

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Thursday, 09 February 2023	10:00	Teams - virtual meeting,

Present: Councillor Fiona Airlie-Nicolson, Councillor Jacqueline Cameron, Provost Lorraine Cameron, Councillor Michelle Campbell, Councillor Graeme Clark, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Edward Grady, Councillor Neill Graham, Councillor Bruce MacFarlane, Councillor David McGonigle, Councillor Iain Nicolson, Councillor John Shaw

Chair

Councillor J Shaw, Convener, presided.

In Attendance

A MacArthur, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning; D McLavin, Senior Communications Officer; B Bradley, Senior Procurement Specialist (Housing); B Lambert, Corporate Procurement Manager; G Beattie, Strategic Commercial Category Manager; A Donaldson, Strategic Commercial Category Manager; S Gibb, Procurement Operations Manager; R Park, Category Manager; S Brydon, Senior Procurement Specialist; C Horn, Service Planning & Policy Development Officer; L Bishop, Procurement Advisor (all Chief Executive's); C Dalrymple, Head of Facilities & Property Services; G Hutton, Head of Operations & Infrastructure; G Hannah, Transport & Change Manager (all Environment & Infrastructure); C McCourt, Head of Finance & Business Services; M Conaghan, Head of Corporate Governance; P Murray, Head of ICT; M Boyd, Head of People & OD; J Lynch, Head of Property Services; A McMahon, Chief Auditor; E Shields, Business Services Manager; G Dickie, Partnering & Commissioning Manager; G Innes, Customer Services Manager; R Cree, OD & Workforce Planning Manager; D Pole and I Blair, End User Technicians; C MacDonald and R Devine, Senior Committee Services Officers; and D Cunningham, Assistant Committee Services Officer (all Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Policy Board would be filmed for live or subsequent broadcast via the Council's internet site.

Apologies

Councillors Alison Ann-Dowling and Sam Mullin.

Declarations of Interest

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

1 Investment Review Board

There was submitted the Minute of the Investment Review Board held on 16 November 2022, a copy of which forms Appendix I hereto.

DECIDED: That the Minute be noted.

2 Joint Consultative Board (Non-teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 25 January 2023, a copy of which forms Appendix II hereto.

DECIDED: That the Minute be noted.

3 Revenue and Capital Budget Monitoring as at 11 November 2022

There was submitted an update report by the Director of Finance & Resources relative to Revenue and Capital budget expenditure up to 11 November 2022 for those services reporting to this Board. Tables 1 and 2 of the report detailed the projected revenue outturn position. As at 31 March 2023 there was an overspend of £1.103m (1.0%) against the revised budget for the year, and the Capital budget was projected to break even.

Appendices to the report provided detailed analysis of expenditure, and budget adjustments were listed at paragraphs 4 and 6 of the report.

DECIDED:

(a) That the projected Revenue return position 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 in sections 4 and 6 of the report be noted.

4 **Revenue and Capital Budget Monitoring – Council Overview as at 11 November 2022**

There was submitted an update report by the Director of Finance & Resources relative to an overview of Revenue and Capital Budget expenditure for the Council as at 11 November 2022. Tables 1 and 2 of the report detailed that the projected Revenue outturn position for all services as at 31 March 2023 was an overspend of £8.233 million, and the projected Capital outturn position for all services was an underspend of £0.100 million, split between General Fund services and the Housing Revenue Account (HRA).

Further analysis was detailed in the Appendices to the report and substantial risks to the budget positions were provided at paragraph 3 of the report.

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 at that point in time;
- (b) That the substantial risks to the budget position as outlined in section 3 of the report be noted; and
- (c) That the projected Capital outturn position detailed in Table 2 of the report be noted.

5 **Business Services Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposed write-off of Sundry Debts and Non-Domestic Rates accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £437,532,71.

DECIDED: That the sum of £437,532.71 as detailed in the report, be written off.

6 **Paisley and Renfrew Common Good Fund Budgets 2023/24**

There was submitted a report by the Director of Finance & Resources relative to the estimated funding available for disbursement during 2023/24 from the Paisley and Renfrew Common Good Funds.

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

DECIDED:

(a) That the 2023/24 budget allocations to Local Partnerships be approved as follows:

(i) Renfrew Common Good: Renfrew Local Partnership - £75,300

(ii) Paisley Common Good: Paisley East Local Partnership - £12,400

(iii) Paisley Common Good: Paisley North, West & Central Local Partnership - £10,900

(iv) Paisley Common Good: Gleniffer Local Partnership - £10,200; and

(b) That the continued funding of recurring projects, as outlined in Appendix 1 to the report, be approved.

7 Business Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to the performance of key Business Service functions including revenue collection and benefit administration for the period ending 28 December 2022.

The report provided an update on the funding and expenditure position for Discretionary Housing Payments and the Scottish Welfare Fund. Appendices to the report provided information on revenue collection and key performance indicators.

DECIDED: That the report be noted.

8 Customer Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to performance across key Customer Services functions including Call Centre, Face-to-Face and Digital Support for customers for December 2022.

The report provided an update on the overall contact centre call handling volumes and indicated that Face-to-Face services had returned in Renfrewshire House, with these being managed on an appointment basis.

DECIDED: That the report be noted.

9 Facilities Management Operational Performance Report

There was submitted an update report by the Director of Environment & Infrastructure relative to the operational performance of Facilities Management (Hard and Soft Services, including Building Services) as delivered by Environment & Infrastructure since the last meeting of this Policy Board.

DECIDED: That the operational performance update be approved.

10 **Non-Domestic Rates - Empty Properties Operational Policy**

There was submitted a report by the Director of Finance & Resources relative to an operational policy for non-domestic rates relief on empty properties.

The report proposed a policy setting out the Council's position in relation to Empty Property Relief for non-domestic properties that amended the 100% relief for unoccupied Listed Buildings currently available. A copy of the proposed Non-Domestic Rates - Empty Properties Policy was appended to the report.

DECIDED:

(a) That the report be noted; and

(b) That the Non-Domestic Rates - Empty Properties Policy as appended to the report be approved.

11 **HR & OD Policies (Revised Whistleblowing Policy)**

There was submitted a report by the Director of Finance & Resources relative to the revision of the Human Resources & Organisational Development (HR & OD) Whistleblowing Policy.

The revised policy would replace the current 'Expressing Concerns Outwith Line Management Policy' and was part of the Council's ongoing programme to review HR&OD policies. The revised policy provided a mechanism for concerns about any wrongdoing or malpractice within the Council to be reported and investigated. A copy of the proposed Whistleblowing Policy was attached as an Appendix to the report.

DECIDED: That the revised Whistleblowing Policy attached to the report be approved.

12 **Additional Public Holiday – Coronation of King Charles III**

There was submitted a report by the Director of Finance & Resources relative to the announcement of an additional public holiday on Monday, 8 May 2023 for one year only to celebrate the Coronation of His Majesty King Charles III.

The report advised that at its meeting on 9 September 2022, the Board approved a list of 12 public holidays for 2023 and one day of no work requirement. It was proposed that an additional public holiday on Monday, 8 May 2023 be approved for one year only and included within a revised list of public holidays for 2023. The revised list was appended to the report.

DECIDED:

- (a) That an additional public holiday on Monday, 8 May 2023 for one year only, be approved; and
- (b) That the revised list of public holidays for 2023 as appended to the report be published.

13 Civic Hospitality and Appointment to Outside Body

There was submitted a report by the Director of Finance & Resources relative to consideration of (a) requests received by the Provost for civic hospitality from organisations for specific events as detailed within the report; and (b) to consider a request by UK & Ireland Mayors, Provosts & Leaders for Peace Chapter to appoint a representative from the Council.

The report proposed the type and cost of civic hospitality to be provided in respect of each civic event and sought authorisation for the Director of Finance & Resources, in consultation with the Provost, to make the necessary arrangements to provide civic hospitality, or in the case of events that had already been arranged, to homologate the action taken by the Head of Corporate Governance, in consultation with the Provost, to provide civic hospitality.

The report also indicated that the UK & Ireland Mayors, Provosts & Leaders for Peace Chapter had requested the appointment of a representative from the Council and that, previously, this had been the Provost. As part of the registration process, the Council's appointment was required to sign: "I hereby express my city/municipality's support for the abolition of nuclear weapons and desire to join the Mayors for Peace."

DECIDED:

- (a) That the action taken by the Head of Corporate Governance, in consultation with the Provost, to provide civic hospitality to Renfrewshire XII Province Curling Club at a cost of £350 be homologated;
- (b) That the Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for civic hospitality at the approximate costs indicated below:

Kilbarchan Pipe Band - £1,750 Abercorn Bowling Club - £800
Anchor Bowling Club's Ladies Section - £2,760

- (c) That the Provost be appointed as the Council's representative to UK & Ireland Mayors, Provosts & Leaders for Peace Chapter with authority to sign the required declaration.

14 Advice Services (RC-CPU-22-223)

There was submitted a report by the Chief Executive relative to the award of a negotiated contract for Advice Services to Renfrewshire Citizens Advice Bureau.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award the negotiated contract for Advice Services to Renfrewshire Citizens Advice Bureau;
- (b) That it be noted that the contract would commence on 1 July 2023 to 3 June 2025 with the option to extend for a further one year until 30 June 2026; and
- (c) That it be noted that the contract value would be £741,400 excluding VAT for the first two years with a total contract value of £1,112,100 excluding VAT if the extension period was utilised.

15 Managed Print Services (RC-CPU-22-225)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to homologation of the decision by the Director of Finance & Resources to award a negotiated contract to Xerox (UK) Limited on 22 December 2022 for the provision of Managed Print Services in order to fix pricing at the same rates as 2022 and ensure continuity of service while providing the Council time to review future services, re-tender and mobilise the printer estate.

DECIDED: That the decision taken by the Director of Finance and Resources to award a contract for Managed Print Services to Xerox (UK) Limited be homologated.

16 Contract Authorisation Report for a Microsoft Enterprise Agreement (RC-CPU-22-256)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a call off contract for a Microsoft Enterprise Agreement to Phoenix Software Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a call off contract for a Microsoft Enterprise Agreement to Phoenix Software Limited following a further competition under Lot 3 of the Crown Commercial Services (CCS) Framework Agreement Technology Products and Associated Services, RM6068 in accordance with the Framework Call-Off Award Procedure;
- (b) That it be noted that the call off contract was for a period of three years and was envisaged to commence on 1 April 2023 and expire on 31 March 2026. The actual call off start and expiry dates would be confirmed in the order form in accordance with the Framework Call-Off Award Procedure; and
- (c) That it be noted that the call off contract value would not exceed £4,460,629 excluding VAT.

17 **Contract Award: Provision of a Social Care Case Management System**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the provision of a Social Care Management System (RC-CPU-22-253) to OLM Systems Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a Call-Off Contract for the Provision of Support and Maintenance of a Social Care Case Management System (RC-CPU-22-253) to OLM Systems Limited in accordance with the award procedure under Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13;

(b) That a maximum Call-Off contract value of up to £643,062.60 excluding VAT, equating to an annual contract value of £160,765.65 excluding vat be authorised; and

(c) That it be noted that the initial contract period was for three years with the Council having the option to extend the service period for up to 12 months. The start date of 1 April 2023 would be confirmed in the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 Order Form.

18 **Contract Authorisation Report for three contracts: Provision of Floating Support (RC-CPU-22-121); Housing First (RC-CPU-22-142) and Housing First (WRAP) (RC-CPU-22-144)**

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to three separate contracts for the provision of Housing First and Floating Support Services.

DECIDED:

(a) That the Head of Corporate Governance be authorised to enter into three separate contracts for the following services:

(i) RC-CPU-22-141 Provision of Floating Support to Turning Point Scotland, for a duration of 12 months with the Council option to extend for 12 months; with an annual value of £177,000; 12-month extension value of £177,000; total maximum value of £354,000;

(ii) RC-CPU-22-142 Housing First to Turning Point Scotland, for a duration of 12 months with the Council option to extend for 12 months; with an annual value of £177,030; 12-month extension value of £177,030; total maximum value of £354,060;

(iii) RC-CPU-22-144 Housing First (WRAP), to Blue Triangle (Glasgow) Housing Association Limited, for a duration of 12 months with the Council option to extend for 12 months; with an annual value of £137,000; 12-month extension value of £137,000; total maximum extension value of £274,000;

(b) That it be noted that all three Contracts would commence on 1 April 2023 or alternatively, the relevant date would be confirmed in the Council's letter of acceptance issued to the Providers identified above; and

(c) That it be noted that the total value of the contracts was in line with the spend in recent years.

19 Contract Award: Legionella Prevention, Control and Risk Management Services

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a services contract for Legionella Prevention, Control and Risk Management Services (RC-CPU-21-056) to Rock Compliance Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for Legionella Prevention, Control and Risk Management Services to Rock Compliance Limited;

(b) That a maximum contract value of up to £700,000 excluding VAT. The anticipated annual value of this contract had been assessed as £140,000.00 excluding VAT;

(c) That it be noted that the initial contract period was for three years with the Council having the option to extend the service period for up to 12 months on two separate occasions, subject to contract performance. The anticipated commencement date was 10 March 2023. The actual date would be confirmed in the Council's letter of acceptance to Rock Compliance Limited; and

(d) That it be noted that the award of the Contract was subject to the provision of a Non-Disclosure Agreement as indicated within the tender documentation.

20 Notification of Increase in Value for the Contract for Traffic Signals Planned and Unplanned Inspection and Maintenance reference RC-CPU-19-173

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to an increase in the value of the contract for Traffic Signals Planned and Unplanned Inspection and Maintenance (RC-CPU-19-173). This Board had approved the award of the contract to Dynniq UK Limited (now known as Swarco UK & Ireland Limited) at its meeting on 25 March 2020 and as a result of additional traffic signal improvement work instructed as unplanned maintenance under the contract, the cost had increased from £800,000 excluding VAT up to £1,200,000 excluding VAT.

DECIDED:

(a) That the requirement to notify this Board of the increase in contract value be noted; and

(b) As a result of additional traffic signal improvement work, an increase in the contract value of £800,000 up to £1,200,000 excluding VAT to include for the works detailed within the report and to allow for the current planned maintenance works to continue until the contract was retendered, be approved.

21 Refurbishment of 5 Signalised Sites (RC-CPU-22-135)

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for the refurbishment of five signalised sites to Hillhouse Quarry Group Limited t/a MacAsphalt.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the Contract for the Refurbishment of 5 Signalised Sites (RC-CPU-22-135) to Hillhouse Quarry Group Limited t/a MacAsphalt;

(b) That it be noted that the intended starting date was 6 March 2023 with the completion date being 31 March 2023. The actual dates would be confirmed in the Council's letter of acceptance; and

(c) That it be noted that the contract value was £211,192.28 excluding VAT. The cost of the contract would be met by funding provided by Strathclyde Partnership for Transport and required to be spent by 31 March 2023.

22 Paisley Town Hall Refurbishment - Furniture (RC-CPU-22-150)

There was submitted a report by the Chief Executive relative to the award of a goods contract for the supply of furniture as part of the refurbishment of Paisley Town Hall to Claremont Office Furniture Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a call off contract for Paisley Town Hall Refurbishment – Furniture (RC-CPU-22-150) to Claremont Office Furniture Limited.

(b) That a total contract price of £218,132.00 excluding VAT be approved; and

(c) That it be noted that the contract would commence on 21 February 2023 or on a date to be confirmed in the letter of acceptance, with delivery and installation scheduled between 5 June and 21 July 2023, or as agreed with the supplier subject to completion of the Paisley Town Hall main works contract.

23 Paisley Town Hall Refurbishment (PTHR) - Stage Lighting and Loose AV Equipment (RC-CPU-22-171)

There was submitted a report by the Chief Executive relative to the award of a contract for Paisley Town Hall – Stage Lighting and Loose AV Equipment to Stage Electrics Partnership Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award the contract for PTHR - Stage Lighting and Loose AV Equipment (RC-CPU-22-171) to Stage Electrics Partnership Limited;
- (b) That the total price of £309,369.76 excluding VAT for the contract be approved; and
- (c) That it be noted that it was anticipated that the Contract would commence on 6 March 2023 or on date confirmed in the letter of acceptance. It was anticipated the contractor would deliver and install the equipment in June 2023 however exact dates for delivery and installation would be agreed with contractor subject to completion of the Paisley Town Hall main works contract.