

Minute of Meeting

Finance, Resources and Customer Services Policy Board

| Date | Time | Venue |
|-----------------------------|-------|--------------------------|
| Wednesday, 10 November 2021 | 14:00 | Teams - virtual meeting, |

Present: Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Karen Devine-Kennedy, Councillor Audrey Doig, Councillor Neill Graham, Councillor Jim Harte, Councillor John Hood, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor Andy Steel

Chair

Councillor J Shaw, Convener, presided.

In Attendance

L McIntyre, Head of Policy & Commissioning, B Walker, Programme Director – City Deal and Infrastructure, G Beattie, Strategic Commercial Category Manager, A Donaldson, Strategic Commercial Category Manager, B Lambert, Corporate Procurement Manager, S Gibb, Procurement Operations Manager; R Park, Category Manager, E Shields, Business Services Manager, C Saez, Assistant Economic Development Manager Business Development (all Chief Executive's Service); D Gillies, Head of Facilities Management (Environment & Infrastructure); and A Russell, Director of Finance & Resource, K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, P Murray, Head of ITC, R McGrath, Head of Customer & Business Services, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, R Devine, E Gray, C MacDonald and P Shiach Senior Committee Services Officers (all Finance & Resources).

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the meeting would be webcast live on the Council's website.

Valedictory

On behalf of the Board, Councillor Shaw extended thanks to R McGrath, Head of Customer and Business Service (Finance & Resources) for the contributions she had made and for the advice and assistance she had provided and wished her well for the future. These sentiments were echoed by members present.

Declarations of Interest

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

1 Joint Consultative Board (Non-teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 1 September 2021, as attached hereto.

DECIDED: That the Minute be noted.

2 Revenue and Capital Budget Monitoring as at 17 September 2021

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources relative to revenue and capital budget expenditure and adjustments for the period to 17 September 2021.

DECIDED:

(a) That the projected revenue outturn position as detailed in Table 1 of the report be noted;

(b) That the projected capital outturn position as detailed in Table 2 of the report be noted; and

(c) That the budget adjustments detailed at sections 4 and 6 of the report be noted.

3 Revenue and Capital Budget Monitoring – Council Overview as at 17 September 2021

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources relative to an overview of revenue and capital expenditure for the period to 17 September 2021.

DECIDED:

(a) That the projected revenue outturn position detailed in Table 1 of the report be noted, considering that the forecast position was based on best estimates and confirmed government support to date; and

(b) That the projected capital outturn position detailed in Table 2 of the report be noted.

4 **Customer & Business Services Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to the write-off of sums over £10,000 which in accordance with Financial Regulation 3.5.10 require to be submitted to the Finance, Resources and Customer Services Policy Board.

The report advised that the debt recovery process involved extensive effort by the Council and its collection agents to locate the debtor and recover the debt.

The report indicated that the Council had already pursued each of the debts summarised on the Appendix attached to the report through its follow-up cycle and it was considered prudent to write-off the outstanding balance. The approval for the write-off would enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt.

The report intimated that the Council continued to monitor the accounts and, where the circumstances of the debtor altered, would instigate further recovery action as appropriate. The level of write-off would be contained within the Council's bad debt provision. An analysis of the debt proposed for write-off highlighting the reason why collection was deemed irrecoverable was highlighted in table 1 of the report to the report.

DECIDED: That the write-off of £744,820.50, as detailed in the report be approved.

5 **Treasury Management Mid-Year Review 2021/22**

There was submitted a report by the Director of Finance & Resources relative to the mid-year report, prepared in accordance with the Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management in the Public Services Code of Practice.

The report provided information on a review of the Treasury Management Strategy Statement 2021-22, incorporating the annual investment strategy; a review of the Council's investment portfolio for 2021-22; a review of the Council's borrowing strategy for 2021-22; and a review of compliance with treasury management indicators for 2021- 22.

DECIDED:

(a) That the treasury management activity for the period 1 April to 15 October 2021 be noted; and

(b) That it be agreed that the treasury management strategy be revised to allow the Council to mitigate foreign exchange rate risk intrinsic in a construction contract as outlined in section 8 of the report.

6 **Customer & Business Services Performance Report**

There was submitted a report by the Director of Finance & Resources relative to the performance of Customer & Business Services including revenue collection and benefit administration for the period to 28 September 2021.

The report included an update on the funding and expenditure position for Discretionary Housing Payments, the Scottish Welfare Fund, the Low Income Pandemic Payment and a performance update in relation to customer services provision for September and the year to date. Appendices to the report provided information on revenue collection and key performance indicators.

DECIDED: That the report be noted.

7 Facilities Management Operational Performance Report

There was submitted a report by the Director of Environment & Infrastructure relative to an operational performance update on Facilities Management (Hard and Soft Services) delivered by Environment & Infrastructure since the meeting of this Policy Board on 1 September 2021.

The report provided information on operational updates; risks to on-going recovery; and soft facilities management.

DECIDED: That the operational performance update be approved.

8 Chief Executive's Service – Service Delivery Plan 2021/22 Mid-Year Monitoring Report

There was submitted a report by the Chief Executive relative to the performance of the Chief Executive's Service Improvement Plan (the Plan) from 1 April 2021 to 31 March 2022.

The report advised that as a direct result of the pandemic and the focus on crisis response and recovery, an interim change was made to the service improvement planning process for 2021/22, with Service Delivery Plans being developed for each Council service. Although these plans still focussed on some of the longer-term ambitions and priorities being progressed by services, there was a much greater focus on the 12-month period (21/22), and the work undertaken as part of the ongoing Covid response to stabilise and to adapt the way in which services were provided going forward.

The report contained details of Chief Executive's Service performance over the period 1 April to 30 September 2021 and provided details of the key achievements of the service over the period; a progress update on implementing the action plan linked to the 2021/22 Service Delivery Plan; an assessment of performance in relation to the service scorecard of core performance indicators; an overview of any areas of particular pressure that the service has experienced; and an overview of priorities for the service over the next six months

DECIDED:

(a) That the contents of the report be noted;

(b) That the achievements of Chief Executive's Service during the first six months of 2021/22 which fall within the remit of this Board be noted; and

(c) That it be noted that a mid-year report had been presented to the Communities, Housing and Planning Policy Board on 26 October 2021 in respect of service areas falling within the remit of that Board.

9 Environment & Infrastructure Service Delivery Plan 2021/22: Mid Year Monitoring Report

There was submitted a report by the Director of Environment & Infrastructure relative to the performance of the Environment & Infrastructure Service Improvement Plan (the Plan) from 1 April 2020 to 31 March 2021 in respect of activity falling within this Board's remit.

The report advised that as a direct result of the pandemic and the focus on crisis response and recovery, alternative service planning arrangements were in place for 2021/22. Rather than Service Improvement Plans, each Director submitted a Service Delivery Plan covering a 12 month period. These plans set out the priorities for each service area as it continued to deliver a crisis response where required but also began to build back services and support the council's recovery and renewal agenda. The Environment & Infrastructure Service Delivery Plan was approved by this Board on 24 March 2021.

This report contained details of Environment & Infrastructure's performance over the period 1 April to 30 September 2021 and provided details of the key achievements of the service; a progress update on implementing the action plan; details of how the work of the service contributed to the priorities set out in the Council Plan; an assessment of performance in relation to the service scorecard of core performance indicators; and an overview of priorities for the service over the next six months.

DECIDED:

(a) That the progress made by Environment & Infrastructure on actions and performance indicators as detailed in Appendix 1 to the report and as specific to the areas of activity delegated to this Policy Board be noted;

(b) That it be noted that this report would also be provided to the Infrastructure, Land and Environment Policy Board for the elements covered within that Board's remit; and

(c) That it be agreed that an out-turn report in respect of areas of activity delegated to this Policy Board be provided in Spring 2022.

10 Finance & Resources - Service Delivery Plan 2021/22 Mid Year Monitoring Report

There was submitted a report by the Director of Finance & Resources relative to the performance of the Finance & Resources Service Improvement Plan (the Plan) from 1 April 2020 to 31 March 2021 in respect of activity falling within this Board's remit.

The report advised that as a direct result of the pandemic and the focus on crisis response and recovery, alternative service planning arrangements were in place for 2021/22. Rather than Service Improvement Plans, each Director submitted a Service Delivery Plan covering a 12 month period.

These plans set out the priorities for each service area as it continued to deliver a crisis response where required but also began to build back services and support the council's recovery and renewal agenda. The Finance & Resources Service Delivery Plan was approved by this Board on 24 March 2021.

The report contained details of Finance and Resources Service performance over the period 1 April to 30 September 2021 and provided details of the key achievements of the service over the period; a progress update on implementing the action plan linked to the 2021/22 Service Delivery Plan; an assessment of performance in relation to the service scorecard of core performance indicators; and an overview of priorities for the service over the next six months.

DECIDED:

(a) That the contents of the report be noted; and

(b) That the achievements of Finance and Resources Service during 2020/21 be noted.

11 Finance & Resources: Health and Safety Interim Report (2020/22)

There was submitted a report by the Director of Finance & Resources relative to the Health and Safety Interim report (2020/22).

The report set out the health and safety activity within the service in 2020/21 and demonstrated the Service's commitment to continuous improvement in health and safety performance. The report summarised the achievements to March 2021 and noted that a comprehensive annual report would be submitted to Board in Spring 2022 to report on the 2021/22 outturn and highlight any new actions to be added to future plans.

The annual report provided details on both corporate and departmental health and safety responses to the pandemic. Finance & Resources had a proactive approach to health and safety. This was evidenced by the attainment of accreditation and certification to BS OHSAS 18001:2007 with recommendation that the registration be continued. The Finance & Resources interim report for 2020/22 (Period 2020/21) was attached as Appendix 1.

DECIDED: That the report and appendix be noted.

12 Civic Hospitality

There was submitted a report by the Director of Finance & Resources relative to requests for hospitality received for financial year 2021/22 and 2022/23. Details of the requests were contained within the report.

The report advised that the budget provision for 2021/22 for Civic Hospitality (including international links) was £46,460. Should the requests be agreed the remaining balance would be approximately £42,660. The budget provision for 2021/22 for Civic Hospitality (including international links) had not yet been agreed.

DECIDED:

a) That the provision the hospitality as detailed in the report for the Paisley Soroptimists, Paisley Ladies Ex-President's Association, Renfrew Over 50s Swimming Club and Ferguslie Community Council be approved;

(b) That it be agreed that the Board take a table of 10 for St Vincent's Hospice and;

(c) That it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

13 Annual Procurement Report 2020/21

There was submitted a report by the Chief Executive relative to the Annual Procurement report 2020/21.

The report advised that Section 18 of the Procurement Reform (Scotland) Act 2014 required that any contracting authority which was required to prepare or revise a procurement strategy in relation to a financial year must prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year. The minimum requirements in this regard were detailed in the report.

The Annual Report attached as an appendix to the report, provided an update on key indicators set in the Corporate Procurement Strategy for the period April 2020-2023 and identified areas for potential improvement aligned to that Strategy.

Councillor Shaw, seconded by Councillor Audrey Doig, moved that the report be noted.

Councillor Harte, seconded by Councillor Sharkey, moved, as an amendment that the annual statement include a reference to the importance of collective agreements.

On the roll being called the following members voted for the motion: Councillor Begg, Provost Cameron, Councillors Audrey Doig, K MacLaren, McNaughtan, Nicolson, Paterson, Shaw and Steel.

The following members voted for the amendment: Councillors Brown, Devine-Kennedy, Graham, Harte, Hood and Sharkey.

6 members having voted for the amendment and 9 members having voted for the motion, the motion was accordingly declared carried.

DECIDED: That the Annual Report for the Financial Year 2020/21 be noted.

14 Contract Authorisation report for Business Gateway Core and Specialist Workshops and Expert Help Services

There was submitted a report by the Chief Executive relative to the award of a contract for Business Gateway Core and Specialist Workshops and Expert Help Services, contract (RC-CPU-21-187) to Lanarkshire Enterprise Services Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for Business Gateway Core and Specialist Workshops and Expert Services to Lanarkshire Enterprise Services Limited;

(b) That the award of the contract for a period of two years be approved, it being envisaged that the Contract would commence on 1 January 2022. However, the actual commencement date to be confirmed within the Council's Letter of Acceptance; and

(c) That the contract value for the two-year period not exceeding £196,000 excluding VAT be approved.

15 Contract Authorisation Report for a Framework Contract for Transportation

There was submitted a joint report by the Chief Executive, the Director of Children's Services and the Director of Environment & Infrastructure relative to the award of a Framework Contract for Transportation (RC-CPU-20-385).

DECIDED:

(a) That it be noted that the Framework Contract included four Lots;

(b) That it be noted that the Framework Contract was unranked;

(c) That it be noted that the Council had an option to carry out mini-competitions under the Framework Contract to drive best value on large Contracts. Contracts under the Framework Contract would be awarded on a Lot by Lot basis and with the Service Providers awarded onto the specific Lot applicable to the Service required for each Contract; and

(d) That it be noted that the Council had an option to direct award Contracts for Services where continuity of Service was essential for Service Users.

16 Contract Award: Inchinnan Cycleway

There was submitted a report by the Chief Executive relative to the award of a Works Contract to Luddon Construction Limited for Inchinnan Cycleway

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a Contract to Luddon Construction Limited for Inchinnan Cycleway to;

(b) That it be noted that the anticipated starting date was 17 January 2022. The actual starting date would be confirmed in the Council's Letter of Acceptance to Luddon Construction Limited. The completion date was 26 weeks from the actual starting date.

- (c) That it be agreed that the total of the Prices was £946,378.83 excluding VAT; and
- (d) That the Contract value up to £1,343,630 excluding VAT which included for quantified risk and contingency be approved.

17 The Provision of Datacentre Services

There was submitted a joint report by the Chief Executive and Director of Finance & Resources relative to the award of a Call-Off Contract for the provision of Datacentre Services (RC-CPU-21-143) to HFD Datavita Limited following a mini-competition under the Scottish Government National Framework Cloud Services Framework (SP-18-027).

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a Call-Off Contract for the Provision of Datacentre Services (RC-CPU-21-143) to HFD Datavita Limited following a mini-competition under the Scottish Government National Framework Cloud Services Framework (SP-18-027);
- (b) That it be agreed that the contract would be for an anticipated Call-Off Contract Period of six years and four months it being envisaged that the Contract would commence on 1 December 2021 and would expire on 31 March 2028 however, the actual commencement date would be confirmed within the Council's Letter of Acceptance; and
- (c) That a contract value of £4,438,632.00 excluding VAT be approved.

18 The Supply and Delivery of Laptops

There was submitted a joint report by the Chief Executive and Director of Finance & Resources relative to the homologation of the decision of the Director of Finance & Resources and Head of Policy and Commissioning to award a Contract on 7 October 2021 for the Supply and Delivery of Laptops outside the board cycle due to the limited availability and long lead times of IT products due to increased demand since the beginning of the coronavirus pandemic.

DECIDED:

- (a) That the decision taken by the Director of Finance & Resources and Head of Policy and Commissioning to award a Contract for the Supply and Delivery of Laptops (800 laptops) to HP Limited be homologated;
- (b) That it be noted the Contract value was £373,600.00 excluding VAT; and
- (c) That it be noted that the Contract would be in place until full delivery of the 800 laptops was achieved. HP Inc Ltd had advised that the current anticipated lead time for delivery was 29 weeks.