debt raised</b>	73%	83.50%

**Comment:-** The Service is ahead of target in relation to recovery of Overpayments.






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**To: Finance and Resources Policy Board**

**On: 25 January 2017**

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

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**Heading: Paisley & Renfrew Common Good Funds 2017/18**

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**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 available to the Funds during the year. For each Fund income is derived from their respective investment portfolios 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 2017/18 has been estimated along with the existing annual commitments and assessment made of the affordability of the existing funds delegated to Local Area Committees on an annual basis.

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**2. Recommendations**

2.1 The Board is asked to:

1. **Approve** the 2017/18 budget allocations to Local Area Committees as follows:

Renfrew Common Good	Renfrew & Gallowhill	£67,360
Paisley Common Good	Renfrew & Gallowhill	£2,000
Paisley Common Good	Paisley North	£13,000
Paisley Common Good	Paisley South	£15,000

2. **Approve** the continuing funding of recurring projects as outlined in Appendix 1.

---

3. **Background**

- 3.1 The Common Good Funds of both Paisley and Renfrew are utilised each financial year to fund ongoing projects and commitments made by previous meetings of the Finance and Resources Policy Board. In addition, an annual allocation is made to the relevant Local Area Committees, who have the delegated authority to disburse grants to local organisations from whom they receive bids for funding and/or utilise the funding themselves to support appropriate projects.
- 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 year by year basis. However in terms of investment income from dividends and interest, there is a requirement to make an informed estimate each year in order to assess what funds are likely to be available to the Common Good Funds the following year.
- 3.3 The rental income to both Common Good Funds is expected to remain unchanged.
- 3.4 An element of the funding allocation for the Cherrie Centre under the Renfrew Common Good Fund is provided to allow the Centre to pay the Living Wage to its staff. The Living Wage rate has increased from £8.25 per hour to £8.45, and the budget has been inflated to reflect this.
- 3.5 Recent years have seen investment income hold 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 the income budgets to reflect the continued uncertainty in the markets and the ability to sustain the current level of investment income generated. The level of investment income continues to be closely monitored by both officers and the Investment Review Board.
- 3.6 Taking the income projections into account a forecast income and expenditure statement for each Common Good Fund has been prepared on a cash basis (ie excluding non-cash movements such as depreciation) and is attached for Members consideration. These forecasts are based on the presumption that in year expenditure will not exceed income. There is a requirement to ensure the ongoing



commitments of each Common Good Fund remain affordable and sustainable. The spend projections below do not include the one-off contributions towards Parks improvements from both Common Good Funds agreed by Council on 3 March 2016, which will be funded from accumulated cash balances.

- 3.7 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. These items will impact on the published annual accounts, and could result in an in-year deficit being reported in the accounts despite the fact no cash loss has been made.

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### **Implications of the Report**

1. **Financial –**  
The budgeted allocations proposed will ensure the general principle of only spending the income available each year.
2. **HR & Organisational Development – None.**
3. **Community Planning –**  
  
**Community Care, Health & Well-being** – Many of the projects funded by Local Area Committees contribute to the promotion of more active pursuits for all age groups.  
  
**Empowering our Communities** – The funding allocated from the Common Good Funds supports local community groups and projects.  
  
**Safer and Stronger** – The community projects funded by Local Area Committees, as well as recurring funding for events and community services supports communities to be safer and stronger.
4. **Legal – None.**
5. **Property/Assets** – The vacation of Renfrew Police Station may entail additional security and maintenance costs while the future of the building is considered in line with the Council asset management strategy.
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** – 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.

Author – Alastair MacArthur, Ext 7363

## Appendix 1

### Paisley Common Good - Income & Expenditure Forecast

	Approved	Proposed
	2016/17	2017/18
Estimated Net Annual Income Available:		
Interest receivable	(4,000)	(4,000)
Investment Income	(111,000)	(111,000)
Property Rental Income	(48,800)	(48,800)
	<b>(163,800)</b>	<b>(163,800)</b>
Less:		
Investment Management Fees	12,000	13,000
Council Administration Fee	13,000	12,000
External Audit Fees	0	2,300
Property Costs	5,500	5,500
<b>Total Available for Disbursement</b>	<b>(133,300)</b>	<b>(131,000)</b>
<b>Cost of Recurring Projects Approved in Prior Years</b>		
Christmas lights	52,340	52,340
Repair to War Memorial	430	430
Fireworks Display	5,000	5,000
Nature Corner - Barshaw Park	15,680	15,680
CCTV Operations	18,600	18,600
<b>Total Cost of Recurring Projects</b>	<b>92,050</b>	<b>92,050</b>
<b>LAC Allocations</b>		
Renfrew & Gallowhill LAC	2,000	2,000
Paisley North LAC	13,000	13,000
Paisley South LAC	15,000	15,000
	<b>30,000</b>	<b>30,000</b>
<b>(Surplus)/Deficit on cash basis</b>	<b>(11,250)</b>	<b>(8,950)</b>

## Renfrew Common Good - Income & Expenditure Forecast

	Approved	Proposed
	2016/17 £	2017/18
Estimated Net Annual Income Available		
Interest receivable	(12,500)	(15,000)
Investment Income	(380,000)	(380,000)
Property Rental Income	(260,000)	(260,000)
	<u>(652,500)</u>	<u>(655,000)</u>
Less:		
Investment Management Fees	39,000	42,000
Council Administration Fee	38,000	37,000
External Audit Fees	0	2,300
Property Costs	<u>25,000</u>	<u>25,000</u>
<b>Total</b>	<b>(550,500)</b>	<b>(548,700)</b>

### Deduct

#### **Cost of Recurring Projects**

Christmas lights	22,430	22,430
Repair to War Memorial	285	285
Repair to Public Clocks	205	205
Maintenance Benches - Robertson Park	640	640
Pets Corner, Robertson Park	6,460	6,460
Cherrie Centre - out of school care	41,530	41,530
Cherrie Centre - living wage subsidy	26,200	29,400
Renfrew Gala Week	10,000	10,000
Brown Institute		
Moorcroft Sports Centre - Contribution to Running Costs		
Renfrew Town Hall - lifecycle maintenance	8,000	8,000
CCTV Operations	11,000	11,000
<b>Total Cost of Recurring Projects</b>	<b><u>126,750</u></b>	<b><u>129,950</u></b>

#### **LAC Allocations**

Allocated as follows:

Renfrew & Gallowhill LAC	67,360	67,360
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**(Surplus)/Deficit on cash basis**

**(356,390)      (351,390)**



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**To: Finance and Resources Policy Board**

**On: 25 January 2017**

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

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

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## **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>Sundry Debtors – Social Work, Health and Wellbeing</b>		
<b>REASON</b>	<b>NO. OF ACCOUNTS</b>	<b>VALUE (£)</b>
Irrecoverable	1	£95,314.35
Deceased/Prescribed	1	£13,702.47
Irrecoverable/Prescribed	1	£10, 412.38
<b>Total</b>	<b>3</b>	<b>£119,429.20</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £119,429.20 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
- 

**Author:** Emma Shields/Ext 6880

Appendix

<b>Service</b>	<b>Charge</b>	<b>Write Off Reason</b>	<b>Amount</b>
Social Work, Health & Wellbeing	Housing Support	Irrecoverable	£95, 314.35
Social Work, Health & Wellbeing	Housing Support	Deceased/Prescribed	£13, 702.47
Social Work, Health & Wellbeing	Housing Support	Irrecoverable/Prescribed	£10, 412.38
<b>TOTAL</b>			<b>£119, 429.20</b>







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**To: Finance and Resources Policy Board**

**On: 25 January 2017**

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

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

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**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><i>Non Domestic Rates</i></b>		
<b>REASON</b>	<b>NO. OF ACCOUNTS</b>	<b>VALUE</b>
Dissolved	6	£118,509.04
<b>Total</b>	<b>6</b>	<b>£118,509.04</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £118,509.04 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
- 

**Author:** Emma Shields/Ext 6880

Appendix

Name	Reason	Year	Amount
EATING OUT (ERSKINE) LTD	Dissolved	2013	£8,392.40
EATING OUT (ERSKINE) LTD	Dissolved	2014	£9,540.13
Total	£17,932.53		
MRY 500 LTD	Dissolved	2012	£12,797.89
MRY 500 LTD	Dissolved	2013	£39,375.60
MRY 500 LTD	Dissolved	2014	£40,295.20
MRY 500 LTD	Dissolved	2015	£8,107.82
Total	£100,576.51		
£118,509.04			





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**To: Finance and Resources Policy Board**

**On: 25 January 2017**

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

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

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**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. OF ACCOUNTS</b>	<b>VALUE</b>
Deceased – no estate	3	£60,223.82
Sequestered	2	£31,097.65
<b>Total</b>		<b>£91,321.47</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £91,321.47 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

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**Author:** Emma Shields/Ext 6880

# Finance and Resources Policy Board – Housing Benefit Overpayments for Write Off

## Appendix

<b>Liable Party</b>	<b>Period of Overpayment</b>	<b>Reason</b>	<b>Amount</b>
Person 1	23/03/2009 to 22/11/2015	Deceased – no estate	£26,331.67
Person 2	03/08/2009 to 17/08/2014	Sequestrated	£19,809.17
Person 3	28/10/2002 to 08/06/2014	Deceased – no estate	£22,135.01
Person 4	05/08/2013 to 30/08/2015	Sequestrated	£11,288.48
Person 5	05/01/2009 to 10/11/2013	Deceased – no estate	£11,757.14
<b>TOTAL</b>			<b>£91,321.47</b>







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**To: Finance and Resources**

**On: 25 January 2017**

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

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**Heading: Inspection by Office of Surveillance Commissioners**

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### **1. Summary**

The purpose of this report is to advise members of the outcome of the inspection by the Office of Surveillance Commissioners ("OSC") of the Council's covert surveillance activities and procedures in late 2016.

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### **2. Recommendations**

It is recommended that the Board note the positive outcome of the OSC inspection.

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### **3. Background**

- 3.1 Following the implementation of the Human Rights Act 1998 ("HRA") in October 2000, the Regulation of Investigatory Powers (Scotland) Act 2000 ("RIPSA") was enacted to create a legal framework, within which public authorities could continue to carry out covert investigations without breaching an individual's human rights. As a result of HRA, the Council must afford everyone the right to respect for private and family life, including home and correspondence, in accordance with Article 8 of the European Convention on Human Rights ("ECHR"). RIPSA created a system of authorisations for various types of covert surveillance in recognition that, in certain

circumstances, it may be necessary for the Council to carry out covert surveillance. If RIPSAs are complied with, any interference with the right to privacy will be lawful. Providing the action taken is also necessary and proportionate, there will be no breach of HRA.

- 3.2 The system of authorisations under the 2000 Act was reported to the Policy and Resources Committee in November 2000 and the Council's Surveillance Policy was approved by the General Management Policy Board on 19th December 2001, revised by the General Management and Finance Policy Board in January 2008, January 2011 and further revised by Finance and Resources Policy Board in 2014 and 2016.
- 3.3 The Head of Corporate Governance maintains a central register of any such authorisations, which is open to inspection by the OSC, who have powers of inspection under RIPSAs. The Council has been inspected in 2002, 2007, 2010, 2013 and most recently, in 2016. The inspection consisted of a one day visit by an Assistant Surveillance Commissioner, who met with the Chief Executive, the Managing Solicitor (Information Governance), the Chief Auditor and officers from Services who have been, or could potentially become involved in covert investigations.
- 3.4 The report on the inspection was issued to the Chief Executive by Lord Judge, Chief Surveillance Commissioner. This confirms that the four recommendations from the 2013 inspection report have been discharged and that there is no requirement for any formal recommendations, further to this inspection. Various positive aspects of the Council's procedures are highlighted, including:-
- Commendation for the exceptional training programme in place and excellent levels of awareness amongst staff;
  - Completion of the Central Record to a very high standard;
  - Strong governance and quality assurance;
  - The commitment of the Chief Executive, Head of Corporate Governance and Managing Solicitor (Information Governance) to compliance and training;
  - A comprehensive Surveillance Policy and associated guidance of a particularly high standard and
  - An impressive and engaging group of officers who portrayed a very professional image of the Council.
- 3.5 The Chief Executive has responded to the Chief Surveillance Commissioner noting the contents of the report and confirming that this will be reported to Board. The relevant officers have been advised of the contents and will continue to work with the Managing Solicitor (Information Governance) to ensure continued good practice, as detailed in the report.

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## Implications of the Report

1. **Financial** - None.
2. **HR & Organisational Development** – None
3. **Community Planning** – None
4. **Legal** –The Council complies with the Regulation of Investigatory Powers (Scotland) Act 2000 and should continue to carry out covert surveillance activities in accordance with the Council policy on surveillance.;
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 because it is for noting only. If anything, the report impacts positively on human rights, as continued compliance with the RIPSAs procedures under inspection will ensure that there is no breach of the Human Rights Act 1998..
8. **Health & Safety** – None
9. **Procurement** –None
10. **Risk** - None
11. **Privacy Impact** - None.

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## List of Background Papers

OSC Inspection Report

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**Author:** Allison Black (Managing Solicitor (Information Governance) Ext 7175






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**To: Finance & Resources Policy Board**

**On: 25 January, 2017**

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

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**Heading: Provost's Community Awards 20<sup>th</sup> Anniversary and requests for Civic Hospitality**

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**1. Summary**

**Provost's Community Awards 20<sup>th</sup> Anniversary**

- 1.1 The Provost's Community Awards was established in March, 1997 to recognise the contribution and/or achievement made by individuals in the local community. Since 1997 the Awards have developed with positive support from the private sector in terms of sponsorship. In addition representatives of the business community have worked closely with the Council by taking part in the panel with elected members in administration of the Awards.
- 1.2 In 2001 the Council agreed an annual budget provision of £5,000 to maintain this prestigious event in the Council calendar. Over the last few years this award ceremony has continued its success with the addition of the Provost's Distinction Certificates complementing the event and a growing number of attendees. The budget for this event has remained the same since 2001.
- 1.3 It is proposed that in recognition of these Awards reaching their 20<sup>th</sup> anniversary that the Board consider that an additional sum of £6,000 be allocated towards the cost of this year's ceremony from the existing civic hospitality budget.

## Civic Hospitality

- 1.4 The following requests for civic hospitality have been received for financial years 2016/17 and 2017/18.
- a) Correspondence was received from the Chairman of the organising committee of the Glynhill Ladies International Curling Championships to request civic hospitality to mark their 10<sup>th</sup> anniversary in Renfrewshire which was held on Saturday 21<sup>st</sup> January 2017. Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a civic reception at the Glynhill Hotel in the form of an evening meal for approx 100 people at a cost of £2500. The Board is asked to homologate the action taken.
  - b) East Renfrewshire Council had been working in conjunction with Renfrewshire Council to produce a Holocaust Memorial Service which was held on Tuesday 24<sup>th</sup> January. Renfrewshire Schools were invited to participate by providing music and readers for the event. Invitations were also extended to the head boy and girl from each of the Secondary schools along with all Councillors. Following consultation with the Provost, it was agreed that the Council would co-host this service and contribute a cost of £1,250 towards the Service and hospitality arrangements which was met from the current budget and the Director of Finance & Resources in consultation with the Provost made the necessary arrangements for appropriate civic hospitality to be provided. The Board is asked to homologate the action taken.
  - c) A request from Renfrewshire Seniors Forum has been received. In 2017 the forum will mark their 30<sup>th</sup> anniversary and would like some civic hospitality to mark the occasion. Following consultation with the Provost it is proposed that the Board agree to provide civic hospitality in the form of afternoon tea for approximately 50 people on Friday 10 March 2017 in the Loggia suite at Paisley Town Hall at the cost of approximately £1,000 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.
  - d) A request for civic hospitality has been received in relation to a recognition lunch for members of the Social Work Complaints Review Appeals Panel. This panel was established in 1996 and gives impartial consideration to complaints made by clients in receipt of Social Work services. The Scottish Parliament has passed legislation which abolishes the existing Social Work complaints process including the Review Appeals Panel from 1 April 2017. It is proposed that the Board agree to provide civic hospitality in the form of a lunch at the Glynhill Hotel for

approximately 10 people in February 2017 at the cost of approximately £275 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- e) The National Records of Scotland (NRS) will be holding their Annual Registration Seminar in Renfrewshire for the first time on 23 November 2017 in the Glynhill Hotel, Renfrew. The seminar deals with current registration topics but there is also an opportunity to showcase Renfrewshire. There will be approximately 80 delegates made up of Senior Registrars and their Managers representing all Scottish local authorities and the seminar is attended by the Registrar General and his Depute. The Registration service deals with Birth, Deaths and Marriages and is operated by Councils on behalf of NRS.

Following consultation with the Provost it is proposed that the Council contribute £1,000 from the 2017/18 budget towards the cost of this reception, and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- f) The Tannahill/MacDonald Club will be holding a bicentenary celebration to mark the birth of the poet and author Hugh MacDonald who lived and worked in Paisley. They have requested that the Council consider providing civic hospitality in the form of a finger buffet at Lapwing Lodge on Tuesday 4 April 2017 for approx 50 at a cost of £750. It is proposed that the Board agree to provide this civic hospitality and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.
- g) Paisley & District Schools' Football Association has requested civic hospitality for players and officials for their Under 18s Scotland vs England International. The match will take place on Friday 3 March, 2017. The cost to provide a lunch for approximately 70 people at St Mirren Stadium will be £1400. It is proposed that the Board agree to provide this civic hospitality and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.
- h) A motion was passed at the Council Meeting held on 15 December 2016 to grant the Freedom of Renfrewshire to 102 Field Squadron in respect of their work for the benefit of the people of Renfrewshire. A celebratory event which will recognise their achievement will take place as part of the Provost's Community Awards which are being held at the Normandy Hotel, Renfrew on Friday 3 March 2017. The cost to provide a three course evening meal for the 120 guests will be £4100

It is proposed that the Board agree to provide this civic hospitality and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- 1.2 The budget provision for 2016/17 for Civic Hospitality (including international Links) is £46,334.60 and for the Provost's Community Awards £5000. Should the above be agreed the remaining balance would be approximately £17,524.
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## **2. Recommendations**

- 2.1 That the Board agrees an additional contribution of £6,000 towards this year's Provost's Community Awards from the civic hospitality budget.
- 2.2 That the Board agrees to: (a) provide civic hospitality to Renfrewshire Seniors Forum, the Social Work Complaints Review Panel, NRS Registration Seminar, the Tannahill/MacDonald Club, Paisley & District Schools' Football Association and 102 Field and (b) that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.
- 2.3 That the Board homologates the action taken in respect of the civic hospitality for Glynhill Ladies International Curling Championships and the contribution towards the Holocaust Memorial Service.
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## **Implications of the Report**

1. **Financial** – The costs of the request from civic hospitality will be met from the current budget
2. **HR & Organisational Development** - None
3. **Community 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.
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**List of Background Papers**

- (a) Background Paper 1 – Correspondence from Glynhill Ladies Curling Club.
- (b) Background Paper 2 – Correspondence from Renfrewshire Seniors Forum.
- (c) Background Paper 3 – Correspondence from Paisley & District Schools' Football Association.
- (d) Background Paper 4 – Correspondence by email in relation to the Civic Request for the Social Work Review Complaints Panel.
- (e) Background Paper 5 – Correspondence by email in relation to the contribution towards the NRS Registration Seminar.

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

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