

Notice of Meeting and Agenda Finance, Resources and Customer Services Policy Board

| Date | Time | Venue |
|-------------------------|-------|--------------------------|
| Thursday, 30 March 2023 | 10:00 | Teams - virtual meeting, |

MARK CONAGHAN
Head of Corporate Governance

Membership

Councillor John Shaw (Convener): Councillor Fiona Airlie-Nicolson (Depute Convener):

Councillor Alison Ann-Dowling: 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 Sam Mullin: Councillor Iain Nicolson:

Webcasting of Meeting

This meeting will be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed. To find the webcast please navigate to

<https://renfrewshire.public-i.tv/core/portal/home>

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.

Minute

- | | | |
|----------|--|--------------|
| 1 | Joint Consultative Board (Non-Teaching) | 1 - 4 |
|----------|--|--------------|

Minute of meeting held on 15 March 2023

Finance

- | | | |
|----------|---|---------------|
| 2 | Revenue and Capital Budget Monitoring Report | 5 - 16 |
|----------|---|---------------|

Report by Director of Finance & Resources

- | | | |
|----------|--|----------------|
| 3 | Revenue and Capital Budget Monitoring Overview Report | 17 - 28 |
|----------|--|----------------|

Report by Director of Finance & Resources

Performance

- | | | |
|----------|---|----------------|
| 4 | Facilities Management Operational Performance Report | 29 - 38 |
|----------|---|----------------|

Report by Director of Environment & Infrastructure

- | | | |
|----------|---|----------------|
| 5 | Customer Services Performance Report | 39 - 42 |
|----------|---|----------------|

Report by Director of Finance & Resources

- | | | |
|----------|---|----------------|
| 6 | Business Services Performance Report | 43 - 54 |
|----------|---|----------------|

Report by Director of Finance & Resources

Civic Hospitality

- | | | |
|----------|--------------------------|----------------|
| 7 | Civic Hospitality | 55 - 58 |
|----------|--------------------------|----------------|

Report by Director of Finance & Resources

Policy

- | | | |
|----------|--|----------------|
| 8 | Harmonisation of Pay, Grading and Terms and Conditions of Employment for "Building Services Craft Employees" to "Local Government Provisions" | 59 - 64 |
| | Report by Director of Finance & Resources | |
| 9 | Pensions Discretion Policy | 65 - 84 |
| | Report by Director of Finance & Resources | |

Procurement

- | | | |
|-----------|--|------------------|
| 10 | Postal Services - Hybrid Mail | 85 - 88 |
| | Joint report by Chief Executive and Director of Finance & Resources | |
| 11 | License, Support and Maintenance of NEC Document Management (info@work) (RC-CPU-22-279) | 89 - 92 |
| | Joint report by Chief Executive and Director of Finance & Resources | |
| 12 | Contract Award: Vehicle Fleet Tracking System | 93 - 98 |
| | Joint report by Chief Executive and the Director of Environment & Infrastructure | |
| 13 | Contract Award: Supply and Delivery of three Refuse Collection Vehicles | 99 - 104 |
| | Joint report by Chief Executive and the Director of Environment & Infrastructure | |
| 14 | Contract Award: Processing & Recycling of Mixed Paper and Card (RC-CPU-22-259) | 105 - 110 |
| | Joint report by Chief Executive and the Director of Environment & Infrastructure | |
| 15 | Contract Award: Watercourse Maintenance – RC-CPU-21-239 | 111 - 116 |
| | Joint report by Chief Executive and the Director of Environment & Infrastructure | |

| | | |
|-----------|--|------------------|
| 16 | Design and Build for Plymuir Bridge Replacement Scheme (RC-CPU- 18-415) | 117 - 122 |
| | Joint report by Chief Executive and the Director of Environment & Infrastructure | |
| 17 | Contract Award: Provision of a Care at Home Scheduling System | 123 - 126 |
| | Joint report by Chief Executive and Director of Finance & Resources | |
| 18 | Provision of a Registered Housing Support Service within Very Sheltered Housing Units (RC-CPU-22-049) | 127 - 130 |
| | Joint report by Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership | |
| 19 | Contract Award: High Level Gutter Cleaning to 3 Storey Blocks and Above (RC-CPU-21-319) | 131 - 136 |
| | Joint report by Chief Executive and Director of Communities & Housing | |
| 20 | Contract Award: West Primary Electrical Upgrade Phase 2 (RCCPU- 22-220) | 137 - 142 |
| | Joint report by Chief Executive and Director of Finance & Resources | |
| 21 | Contract Award: Hawkhead Cemetery Civils Upgrade, (RC-CPU-22- 193) | 143 - 148 |
| | Joint report by Chief Executive and the Director of Finance & Resources | |
| 22 | Design Team appointments for the Main Works at Paisley Town Hall – Notification of increase in costs | 149 - 154 |
| | Report by Chief Executive | |

Minute of Meeting

Joint Consultative Board (Non-Teaching)

| Date | Time | Venue |
|--------------------------|-------|---------------------|
| Wednesday, 15 March 2023 | 15:00 | Via Teams Platform, |

Present: Councillor Fiona Airlie-Nicolson, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Lisa-Marie Hughes, Councillor Sam Mullin

In Attendance

C Dalrymple, Head of Facilities & Property Management (Environment & Infrastructure); M Boyd, Head of HR & OD, R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, D Pole, End User Technician and R Devine, Committee Services Officers (all Finance & Resources); and K Hampsey, Strategic Business Delivery Manager (Renfrewshire Social Care Partnership).

Representing Trade Unions

J Boylan, M McIntyre and S Hicks (all UNISON).

Appointment of Chairperson

In accordance with the terms of the constitution of the Joint Consultative Board (Non-Teaching), which stated that the Chair of the Board should alternate between management-side and trade unions it was proposed and agreed that John Boylan (UNISON) chair this meeting of the JCB Non-Teaching.

DECIDED: That John Boylan (UNISON) chair this meeting.

Apologies

M Ferguson, Unison; K Muat and A Canning, both GMB; G Cochrane, UNITE.

Declarations of Interest

Councillor Gilmour indicated that he had a connection to items 4, 5, 6, 7, 8 and 9 of the agenda by reason of his membership of Unite the Union. However, he indicated that he had applied the objective test and did not consider he had an interest and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Hughes indicated that she had a connection to items 4, 5, 6, 7, 8 and 9 of the agenda by reason of her membership of UNISON. However, she indicated that she had applied the objective test and did not consider she had an interest and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Mullin indicated that he had a connection to items 4, 5, 6, 7, 8 and 9 of the agenda by reason of his membership of the GMB Union. However, he indicated that he had applied the objective test and did not consider he had an interest and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

1 Developments in Health, Safety and Wellbeing

There was submitted a report by the Director of Finance & Resources relative to developments in relation to health, safety and wellbeing issues since the previous meeting of the Joint Consultative Board (Non-Teaching), held on 25 January 2023.

The report advised that the Health & Safety Team continued to work collaboratively with key stakeholders, to ensure risks were assessed, review policies and guidance, support front line services in the delivery of emergency and prioritised work, evaluate contractors' and suppliers' health and safety documentation when applying for contracts, respond to Freedom of Information requests, produce health and wellbeing guidance to support the workforce, and review all injury accidents occurring within the Council. It was noted that since the previous meeting there had been 848 courses delivered across the Council.

The report stated that during the period there had been three visits from the Health & Safety Executive, one in relation to the household waste intervention programme and two in connection with the management of asbestos in schools' intervention programme. In addition there had been two meetings with Scottish Fire and Rescue Service, as a result of attendance resulting from call outs to Council-owned premises, to discuss, where possible, improvements to the fire safety arrangements. Reference was also made to the review of the Council's blood borne virus documentation and associated face-to-face training provided, the production of health and wellbeing guidance and campaigns to support the workforce to become more active. In addition, the report indicated that support continued to be provided in respect of the new ways of working arrangements being developed across the Council and the Council's construction activities

DECIDED: That the report be noted.

2 **Details of Grievances**

There was submitted a report by the Director of Finance & Resources relative to the number of grievances received.

The report provided information on grievances at both the informal and formal stages and indicated that there were a total of nine grievances as at March 2023, a decrease of one case since the last meeting of this Board.

DECIDED: That the report be noted.

3 **Agency Workers**

There was submitted a report by the Director of Finance & Resources relative to the number of agency staff employed within the Council as at 1 March 2023 and detailing the capacity and Services in which they were engaged. The report advised that as at 1 March 2023, 228 agency workers were employed across all Council Services, a reduction of nine agency workers since December 2022. RHSCP employed 177 of those agency workers.

DECIDED: That the report be noted.

4 **Right for Renfrewshire**

The UNISON representatives expressed concern in relation to the lack of information made available to the trade unions regarding staffing reviews and changes to staffing structures within Services proposed as part of the Right for Renfrewshire initiative. In this connection it was proposed that regular update reports be submitted to future meetings of the JCB Non-Teaching. To address the situation the HR Manager proposed that a standing item be included on the agenda of future Joint Trade Union Liaison meetings. This was agreed.

DECIDED: That arrangements be made to include regular update reports regarding staffing reviews within Services and changes to staffing structures proposed as part of the Right for Renfrewshire initiative as a standing item on the agenda of future Joint Trade Union Liaison meetings.

5 **Home Care Review**

The UNISON representatives expressed concern in relation to the commissioning, in some areas of Renfrewshire, of care at home services from the third sector. The Strategic Business Delivery Manager, Renfrewshire Social Care Partnership made reference to the relevant framework agreements in place and outlined reasons why the external commissioning of services was utilised.

DECIDED: That the information provided be noted.

6 **Soft Facilities Management**

The UNISON representatives expressed concern in relation to the review of the Soft Facilities Management function, making reference to rumours circulating that the function was to be contracted out to Amey plc. The Head of Facilities & Property Management (Environment & Infrastructure) provided assurances that the rumours were false.

DECIDED: That the information provided be noted.

7 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the JCB (Non-Teaching) was scheduled to be held at 3pm on 24 May 2023.



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Finance and Resources

Heading: Revenue and Capital Budget Monitoring as at 6 January 2023

1. Summary of Financial Position

- 1.1. The projected revenue outturn at 31 March 2023 for those services reporting to the Finance, Resources and Customer Services Policy Board is an overspend position of £1.473m (1.5%) against the revised budget for the year.
- 1.2. The projected capital outturn at 31 March 2023 for projects reporting to the Finance, Resources and Customer Services Policy Board is a break-even position.
- 1.3. This is summarised over the relevant services in the table below and further analysis is provided in the Appendices.

| Table 1: Revenue | | | | |
|--------------------------------|---|--|-------------------------------------|----------------------------------|
| Division | Revised Annual Budget £000 | Projected Annual Outturn £000 | Budget Variance £000 | Budget Variance % |
| Finance and Resources | 44,091 | 44,444 | (353) | (0.8%) |
| Environment and Infrastructure | 21,775 | 22,895 | (1,120) | (5.1%) |
| Miscellaneous | 30,730 | 30,730 | 0 | 0% |
| Total | 96,596 | 98,069 | (1,473) | (1.5%) |

| Table 2: Capital | | | | |
|--|---|--|-------------------------------------|----------------------------------|
| Division | Revised Annual Budget £000 | Projected Annual Outturn £000 | Budget Variance £000 | Budget Variance % |
| Finance, Resources and Customer Services | 6,884 | 6,884 | 0 | 0% |

2. Recommendations

Members are requested to:

- 2.1. Note the projected Revenue outturn position detailed in Table 1 above;
- 2.2. Note the projected Capital outturn position detailed in Table 2 above; and
- 2.3. Note the budget adjustments detailed at sections 4 and 6.

3. Revenue

- 3.1. The Revenue Budget Monitoring report at Appendix 1 identifies a projected annual overspend of £1.473m (1.5% of total budget) for all services reporting to this Policy Board. Detailed division service reports can be found at the end of this report, along with an explanation of any significant projected variances.
- 3.2. The projected outturn is based on information currently available, and assumptions made by service budget holders. Any changes to these projections will be detailed in future reports to this Board.
- 3.3. The main reasons for the projected outturn position are indicated below the tables showing both the subjective analysis (what the budget is spent on) and the objective analysis (which division is spending the budget).

4. Revenue Budget Adjustments

- 4.1. Members are requested to note from Appendix 1 that budget adjustments totalling **£11.594m** have been processed since the last report, with the main reasons as follows:
 - **+ £2.0m** allocated to Finance and Resources, and **£1.6m** to Environment and Infrastructure, which mainly relates to non-teacher pay inflation
 - **- £5.9m** transfer from Miscellaneous to earmarked reserves to support Fairer Renfrewshire and other programmes of work beyond 2023/24;
 - **- £9.2m** budget realignment from Miscellaneous to other Council Services in respect of the non-teacher pay award.

5. Capital

- 5.1. The Capital Investment Programme 2022/23 to 2026/27 was approved by the Council on 3 March 2022. For Finance, Resources and Customer Services the approved capital spend for 2022/23 is £6.884m (£9.107m approved Capital Plan).
- 5.2. The budget movement primarily results from reprofiling in the approved capital programme for the year, and grant awarded for kitchen refurbishment for the expansion of school meals. Further detail can be found at Appendix 2.

6. Capital Budget Adjustments

- 6.1. Since the last report, budget changes totalling **£2.711m** have arisen, which reflect the following:
 - Budget carried forward into 2023/24 from 2022/23 (£2.711m):
 - ICT Infrastructure and Renewal Programme (£0.238m) to reflect expected delivery dates in early 2023/24;
 - Lifecycle Capital Maintenance Fund (£2.473m) to reflect timing of expected improvements across a range of properties.

Implications of this report

1. **Financial** – The projected budget outturn position for Finance, Resources and Customer Services' Revenue budget is an overspend of £1.473m. Income and expenditure will continue to be monitored closely for the rest of the financial year and, as far as possible, steps will be taken to mitigate any overspend.

The projected outturn position for Finance, Resources and Customer Services' Capital budget is break-even. The Capital programme will continue to be monitored closely for the rest of the financial year and, where necessary, steps will be taken to mitigate any overspend.

Any changes to current projections in either Revenue or Capital budgets will be reported to the board as early as possible, along with an explanation for the movement.

2. **HR and Organisational Development** - None directly arising from this report.
3. **Community/Council Planning** - None directly arising from this report.
4. **Legal** - None directly arising from this report.
5. **Property/Assets** - The Capital expenditure in this board will result in lifecycle maintenance improvements to existing properties and replacement of ICT assets and infrastructure.
6. **Information Technology** - None directly arising from this report.
7. **Equality and Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health and Safety** - None directly arising from this report.

9. **Procurement** - None directly arising from this report.
 10. **Risk** - The potential risk that the Council will overspend its approved budgets for the year will be managed at a Council-wide level by the Chief Executive and Directors.
 11. **Privacy Impact** - None directly arising from this report.
 12. **Cosla Policy Position** - N/a.
 13. **Climate Risk** - None directly arising from this report.
-

List of Background Papers

Revenue Budget and Council Tax 2022/23, Council 3 March 2022.

The Capital Investment Programme 2022/23 to 2026/27, Council 3 March 2022

Authors: Valerie Howie / Lisa Dickie / Kevin Festorazzi / Geoff Borland

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2022/23
1 April 2022 to 6 January 2023

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES

| Objective Summary | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn Variance | Movement |
|--------------------------------|--|-----------------------|--|----------------------|--|---------------|--|--------------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Finance and Resources | 42,165 | 1,926 | 44,091 | 44,444 | (353) | (0.8%) | (353) | 0 |
| Environment and Infrastructure | 20,154 | 1,621 | 21,775 | 22,895 | (1,120) | (5.1%) | (750) | (370) |
| Miscellaneous | 45,871 | (15,141) | 30,730 | 30,730 | 0 | 0.0% | 0 | 0 |
| NET EXPENDITURE | 108,190 | (11,594) | 96,596 | 98,069 | (1,473) | (1.5%) | (1,103) | (370) |

| Subjective Summary | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn Variance | Movement |
|------------------------------------|--|-----------------------|--|----------------------|--|---------------|--|--------------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Employees | 101,966 | (7,892) | 94,074 | 93,138 | 936 | 1.0% | 138 | 798 |
| Premises Related | 8,984 | (107) | 8,877 | 9,704 | (827) | (9.3%) | (557) | (270) |
| Transport Related | 1,682 | 0 | 1,682 | 1,962 | (280) | (16.6%) | (40) | (240) |
| Supplies and Services | 21,912 | 1,453 | 23,365 | 23,235 | 130 | 0.6% | (280) | 410 |
| Third Party Payments | 2,078 | 0 | 2,078 | 2,054 | 24 | 1.2% | 24 | 0 |
| Transfer Payments | 58,648 | (5,047) | 53,601 | 53,600 | 1 | 0.0% | 1 | 0 |
| Support Services | 2,740 | 1 | 2,741 | 2,724 | 17 | 0.6% | 50 | (33) |
| Depreciation and Impairment Losses | 7,177 | 0 | 7,177 | 7,177 | 0 | 0.0% | 0 | 0 |
| GROSS EXPENDITURE | 205,187 | (11,592) | 193,595 | 193,594 | 1 | 0.0% | (664) | 665 |
| Income | (96,997) | (2) | (96,999) | (95,525) | (1,474) | (1.5%) | (440) | (1,034) |
| NET EXPENDITURE | 108,190 | (11,594) | 96,596 | 98,069 | (1,473) | (1.5%) | (1,104) | (369) |

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2022/23
1 April 2022 to 6 January 2023

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES

| Objective Summary | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn Variance | Movement |
|---|--|-----------------------|--|----------------------|--|---------------|--|----------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Finance and Resources Directorate | (353) | (190) | (543) | (542) | (1) | (0.2%) | (1) | 0 |
| Audit Services | 601 | 31 | 632 | 638 | (6) | (0.9%) | (3) | (3) |
| Corporate Governance | 3,207 | 137 | 3,344 | 3,249 | 95 | 2.8% | 78 | 17 |
| Digital, Transformation & Customer Services | 20,879 | 1,113 | 21,992 | 22,101 | (109) | (0.5%) | (102) | (7) |
| Finance and Business Services | 11,034 | 626 | 11,660 | 11,588 | 72 | 0.6% | 68 | 4 |
| Housing Benefits | 4,043 | 0 | 4,043 | 4,047 | (4) | (0.1%) | (3) | (1) |
| People & Organisational Development | 2,463 | 125 | 2,588 | 2,627 | (39) | (1.5%) | (32) | (7) |
| Property Services | (527) | 84 | (443) | (352) | (91) | (20.5%) | (91) | 0 |
| Social care (non-delegated) | 818 | 0 | 818 | 1,088 | (270) | (33.0%) | (267) | (3) |
| NET EXPENDITURE | 42,165 | 1,926 | 44,091 | 44,444 | (353) | (0.8%) | (353) | 0 |

| Objective Heading | Key Reasons for Significant Projected Variances |
|---|---|
| Digital, Transformation & Customer Services | The projected overspend reflects the one off costs of migration for the Council's telephony system over the course of the current financial year. |
| Property Services | An overspend in Premises Costs is projected. This is due to an expected increase in energy costs across operational Council properties. |
| Social care (non-delegated) | An overspend in Premises Costs is projected. This is due to an expected increase in energy costs across Health and Social Care properties |

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2022/23
1 April 2022 to 6 January 2023

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

| Subjective Summary | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn Variance | Movement |
|------------------------------------|--|-----------------------|--|----------------------|--|---------------|--|-------------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Employees | 33,897 | 2,142 | 36,039 | 35,984 | 55 | 0.2% | 58 | (3) |
| Premises Related | 2,728 | (190) | 2,538 | 2,881 | (343) | (13.5%) | (343) | 0 |
| Transport Related | 76 | 0 | 76 | 54 | 22 | 28.9% | 22 | 0 |
| Supplies and Services | 9,325 | (26) | 9,299 | 9,479 | (180) | (1.9%) | (173) | (7) |
| Third Party Payments | 1,745 | 0 | 1,745 | 1,721 | 24 | 1.4% | 24 | 0 |
| Transfer Payments | 55,156 | 0 | 55,156 | 55,155 | 1 | 0.0% | 1 | 0 |
| Support Services | 694 | 0 | 694 | 652 | 42 | 6.1% | 50 | (8) |
| Depreciation and Impairment Losses | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 0 |
| GROSS EXPENDITURE | 103,621 | 1,926 | 105,547 | 105,926 | (379) | 21.2% | (361) | (18) |
| Income | (61,456) | 0 | (61,456) | (61,482) | 26 | 0.0% | 8 | 18 |
| NET EXPENDITURE | 42,165 | 1,926 | 44,091 | 44,444 | (353) | (0.8%) | (353) | 0 |

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2022/23
1 April 2022 to 6 January 2023

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

| Objective Summary | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn Variance | Movement |
|-------------------------------------|--|-----------------------|--|----------------------|--|---------------|--|--------------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Building Services | (240) | 0 | (240) | (240) | 0 | 0.0% | 0 | 0 |
| Street Lighting Maintenance Work | 376 | 6 | 382 | 554 | (172) | (45.0%) | (152) | (20) |
| Public Building Repairs | 3,866 | 77 | 3,943 | 4,281 | (338) | (8.6%) | 0 | (338) |
| Soft Facilities Management Services | 16,152 | 1,538 | 17,690 | 18,300 | (610) | (3.4%) | (598) | (12) |
| NET EXPENDITURE | 20,154 | 1,621 | 21,775 | 22,895 | (1,120) | (5.1%) | (750) | (370) |

| Objective Heading | Key Reasons for Significant Projected Variances |
|-------------------------------------|--|
| Building Services | The service is currently forecast to break even this year; however, it is recognised that costs are under considerable pressure from supply price increases. This will affect the Housing Revenue Account as Public Building Repairs as the two main recharges of Building Services costs. |
| Street Lighting Maintenance Work | There is a projected overspend on repairs and maintenance of street lighting columns due to increased costs of materials, which will be closely monitored for the rest of the financial year. |
| Public Building Repairs | The forecast projection arises from anticipated cost increases within Building Services being passed on to Public Building Repairs, owing to pay and materials inflationary pressures. |
| Soft Facilities Management Services | There is an anticipated under-recovery of income, which is offset by some vacancies and an underspend in supplies and services across the service; this will continue to be closely monitored for the rest of the financial year. |

REVENUE BUDGET MONITORING STATEMENT 2022/23

1 April 2022 to 6 January 2023

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

| Subjective Summary | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn Variance | Movement |
|------------------------------------|--|-----------------------|--|----------------------|--|---------------|--|--------------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Employees | 26,730 | 1,581 | 28,311 | 27,430 | 881 | 3.1% | 80 | 801 |
| Premises Related | 3,239 | 16 | 3,255 | 3,739 | (484) | (14.9%) | (214) | (270) |
| Transport Related | 1,594 | 0 | 1,594 | 1,896 | (302) | (18.9%) | (62) | (241) |
| Supplies and Services | 10,119 | 24 | 10,143 | 9,833 | 310 | 3.1% | (107) | 417 |
| Third Party Payments | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 0 |
| Transfer Payments | 43 | 0 | 43 | 43 | 0 | 0.0% | 0 | 0 |
| Support Services | 1,082 | 0 | 1,082 | 1,107 | (25) | (2.3%) | 0 | (25) |
| Depreciation and Impairment Losses | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 0 |
| GROSS EXPENDITURE | 42,807 | 1,621 | 44,428 | 44,048 | 380 | 0.9% | (302) | 682 |
| Income | (22,653) | 0 | (22,653) | (21,153) | (1,500) | (6.6%) | (448) | (1,052) |
| NET EXPENDITURE | 20,154 | 1,621 | 21,775 | 22,895 | (1,120) | (5.1%) | (750) | (370) |

REVENUE BUDGET MONITORING STATEMENT 2022/23

1 April 2022 to 6 January 2023

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES - MISCELLANEOUS

| Subjective Summary | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn Variance | Movement |
|------------------------------------|--|-----------------------|--|----------------------|--|-------------|--|----------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Employees | 41,338 | (11,614) | 29,724 | 29,724 | 0 | 0.0% | 0 | 0 |
| Premises Related | 3,018 | 66 | 3,084 | 3,084 | 0 | 0.0% | 0 | 0 |
| Transport Related | 12 | 0 | 12 | 12 | 0 | 0.0% | 0 | 0 |
| Supplies and Services | 2,469 | 1,454 | 3,923 | 3,923 | 0 | 0.0% | 0 | 0 |
| Third Party Payments | 333 | 0 | 333 | 333 | 0 | 0.0% | 0 | 0 |
| Transfer Payments | 3,449 | (5,047) | (1,598) | (1,598) | 0 | 0.0% | 0 | 0 |
| Support Services | 965 | 0 | 965 | 965 | 0 | 0.0% | 0 | 0 |
| Depreciation and Impairment Losses | 7,177 | 0 | 7,177 | 7,177 | 0 | 0.0% | 0 | 0 |
| GROSS EXPENDITURE | 58,761 | (15,141) | 43,620 | 43,620 | 0 | 0.0% | 0 | 0 |
| Income | (12,890) | 0 | (12,890) | (12,890) | 0 | 0.0% | 0 | 0 |
| NET EXPENDITURE | 45,871 | (15,141) | 30,730 | 30,730 | 0 | 0.0% | 0 | 0 |

| Subjective Heading | Key Reasons for Significant Projected Variances |
|--------------------|--|
| Budget Adjustments | The budget transfer relates to the allocation of budgets to other Council services for the 2022/23 local government pay award, as well as transfers to earmarked reserves. |

RENFREWSHIRE COUNCIL
CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES
 1st April to 6th January 2023
POLICY BOARD: FINANCE, RESOURCES & CUSTOMER SERVICES

| | | Current Year 2022-23 | | | | | | Full Programme - All years | | | |
|---|--|-------------------------------|-------------------------------------|------------------------------|---------------------------------|--|-----------|--|--|--|-----------|
| Project Title | Prior Years Expenditure to 31/03/2022* | Approved Budget 2022-23 | Budget Adjustments in 2022-23 | Revised Budget 2022-23 | Projected Outturn 2022-23 | Budget Variance (Adverse) or Favourable | | Total Approved Budget to 31-Mar-27 £000 | Projected Outturn to 31-Mar-27 £000 | Budget Variance (Adverse) or Favourable | |
| | | | | | | | | | | | |
| | £000 | £000 | £000 | £000 | £000 | | | | | | |
| CORPORATE PROJECTS | | | | | | | | | | | |
| ICT Infrastructure Maintenance & Renewal Program | 0 | 1,585 | (88) | 1,497 | 1,497 | 0 | 0% | 3,927 | 3,927 | 0 | 0% |
| Strategic Asset Management Fund | 0 | 1,800 | (1,800) | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0% |
| Energy Efficiency Programme | 0 | 102 | 0 | 102 | 102 | 0 | 0% | 102 | 102 | 0 | 0% |
| Lifecycle Capital Maintenance (LCM) Fund | 0 | 5,090 | (2,730) | 2,360 | 2,360 | 0 | 0% | 12,456 | 12,456 | 0 | 0% |
| Artificial Pitch Upgrades | 0 | 0 | 1,200 | 1,200 | 1,200 | 0 | 0% | 1,200 | 1,200 | 0 | 0% |
| Digital Infrastructure Provision | 1,546 | 0 | 390 | 390 | 390 | 0 | 0% | 1,936 | 1,936 | 0 | 0% |
| Community Empowerment Fund | 349 | 293 | 309 | 602 | 602 | 0 | 0% | 951 | 951 | 0 | 0% |
| Greenspaces and Parks | 946 | 237 | (237) | 0 | 0 | 0 | 0% | 936 | 936 | 0 | 0% |
| Villages Improvement Fund | 0 | 0 | 350 | 350 | 350 | 0 | 0% | 350 | 350 | 0 | 0% |
| Retail Improvement Fund | 0 | 0 | 150 | 150 | 150 | 0 | 0% | 150 | 150 | 0 | 0% |
| CO2 Monitors | 0 | 0 | 233 | 233 | 233 | 0 | 0% | 233 | 233 | 0 | 0% |
| TOTAL FINANCE, RESOURCES & CUSTOMER SERVICES BOARD | 2,841 | 9,107 | (2,223) | 6,884 | 6,884 | 0 | 0% | 22,241 | 22,241 | 0 | 0% |

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



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Finance and Resources

Heading: Revenue and Capital Budget Monitoring – Council Overview as at 6 January 2023

1. Summary of Financial Position

- 1.1. The projected Revenue outturn at 31 March 2023 for all services is an overspend of £7.528m.
- 1.2. The projected Capital outturn at 31 March 2023 for all services is an underspend of £0.100m.
- 1.3. This is split between General Fund Services and the Housing Revenue Account (HRA) in the table below, with further analysis is provided in the Appendices.

Table 1: Revenue

| Division | Revised Annual Budget £000 | Projected Outturn £000 | Budget Variance (Adv)/Fav £000 | Budget Variance % |
|-------------------------|-------------------------------|---------------------------|-----------------------------------|----------------------|
| General Fund Services | 492,095 | 499,623 | (7,528) | -1.5% |
| Housing Revenue Account | 0 | 0 | 0 | 0.0% |
| Total | 492,095 | 499,623 | (7,528) | -1.5% |

Table 2: Capital

| Division | Revised Annual Budget £000 | Projected Outturn £000 | Budget Variance (Adv)/Fav £000 | Budget Variance % |
|-------------------------|-------------------------------|---------------------------|-----------------------------------|----------------------|
| General Fund Services | 97,265 | 97,165 | 100 | 0.0% |
| Housing Revenue Account | 18,700 | 18,700 | 0 | 0.0% |
| Total | 115,965 | 115,865 | 100 | 0.0% |

2. Recommendations

Members are requested to:

- 2.1. Note the projected Revenue outturn position detailed in Table 1 above, considering that the forecast position is based on best estimates at this point in time; and also note the substantial risks to this position as outlined in section 3 of the report;
- 2.2. Note the projected Capital outturn position detailed in Table 2 above.

3. Revenue Monitoring

- 3.1. The Revenue Budget Monitoring report at Appendix 1 identifies a projected annual overspend of £7.528m (1.5% of total budget) for all Services. Details for all services can also be found here, along with an explanation of significant projected variances. Setting aside the underspend related to adult services (managed by Renfrewshire HSCP), the overspend is projected at £8.370m.
- 3.2. The projected outturn is based on information currently available, and assumptions made by service budget holders. Any changes to these projections will be detailed in future reports to this board.
- 3.3. The main reasons for the projected outturn position are indicated in the appendix showing both the subjective analysis (what the budget is spent on) and the objective analysis (what division is spending the budget).
- 3.4. There are ongoing cost pressures within Children's Services, Soft Facilities Management, Roads, Waste Services and OneRen. Information on significant variances is included within Appendix 1.
- 3.5. The projection does not currently include any variance relating to the collection of Council Tax. Current forecasts suggest a collection level broadly in line with 2021/22; however, it is recognised that the full year impact of the cost-of-living crisis may have a further effect on income collected.
- 3.6. Members should also note that the forecast outturn position does not include the impact of the teachers' pay settlement for 2022/23 budget, which is not yet agreed at the time of writing. Following confirmation of the level of funding being provided by the Scottish Government, the shortfall for 2022/23, above that already set aside for both teaching and non-teaching pay inflation, is currently estimated at £3m, though this estimate is subject to change, depending on the outcome of the pay settlement.
- 3.7. Directors and management teams are closely monitoring their costs and are aiming to mitigate increases where possible; however, it is fully expected that the Council will require to utilise reserve balances in order to break even at year end.

4. Capital Monitoring

- 4.1. The General Services Capital Investment Programme 2022/23 to 2026/27 was approved by the Council on 3 March 2022. For General Fund Services the revised capital spend for 2022/23 is £97.265m.
- 4.2. The Capital Monitoring report at Appendix 2 indicates a projected underspend of £0.100m in the approved capital programme for General Fund Services.
- 4.3. The HRA Capital Investment Programme 2022/23 to 2026/27 was approved by the Council on 3 March 2022. For the HRA the approved capital spend for 2022/23 is £18.700m.
- 4.4. The Capital Monitoring report at Appendix 2 indicates a break-even position in the approved capital programme for the HRA for the year. It should be noted that due to significant pressures that are emerging in construction commodities and supply chains (in particular timber, cement, bitumen and steel) it is anticipated that inflationary cost pressures will continue to emerge on capital projects and there will be a requirement to use ringfenced reserves to manage these pressures.

5. Capital Overview

- 5.1. The Council must determine and keep under review the maximum amount 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.
- 5.2. The limit on capital expenditure that the Council has set for 2022/23 is shown in the table below. The limit is based on the resources available to fund the capital programmes, split between Housing and Non-Housing Services, but excludes the Public Sector Housing Grant, as this is not considered to be capital spend.

| | Approved Plan £m | Forecast Expenditure £m |
|--------------|-----------------------------|------------------------------------|
| Non-Housing | 131.755 | 97.165 |
| Housing | 29.995 | 18.700 |
| Total | 161.750 | 115.865 |

- 5.3. The CFR set by the Council for 2022/23 is shown in the table below and is split between Housing and Non-Housing Services. The projected outturn at 31 March 2023 is also shown. Any significant increase in the capital expenditure limit that is not funded at point of spend will result in an increase in the CFR.

| | Approved CFR to 31 March 2023 £m | Projected CFR to 31 March 2023 £m |
|--------------|---|--|
| Non-Housing | 364 | 335 |
| Housing | 122 | 107 |
| Total | 486 | 442 |

6. Housing Services Programme

- 6.1. The programme approved by the Council on 3 March 2022 totalled £29.995m. The revised programme currently stands at £18.700m, a reduction of £11.295m resulting from the net effect of reduced budget of £0.400m for signed contracts being lower than estimated and £10.895m for expenditure reprofiled from 2022/23 into 2023/24.
- 6.2. Capital expenditure to 6 January 2023 amounted to £11.012m and this represents 59% of available resources, compared to 66% for the same period in 2021/22.
- 6.3. 1% of expected capital income has been received to date, compared to 89% for the equivalent period in 2021/22. This difference relates to the timing of receipt of Scottish Government grant funding for Council House New Build.
- 6.4. The projected outturn position, after budget changes, is for the Housing Services Programme to break even. However, inflationary impacts of delays to work and estimates of costs complying with new guidelines are still ongoing and may result in this being revised at a future date.

7. Non-Housing Services Programme

- 7.1. The programme approved by Council on 3 March 2022 totalled £131.755m. The current programme totals £97.265m, a decrease of £34.490m resulting from the net effect of:
 - budget increases of £9m, mainly as result of new grant awards for Paisley Museum, Active Communities and Strathclyde Passenger Transport;
 - budget brought forward from 2021/22 to 2022/23 of £11m; and
 - projects re-profiled from 2022/23 to 2023/24 of (£54m).

The projects re-profiled into 2023/24 largely relate to Paisley Museum, Paisley Town Hall and Paisley Town Centre Infrastructure, City Deal and the new Paisley Grammar Campus.

- 7.2. Capital expenditure to 6 January 2023 totals £48.464m and represents 50% of the available resources, compared to 50% for the equivalent period in 2021/22.

- 7.3. Capital income totalling £13.528m has been received to 6 January 2023. This represents 31% of the total anticipated income, compared to 63% for the equivalent period in 2021/22. The higher amount in 2021/22 relates to grant received in advance for the Early Years 1,140 Hours expansion project.
- 7.4. The projected outturn position after the budget changes is for an underspend of £0.100m. However, as noted in 6.4, the full impact of COVID-19 on capital costs on each project is not yet determined, with increased costs through inflation and compliance expected to increase the risk of overspends across the capital programme.
- 8. Private Sector Housing Grant Programme**
- 8.1. 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 capital budget monitoring procedures.
- 8.2. The Council approved expenditure up to £1.046m for 2022/23. The programme currently stands at £1.292m, an increase in budget of £0.246m as a result of projects re-profiled from 2021/22 into 2022/23.
- 8.3. The programme is expected to fully spend by 31 March 2023 and will be contained within the overall resources.
-

Implications of this report

1. **Financial** – The projected budget outturn position for General Fund Services Revenue budget is an overspend of £7.528m and break-even for the HRA Revenue budget. Income and expenditure will continue to be monitored closely for the rest of the financial year and, where necessary, steps will be taken to mitigate overspends.

The projected outturn position for General Fund Services Capital budget is an underspend of £0.100m and break-even for the HRA Capital budget. The Capital programme will continue to be monitored closely for the rest of the financial year and, where necessary, steps will be taken to mitigate any overspend.

Any changes to current projections in either Revenue or Capital budgets will be detailed in future reports to this board.

2. **HR and Organisational Development** - None directly arising from this report.
3. **Community/Council Planning** - None directly arising from this report.
4. **Legal** - None directly arising from this report.

5. **Information Technology** - None directly arising from this report.
 6. **Equality and Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 7. **Health and Safety** - None directly arising from this report.
 8. **Procurement** - None directly arising from this report.
 9. **Risk** - The potential risk that the Council will overspend its approved budgets for the year will be managed at a Council-wide level by the Chief Executive and Directors.
 10. **Privacy Impact** - None directly arising from this report.
 11. **Cosla Policy Position** - N/a.
 12. **Climate Risk** - None directly arising from this report.
-

List of Background Papers

Revenue Budget and Council Tax 2022/23. Council, 3 March 2022.

Non-Housing Capital Investment Programme 2022/23 to 2026/27. Council, 3 March 2022.

HRA Capital Investment Programme 2022/23 to 2026/27, Council on 3 March 2022

A Prudential Framework for Capital Finance – Progress Report. Council, 16 December 2021

Authors: Christine McCourt / Geoff Borland

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2022/23
1 April 2022 to 6 January 2023

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES - OVERVIEW

| Policy Board | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn Variance | Movement |
|--|--|-----------------------|--|----------------------|--|---------------|--|------------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Communities and Housing Services | 14,517 | 1,189 | 15,705 | 15,730 | (25) | (0.2%) | 40 | (65) |
| Education and Children's Services | 225,765 | 3,420 | 229,185 | 233,324 | (4,139) | (1.8%) | (5,269) | 1,130 |
| Infrastructure, Land and Environment | 30,830 | 1,925 | 32,755 | 35,157 | (2,402) | (7.3%) | (2,098) | (304) |
| Finance, Resources and Customer Services | 108,190 | (11,594) | 96,596 | 98,069 | (1,473) | (1.5%) | (1,103) | (371) |
| Adult Services | 93,607 | 0 | 93,607 | 92,765 | 842 | 0.9% | 1,021 | (179) |
| Planning | 511 | 91 | 602 | 94 | 508 | 84.4% | 0 | 508 |
| Economy and Regeneration | 2,996 | 79 | 3,075 | 3,075 | 0 | 0.0% | 0 | 0 |
| Chief Executive's Service | 20,363 | 207 | 20,570 | 21,408 | (838) | (4.1%) | (835) | (3) |
| GENERAL SERVICES NET EXPENDITURE | 496,779 | (4,684) | 492,095 | 499,623 | (7,528) | (1.5%) | (8,244) | 715 |
| Housing Revenue Account (HRA) | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 0 |
| NET EXPENDITURE | 496,779 | (4,684) | 492,095 | 499,623 | (7,528) | (1.5%) | (8,244) | 715 |

| Policy Board | Key Reasons for Significant Projected Variance |
|--|---|
| Education and Children's Services | The projected year-end overspend is £4.139m. This is mainly due to overspends within Children and Families in relation to Residential Accommodation placements, where the number of complex, expensive packages has increased significantly. The service continually reviews external placements to ensure they remain appropriate considering both costs and the specific support required. Additional overspends in premises costs across all schools arise from the current energy cost increase. Increase in transport costs in Primary and Secondary Schools due to an increase in the mainstream School Transport Contract. The projection has reduced since the last Board report due mainly to increased funding provided by the Home Office to support the placement of unaccompanied asylum-seeking children as part of the National Transfer Scheme. |
| Infrastructure, Land and Environment | The main drivers of the projected year-end overspend are the loss of parking income, as has been the case since the beginning of the pandemic; refuse collection costs that are largely driven by inflationary costs and absence cover as a result of annual leave being carried forward from during the pandemic; and the impact of the anticipated energy increases on areas such as street and traffic lighting. All areas will continue to be closely monitored for the rest of the financial year. |
| Finance, Resources and Customer Services | The projected year-end overspend is £1.473m, arising from overspends in the repair and maintenance of street lighting columns and public buildings, due to the increased cost of staff and materials, as well as an anticipated under-recovery in income, offset by staff vacancies; this will be monitored closely for the rest of the financial year. The projected overspend in Social Care arises from energy price increases affecting Social Care properties. |
| Adult Services | The projected year-end underspend is £0.842m, experienced within employee costs and reflecting national recruitment issues facing all Health & Social Care services. |
| Planning | Updated Planning fee and Building Warrant income now contributes to a forecast break-even position for this service. |
| Chief Executives | The projected overspend position is largely due to the costs of support to OneRen, reflecting the significant challenges the organisation continues to face following the pandemic and its impact on commercial income, in addition to the level of pay award agreed for 2022/23. |
| Housing Revenue Account (HRA) | Overall the HRA is projecting a break-even position at the year-end. However, Repairs & Maintenance costs are likely to overspend by over £3.6m against budget, this includes pressures such as rising material, fuel, and labour prices to repair, maintain, and improve our tenants' homes. The resultant overspend will decrease the funds available for debt repayments at year-end in line with the councils financial strategy of debt smoothing. |

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2022/23
1 April 2022 to 6 January 2023

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES - OVERVIEW

| Subjective Summary | Approved Annual Budget at Period 8 | Budget Adjustments | Revised Annual Budget at Period 10 | Total Projected Outturn | Budget Variance (Adverse) or Favourable | | Previous Projected Outturn | Movement |
|------------------------------------|--|-----------------------|--|----------------------------|--|---------------|----------------------------------|------------|
| | £000 | £000 | £000 | £000 | £000 | % | £000 | £000 |
| Employees | 357,534 | 140 | 357,674 | 352,555 | 5,119 | 1.4% | 3,063 | 2,056 |
| Premises Related | 37,936 | 94 | 38,030 | 44,924 | (6,894) | (18.1%) | (5,480) | (1,414) |
| Transport Related | 13,449 | 20 | 13,469 | 15,883 | (2,414) | (17.9%) | (2,058) | (356) |
| Supplies and Services | 83,679 | 632 | 84,311 | 86,530 | (2,219) | (2.6%) | (832) | (1,387) |
| Third Party Payments | 95,036 | 489 | 95,525 | 100,514 | (4,989) | (5.2%) | (5,413) | 424 |
| Transfer Payments | 87,070 | (3,508) | 83,562 | 83,933 | (371) | (0.4%) | (681) | 310 |
| Support Services | 6,870 | 1 | 6,871 | 6,825 | 46 | 0.7% | 97 | (51) |
| Depreciation and Impairment Losses | 27,629 | 0 | 27,629 | 24,285 | 3,344 | 12.1% | 2,121 | 1,223 |
| GROSS EXPENDITURE | 709,203 | (2,132) | 707,071 | 715,450 | (8,379) | (1.2%) | (9,183) | 803 |
| Income | (212,424) | (2,552) | (214,976) | (215,827) | 851 | 0.4% | 939 | (88) |
| NET EXPENDITURE | 496,779 | (4,684) | 492,095 | 499,623 | (7,528) | (1.5%) | (8,244) | 715 |

RENFREWSHIRE COUNCIL
CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES
1st April to 6th January 2023
POLICY BOARD: FINANCE, RESOURCES & CUSTOMER SERVICES

| | | Current Year 2022-23 | | | | | | Full Programme - All years | | | |
|---|--|-------------------------------|-------------------------------------|------------------------------|---------------------------------|--|-------------|--|--|--|-----------|
| | Prior Years Expenditure to 31/03/2022* | Approved Budget 2022-23 | Budget Adjustments in 2022-23 | Revised Budget 2022-23 | Projected Outturn 2022-23 | Budget Variance (Adverse) or Favourable | | Total Approved Budget to 31-Mar-27 £000 | Projected Outturn to 31-Mar-27 £000 | Budget Variance (Adverse) or Favourable | |
| | £000 | £000 | £000 | £000 | £000 | | | | | | |
| EDUCATION & CHILDREN'S SERVICES | | | | | | | | | | | |
| Education & Children's Services | 81,011 | 13,359 | (8,056) | 5,303 | 5,203 | 100 | 2% | 137,558 | 137,458 | 100 | 0% |
| TOTAL | 81,011 | 13,359 | (8,056) | 5,303 | 5,203 | 100 | 2% | 137,558 | 137,458 | 100 | 0% |
| COMMUNITIES, HOUSING & PLANNING | | | | | | | | | | | |
| Housing(HRA) | 38,415 | 29,995 | (11,295) | 18,700 | 18,700 | 0 | 0% | 160,634 | 160,634 | 0 | 0% |
| Housing(PSHG) | 0 | 1,046 | 246 | 1,292 | 1,292 | 0 | 0% | 1,292 | 1,292 | 0 | 0% |
| TOTAL | 38,415 | 31,041 | (11,049) | 19,992 | 19,992 | 0 | 0% | 161,926 | 161,926 | 0 | 0% |
| INFRASTRUCTURE, LAND & ENVIRONMENT | | | | | | | | | | | |
| Environment & Infrastructure | 19,745 | 17,683 | 733 | 18,416 | 18,416 | 0 | 0% | 56,366 | 56,366 | 0 | 0% |
| TOTAL | 19,745 | 17,683 | 733 | 18,416 | 18,416 | 0 | 0% | 56,366 | 56,366 | 0 | 0% |
| ECONOMY & REGENERATION | | | | | | | | | | | |
| Economy and Development | 29,508 | 45,871 | (19,823) | 26,048 | 26,048 | 0 | 0% | 106,181 | 106,181 | 0 | 0% |
| TOTAL | 29,508 | 45,871 | (19,823) | 26,048 | 26,048 | 0 | 0% | 106,181 | 106,181 | 0 | 0% |
| FINANCE, RESOURCES & CUSTOMER SERVICES | | | | | | | | | | | |
| Corporate Projects | 2,841 | 9,107 | (2,223) | 6,884 | 6,884 | 0 | 0% | 22,241 | 22,241 | 0 | 0% |
| TOTAL | 2,841 | 9,107 | (2,223) | 6,884 | 6,884 | 0 | 0% | 22,241 | 22,241 | 0 | 0% |
| LEADERSHIP | | | | | | | | | | | |
| Leisure Services | 57,861 | 754 | 934 | 1,688 | 1,688 | 0 | 0% | 61,274 | 61,274 | 0 | 0% |
| Chief Executives | 70,069 | 44,981 | (6,055) | 38,926 | 38,926 | 0 | 0% | 361,646 | 361,646 | 0 | 0% |
| TOTAL | 127,930 | 45,735 | (5,121) | 40,614 | 40,614 | 0 | 0% | 422,920 | 422,920 | 0 | 0% |
| TOTAL ALL BOARDS | 299,450 | 162,796 | (45,539) | 117,257 | 117,157 | 100 | 0.1% | 907,192 | 907,092 | 100 | 0% |
| MADE UP OF :- | | | | | | | | | | | |
| Non-Housing Programme | 261,035 | 131,755 | (34,490) | 97,265 | 97,165 | 100 | 0% | 745,266 | 745,166 | 100 | 0% |
| Housing Programme(HRA) | 38,415 | 29,995 | (11,295) | 18,700 | 18,700 | 0 | 0% | 160,634 | 160,634 | 0 | 0% |
| Housing Programme(PSHG) | 0 | 1,046 | 246 | 1,292 | 1,292 | 0 | 0% | 1,292 | 1,292 | 0 | 0% |
| PROGRAMME TOTAL | 299,450 | 162,796 | (45,539) | 117,257 | 117,157 | 100 | 0.1% | 907,192 | 907,092 | 100 | 0% |

RENFREWSHIRE COUNCIL
2022/23 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO 6 JAN 2023

| | 2022/23 | | | | | | | |
|--|------------------|------|----------------------|------|----------------|------|---------|------|
| | Housing Services | | Non Housing Services | | PSHG Programme | | Total | |
| A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAMME | £'000 | | £'000 | | £'000 | | £'000 | |
| 1. Prudential Borrowing | 15,870 | | 53,257 | | | | 69,127 | |
| 2a General Capital Grant | | | 17,207 | | 600 | | 17,807 | |
| 2b. Specific Capital Grant | 2,500 | | 2,412 | | | | 4,912 | |
| 3. Usable Capital Receipts | 330 | | 23,976 | | | | 24,306 | |
| 4. Contribution From Current Revenue (CFCR) | 0 | | 413 | | 692 | | 1,105 | |
| 5 Total Resource Availability | 18,700 | | 97,265 | | 1,292 | | 117,257 | |
| B. CAPITAL PROGRAMME | | | | | | | | |
| 6. Resources Available | 18,700 | | 97,265 | | 1,292 | | 117,257 | |
| 7. Current Programme | 18,700 | 100% | 97,265 | 100% | 1,292 | 100% | 117,257 | 100% |
| | | | | | | | | |
| C. ACTUAL EXPENDITURE VS PROJECTED | | | | | | | | |
| 8. Resource Availability | 18,700 | | 97,265 | | 1,292 | | 117,257 | |
| 9. Cash Spent at 6 Jan 2023 | 11,012 | 59% | 48,464 | 50% | 715 | 55% | 60,191 | 51% |
| 10. Cash to be Spent by 31 March 2023 | 7,688 | | 48,801 | | 577 | | 57,066 | |
| | | | | | | | | |
| D. ACTUAL RECEIPTS VS PROJECTED | | | | | | | | |
| 11. Current Programme (total receipts expected) | 2,830 | | 43,595 | | 600 | | 47,025 | |
| 12. Actual Cash Received at 6 Jan 2023 | 15 | 1% | 13,528 | 31% | 417 | 70% | 13,960 | 30% |
| 13. Receipts to be received by 31 March 2023 | 2,815 | | 30,067 | | 183 | | 33,065 | |
| | | | | | | | | |



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Environment & Infrastructure

Heading: Facilities Management Operational Performance Report

1 Summary

- 1.1 Environment & Infrastructure brings together a range of Council services and activities, with both strategic and operational responsibilities. This report provides an operational performance update on Facilities Management (Hard and Soft Services) delivered by Environment & Infrastructure since the last Policy Board in February 2023.
- 1.2 Building Services continue to operate normal day to day business and our emergency out of hours repairs. The supply issue with materials has improved and only remains in a few areas where longer lead in times continue to be experienced. The service continues to manage all works.
-

2 Recommendations

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

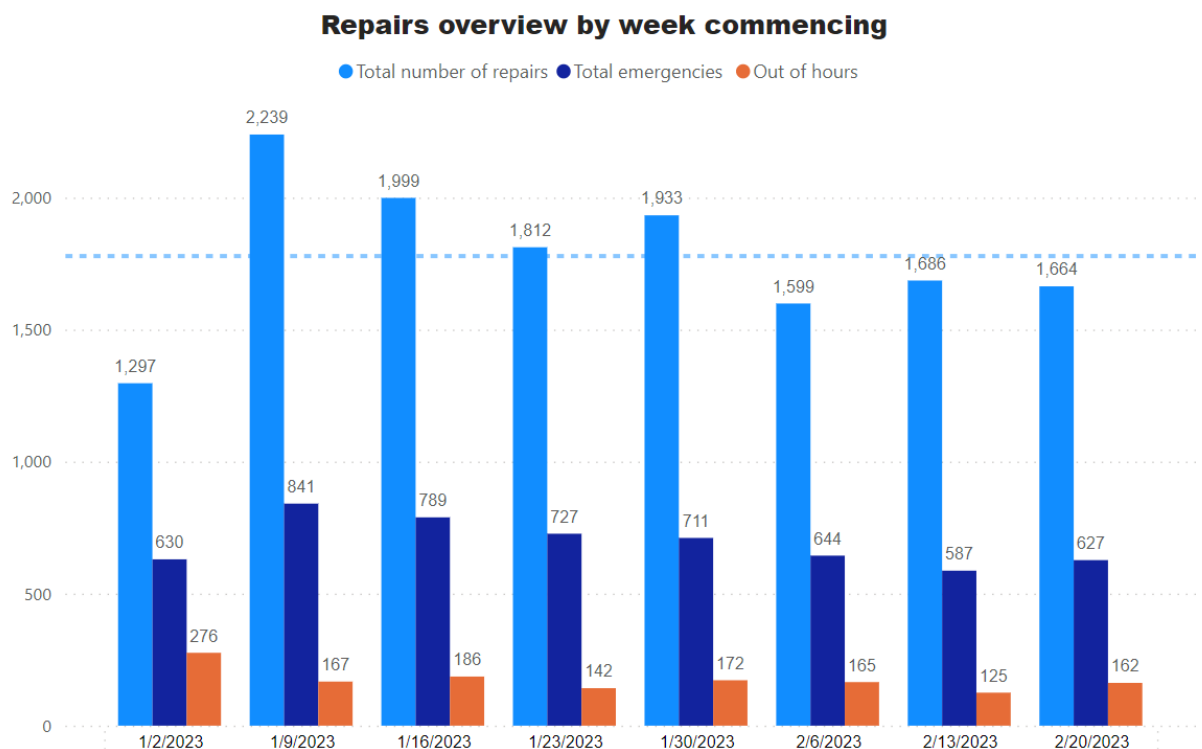
- 2.1 Notes the content of this report.
-

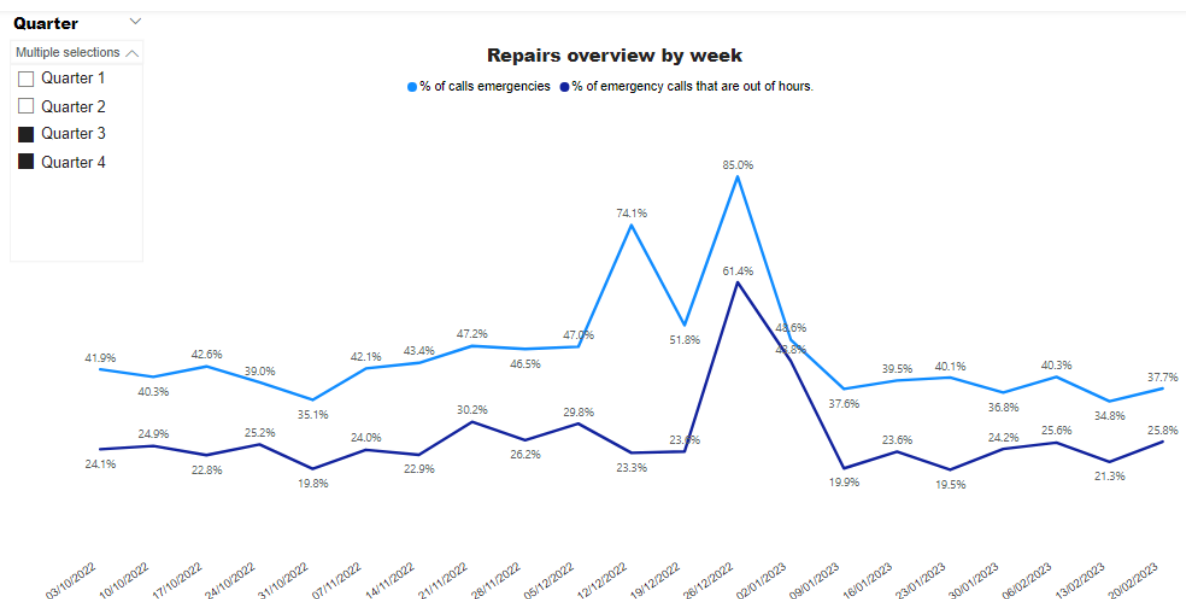
3 Operational Update

3.1 Responsive Repairs

The chart below shows the volume of responsive repairs reported by tenants on a weekly basis for January and February of 2023. The service experienced very high levels of emergency/ qualifying repairs following the Christmas and New Year break which remained high throughout January but has dropped back to more normal levels in February. This corresponds directly to the weather and temperatures experienced. Building Services deploy resources from other areas of the business to ensure the emergencies and qualifying repairs are attended.

From the beginning of January to 28 February 2023 there have been 14,229 repairs reported in total. 5,556 of which have been done so as emergencies and 1,395 out of hours.





Considering the percentage of repair requests that are emergencies compared to the total number of requests, the graph above demonstrates that there has been a weekly trend of around 35-45% of calls classified as emergencies. Of these, around 20-25% are typically out of hours repair requests for emergencies. Work will be undertaken to assess why so many calls are deemed to be emergencies and what can be done to lower this number.

The graph shows quarter 3, October to December and the first two months of quarter four, January and February. The clear peaks from mid-December through to the start of January correlate to the extreme high volume of calls (previously reported to board in February). The graph above provides further evidence of the similarly extreme percentage of calls that were emergencies and out of hours requests.

3.2 Domestic Gas Servicing

From 1 January to 28 February 2023, the domestic gas servicing and repairs team carried out 2,315 gas services. Of these, 110 services were not able to be completed due to no access being granted at the time of the visit.

The figures for January/February 2023 are in line with the same time period last year where the Services carried out were 2,237 with 132 instances of no access.

It should be noted that during the winter months, the service works closely with Housing colleagues to try to programme less gas servicing to allow the resources to be realigned to emergency and responsive calls as detailed in Section 3.1.

3.3 Voids

- 3.3.1 Building Services continue to work closely with Housing colleagues to maximise the number of houses that are returned to the letting pool and prioritise houses based on current needs of those requiring housing. A total of 105 voids have been completed and have been returned to the letting pool in January and February 2023. A total of 631 voids have been returned to the letting pool in 2022/23 to the end of February 2023.

- 3.3.2 The volume of works within void houses remains high, often due to the age of the property or the condition that it has been left in by the vacating tenant.
As at the 28 February, Housing have 143 void properties currently in process. This is a reduction of 27 since the previous board report.

1 January – 28 February 2023

| Void Returns 1 January 2023 -28 February 2023 | | | |
|--|--|--------------------------------------|-------------------|
| Full Void Works* | *Inclusive Gas Central Heating (GCH) install | *Inclusive Asbestos Removal (ASB RE) | Preliminary Works |
| 102 | 13 | 4 | 111 |

4 April 2022 – 28 February 2023

| Void Returns 4 April 2022 -28 February 2023 | | | |
|--|--|--------------------------------------|-------------------|
| Full Void Works* | *Inclusive Gas Central Heating (GCH) install | *Inclusive Asbestos Removal (ASB RE) | Preliminary Works |
| 631 | 95 | 71 | 551 |

The number of SHQS properties completed from 4 April 2022 – 28 February 2023 is 99.

3.4 Electrical Testing programme

As part of the on-going electrical compliance requirement of Landlords, Building Services, and other external contractors, have been working in partnership with Housing to carry out the statutory 5-year check of electrics within every tenanted household cross Renfrewshire (approx. 12,500 houses).

2022 - 2023

Quarter 1 - 639

Quarter 2 - 280

Quarter 3 – 42*

Jan- Feb 2023 - 110

Since the beginning of 2021 a total of 3,853 houses have been fully electrical tested by Building Services. Where it has not been possible to gain access to carry out the statutory checks, a process has been implemented to ensure continued compliance standards are met.

*The pilot process commenced on the 12 December 2022 and challenges noted with access, thus giving a lower number.

3.5 Streetlighting

From 1 January to 28 Feb 2023 year, the Street Lighting Team performed well with 98.8% of all reported dark lamps attended within the 7-day timescale. In addition, they attended 109 emergencies.

Overall, from 1 April 2022 to 28 February 2023, the Street Lighting team have attended 579 emergencies.

There are ongoing discussions with Procurement and Legal Services on the tendering for a back-up maintenance and small works Streetlighting contractor. Meetings are now diarised with a timetable for meeting the Finance, Resources and Customer Services Board in September 2023. There are challenges across the marketplace with recruitment and Renfrewshire Council is looking for a contractor to support the in-house service.

3.6 Capital works across the public building portfolio

- 3.6.1 The £1.5 million extended school toilet upgrade programme is progressing well with 12 schools now completed. The last school, Bridge of Weir Primary school, is around 60% complete and has run into March 2023.

Additional refurbishment at Ferguslie Pre 5 centre has also been completed.

3.7 Energy

3.7.1 Installation of LED Lighting in the PPP Estate

The installation programme has been complete with a reduction in electricity usage being noted at each of the completed schools. To date, Renfrewshire Council has spent a total budget of £1,803,898. Officers continue to work across the Council and with colleagues in PPP schools to ensure systems are working at their optimal performance. The final joint inspection for Gleniffer High School was conducted on 1 March 2023. As of 28 February, there were 51 items across all 9 sites on the 'snagging list'. These are being worked through to sign off the installation work.

Savings are being noted across the PPP estate with an update on figures to be provided at the next Board in June 2023.

3.7.2 Local Heat and Energy Efficiency Strategies (LHEES)

Work is underway to procure a consultant to assist Renfrewshire Council in delivering the LHEES strategy before the end of 2023. Discussions with procurement and soft market testing to identify consultants with resource and experience to deliver has been undertaken.

3.7.3 CO₂ Monitoring in Renfrewshire Schools

The 1,765 CO₂ monitors installed in all teaching spaces continue to allow teachers to monitor the air quality in their teaching spaces and act if carbon dioxide levels are noted to increase. This covers every teaching and learning space in Nurseries,

Primary Schools, Secondary Schools and ASN Schools. The CO₂ monitors are generating more than 130k readings per week during the hours of 8am - 4pm (Monday to Friday). Readings below 1,500PPM are deemed acceptable by the Scottish Government. Therefore, regular updates are reported to Children's Services and the Trade Unions highlighting the number of readings exceeding the acceptable threshold. A summary of the readings for several weeks can be found below:

| | | | Week Commencing | | Week Commencing | | Week Commencing | |
|--------------|---------------------------|------------------------------------|-------------------------------------|-------------|-------------------------------------|-------------|-------------------------------------|-------------|
| | | | 09/01/2023 | | 16/01/2023 | | 23/01/2023 | |
| | Teaching Spaces Monitored | Total Reads taken (M-F, 8am - 4pm) | Number of reads exceeding 1,500 PPM | | Number of reads exceeding 1,500 PPM | | Number of reads exceeding 1,500 PPM | |
| | | | | % | | % | | % |
| PS & ELCC | 738 | 99,320 | 873 | 0.9% | 377 | 0.4% | 184 | 0.2% |
| ASN | 83 | 4,640 | 27 | 0.6% | 58 | 1.3% | 51 | 1.1% |
| HS | 555 | 27,960 | 1411 | 5.0% | 1758 | 6.3% | 1510 | 5.4% |
| Total | 1376 | 131,920 | 2311 | 1.8% | 2193 | 1.7% | 1745 | 1.3% |

The Energy Management Team have been working on creating an online portal to allow Teachers to access the readings in schools that use CO₂ monitors through their Building Management System. The system also provides 24 hours of history. Teachers who have concerns have been asked to raise any issues with Soft FM Officers or Senior Facilities Officers who will then raise a job request on CAMIS. Once received, further investigations take place to identify the issue and discussion will take place with H&S if required to rectify these.

The funding for the two monitoring officers ends in May 2023, by which point it is expected that the process will become part of the "business as usual" running of the school.

3.8 PPP Schools

- 3.8.1 Renfrewshire Council and RSP/Amey continue to meet and discuss initiatives on a regular basis. The PPP Joint Energy Management Team have been focussing on Net Zero initiatives and links to existing Lifecycle Maintenance funding within the PPP contract to allow future works to be allocated sufficient funding.
- 3.8.2 Environment & Infrastructure have been working closely with Children's Services and PPP Contractors (RSP/Amey) to reconfigure/increase toilet provision at St Andrews Academy to ensure adequate toilet provision is maintained.
- 3.8.3 To the end of quarter three 2022/23, 100% of statutory maintenance jobs have been completed on time by RSP/Amey.

3.9 **Hard FM - Support Services**

Following the combined efforts of both the service and contractor base, the compliance stats are nearing pre-Covid levels, posting one of the highest returns for number since 2019/20.

In quarter three of 2022/23, 85% of compliance tasks have been completed. This demonstrates further improvement from 84% in quarter two and 70% in quarter one.

Resolution of the challenges accessing properties and staffing issues for both the service and contractors have positively impacted compliance performance.

Recruitment within the team has allowed a targeted focus on improving PPM works specifically for alarms and security.

The challenge moving forward is to ensure compliance and continual improvement. Officers closely scrutinise suppliers who fail to meet target return dates, which in turn affects overall performance. The escalation of non-compliance and commercial pressures are expected to continue to improve performance over the coming months.

4 **Soft FM (Facilities Management)**

4.1 **Capital Works**

The Scottish Government capital funding award of £876,000 will enable full redesign of kitchens within Barsail Primary School, Erskine, Bushes Primary school, Glenburn and Mossvale/St James Campus, Paisley. Soft FM has been working in partnership with Property & Technical Services and Corporate Procurement to progress the tender award.

With an end date of late 2023 for completed development, 75% of primary schools will have returned to fully functioning production kitchens. These developments will support the delivery of meals to the remaining school premises and early years establishments.

Further capital award funding from the Scottish Government may provide scope to increase this number further along with further improvements to established premises. Since the introduction of Universal Free School Meals (UFSM) in August 2021, production facilities in primary schools have increased from 12 to 24 kitchens, with a further 4 scheduled to be producing meals by end of March 2023. The increase in production kitchens has created 11 full time Senior Facilities Operative - Production Catering positions and 39 part time Facilities Operatives positions throughout Renfrewshire in 2022. It is expected that further recruitment will be required as works progress in 2023.

4.2 **Deposit Return Scheme**

The Deposit Return Scheme is scheduled to be in place by 16 August 2023 across all Renfrewshire Council Secondary Schools and Renfrewshire House where qualifying beverages are sold e.g. cans of juice. Officers will continue to monitor updates from the Scottish Government to assess how this will be implemented.

4.3 On-Line School Payments

Work continues to improve the On-line School Payments; Cashless Catering (OSPCC) process, in particular around the technology at the point of sale. The change will continue to improve reporting elements (to allow continuous improvement), including functionality and will be fully implemented by 31 March 2023.

Implications of the Report

1. **Financial** – Any financial elements referenced in this report will be progressed through the Council's financial & budget planning process.
2. **HR & Organisational Development** – None
3. **Community/Council Planning** – the report details a range of activities which reflect local community and council planning themes.
4. **Legal** – As detailed in Section 3.5 of the report, Legal Services are assisting with the procurement of a back-up maintenance and small works Streetlighting contractor
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** – Advice and guidance is being given to protect the health and safety of employees and service users when carrying out priority services for the Council in line with government and health guidance.
9. **Procurement** – As noted within the report.
10. **Risk** – None
11. **Privacy Impact** – None
12. **COSLA Policy Position** – None
13. **Climate Change** – The work undertaken by the Energy Management Unit detailed in the report assists with Renfrewshire's Net Zero targets. Close liaison is maintained

with the Climate Emergency Lead Officer to help drive targets, actions and outcomes.

List of Background Papers - none

Author: Gordon McNeil, Director of Environment & Infrastructure



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Finance and Resources

Heading: Customer Services Performance Report

1. Summary

- 1.1 This report details performance across key Customer Service functions including Call Centre, Face to Face and Digital Support for customers for February 2023
-

2. Recommendations

- 2.1 It is recommended that the Board:
- Note the contents of the report.
-

3. Customer Service Provision

- 3.1 This section details the performance of the customer service for February 2023, and the current year to date position. The report provides an update on the overall contact centre call handling volumes and service level.

Face to Face services continue in Renfrewshire House, with these being managed on an appointment basis. Details of customer volumes are provided in this report.

Demand for Digital Services remains high, and this report will update members on the level of online transactions being completed.

3.2 Telephone Call Handling

- 3.2.1 High level monthly summary – for the month of February, the contact centre received 29,340 calls and answered 95% against a primary target of 90% for the period.

Table 1 – Customer Service Unit – Primary Target (call handling)

| Primary target | Year | Calls Received | February Performance | Year to Date |
|--------------------|------|----------------|----------------------|--------------|
| 90% calls answered | 2023 | 29,340 | 95% | 97% |
| | 2022 | 25,597 | 97% | 97% |

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

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

Table 7 – Customer Service Unit – Secondary Target (call handling)

| Secondary target | Year | February Performance | Year to Date |
|-------------------------|------|----------------------|--------------|
| 70% calls in 40 seconds | 2023 | 68% | 63% |
| | 2022 | 56% | 62% |

- 3.2.4 The contact centre performance was below the secondary target of answering 70% of calls within 40 seconds, Year to date however the performance remains higher than the same period last year.

Throughout the month, the performance within the call centre was in line with target, with dips being experienced on each Monday, where call volume is higher following weekend closure. Resource levels were also impacted in the middle of the month as annual leave levels increased due to school mid-term holidays.

In addition to the telephone demand outlined above, the team continue to manage the Free School Meal and Clothing Grant processes. Although application volumes are now reducing the customer service team have now processed a total of 5,166 applications for Free School Meals and Clothing Grants and successfully paid £803,460 in clothing grants for 6,465 children.

3.3 Face to face provision

3.3.1 The Customer Service Centre in Paisley offers face to face support to customers by appointment where this is required.

3.3.2 Table 3 below shows the volume of customers who received face to face service during the month of February 2023.

Table 3 – Face to Face Customer Volumes

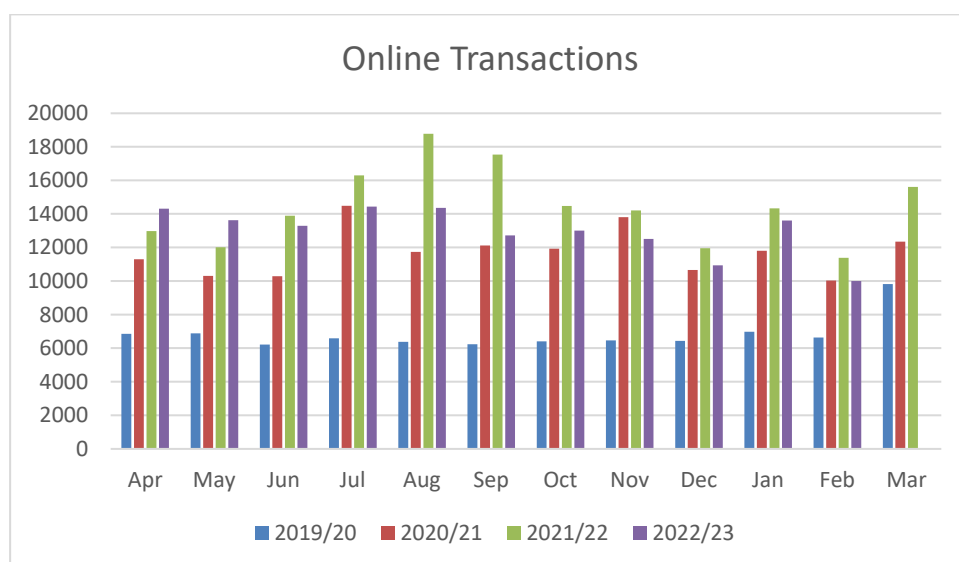
| Service | Total Customers |
|-----------------------|-----------------|
| Birth Registration | 125 |
| Marriage Registration | 43 |
| Licensing | 35 |
| TOTAL | 203 |

3.4 Digital Services

3.4.1 The Council continues to see a high level of requests processed through the online platform, with a further 8,091 new users registered since the start of the financial year. This continues the trend seen since the pandemic, with a total of 34,646 new users since March 2020. The number of users on the Council's MyAccount service now equates to over 99% of all households in Renfrewshire, compared to 69% of households in March 2020.

3.4.2 The level of online transactions for the month is slightly lower than the same period last year but the platform still supported 9,994 requests in February.

3.4.3 Since the start of the financial year a total of 142,768 transactions have been completed online.



Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community/Council Planning** –
 - *Working together to improve outcomes – An efficient and effective Customer Services Unit is vital to ensuring citizens have equality of access to Council services whether this is digitally, by telephone or face to face*
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None -
7. **Equality & Human Rights** - The 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 consideration of performance only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None
9. **Procurement** - None.
10. **Risk** - None
11. **Privacy Impact** - None
12. **Cosla Policy Position** – Non applicable.
13. **Climate Risk** – none.

List of Background Papers

- (a) None

Author: Gary Innes, Senior Service Delivery Manager (Customer and Digital Operations)



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Finance and Resources

Heading: Business Services Performance Report

1. Summary

- 1.1 This report details performance across key Business Services functions including revenue collection and benefit administration for the period ending 28 February 2023 (including an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund).
-

2. Recommendations

- 2.1 It is recommended that the Board:
- Note the contents of the report.
-

3. Revenue Collection

3.1 Council Tax

- 3.1.1 This section details the collection performance as at 28 February 2023 for Council Tax. It also provides details of the total sums collected for the previous financial year.
- 3.1.2 The billable sum for 2022/23 is £94,196,157.

- 3.1.3 The sums collected to date for 2022/23 are £88,690,398 which is 94.16% of the billable sum (94.02% last year). This represents an increase of 0.14% in cash collection as a proportion of net charges billed compared with the same position for 2021/22. The increased comparable position is due to a bulk payment received during the period, earlier than at the same point last year.
- 3.1.4 The Scottish Government's Cost of Living Awards scheme payments, which resulted in £9,376,650 being credited to Council Tax accounts earlier this year, are reflected in the sums collected. It was anticipated that the percentage increase previously reported would lessen over the remaining months of the year as customers' reduced instalments take effect. It is expected that the ongoing cost of living crisis is likely to have an impact on the level of collection this year.
- 3.1.5 The Council Tax Reduction (CTR) awarded is £13,135,011, amounting to 12.24% of the billable sum, which is 0.89% less than at the same point last year.
- 3.1.6 The Service continues to work through a volume of outstanding CTR applications and continues to encourage the take-up of CTR. Activities planned for the new financial year will include close tracking of potential applications and data matching to maximise CTR awards and support customers, where possible.

3.2 Non-Domestic Rates

- 3.2.1 This section details the collection performance as at 28th February 2023 for Non-Domestic Rates (NDR). It also provides details of the total sums collected for the last financial year.
- 3.2.2 The Non-Domestic Rates (NDR) charges billed for 2022/23 amount to £125,642,784; this is significantly higher than the levied amount of £88,121,376 for 2021/22. Reduced take up of less generous Covid-19 reliefs in comparison to 2021/22 largely accounts for the increase.
- 3.2.3 The cash receipts to date amount to £119,958,399 which is 95.48% of the sum billed. This is an increase in cash collection as a proportion of net charges billed of 3.83% compared with the same position for 2021/22.
- 3.2.4 Payment collection for Non-Domestic Rates commences in May each year.

4. Benefit administration

This section details the processing performance in relation to Housing Benefit and the Scottish Welfare Fund, as at the end of December 2022. Also provided is an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund.

4.1 Workload and Performance

- 4.1.1 The Service aims to balance the varied and changing workload resulting from the impact of the pandemic.
- 4.1.2 As previously reported, the outstanding volume of work is following the high volume of Self-isolation Support Grants at the start of the calendar year and substantial changes to the Council Tax Reduction Scheme, which resulted in significant manual intervention being required to enable processing.
- 4.1.3 Work to retrieve the target position continues, due to the nature of benefits workload it was always anticipated that, regrettably, this would take some months.
- 4.1.4 Recovery has progressed well since the last reporting period with improvements showing in several indicators.
- 4.1.5 Additional temporary resources continue to be deployed to the service; this is having a positive impact and is providing critical support.
- 4.2.6 Training and Support remains in place for new and less experienced staff members. Training for benefits work is an extensive process, taking several weeks for a new team member to become proficient in a single process, many months to be fully trained in all areas and be fully productive.
- 4.1.7 The Service has a targeted plan in place with activity focussed on clearing oldest items, balanced with addressing priority cases.

4.2 Speed of Processing – Housing/Council Tax Benefit

- 4.2.1 As detailed in Table 1 below, processing speed for New Claims is outside of target for the period. However, a much-improved processing time is reported compared with 46 days at the last cycle.
- 4.2.2 In relation to New Claims processed within 14 days of all information received, this measure is also below target for the period, this remains the same as the last report.
- 4.2.3 Processing of Changes in Circumstance (CIC) is outside of target for the reporting period due to a continued focus on the catch up of older cases. The temporary resource has been deployed to target this area specifically and as a result the position is significantly improved from the last report where the average processing time was 39 days.

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

Table 1 – Performance Summary

| Performance measure | 4 Week Reporting Period 10 February 2023 to 09 March 2023 | Year to date position | Annual Target |
|---|--|------------------------------|----------------------|
| New Claims – processing time (no. of days) | 28 | 39 | 24 days |
| New Claims - % processed within 14 days of all information received | 65 | 74 | 92% |
| Changes in Circumstance – processing time (no. of days) | 20 | 10 | 10 days |

4.3 Discretionary Housing Payments

- 4.3.1 The total budget for Discretionary Housing Payments for 2022/23 is shown in Table 2 below; this includes an additional amount of £300k allocated by the Council, £83.6k added from Flexible Funding for Financial Insecurity resources, which were provided to the Council by the Scottish Government and more recent additional resources of £80.6k provided for DHP directly by the Scottish Government. The most recent top up provided by SG is allowed to be a carried forward to 23/24.
- 4.3.2 The total budget is detailed in Table 2 below and shows the indicative spending spilt provided to the Council.
- 4.3.3 The DHP budget has been calculated to include the full Scottish Government estimate of the amount of funding required to fully mitigate the effect of the Bedroom Tax. This estimate includes a 20% reserve allocation, which will be paid in May 2023, if required.
- 4.3.4 In line with DHP Policy and DHP Regulations, the Service makes awards to fully mitigate the effect of the Bedroom Tax and maximise spend within the year.
- 4.3.5 Scottish Government originally allocated £156,518 to the council in relation to Benefit Cap DHPs for 2022/23 but allowed flexibility for part of this budget to be spent on other categories of financial hardship DHPs as the council saw fit. Additional funding has now been provided to attempt to fully mitigate the Benefit Cap for the period 1st of January 2023 to 31st March 2023. As a consequence, any part of the original funding which was allocated in advance for Benefit Cap mitigation for that period will now be reallocated to spend on general hardship DHP applications. The extent of this reallocation can't be finalised while there is the prospect of Benefit Cap awards being backdated for period up to 31st December 2022.

- 4.3.4 The Service fully expects to spend all the Scottish Government hardship funding except for the £80K referenced in 4.3.1 above which will support next year's budget. It is also expected that all the winter resources carried forward will be exhausted as well as some of the additional support provide by the council as all outstanding applications are processed and running awards optimised.
- 4.3.5 Table 3 shows the performance information in relation to DHPs. The table shows that the average processing time in relation to DHP is within target.

Table 2 – DHP Budget

| Funding – indicative allocations | Amount |
|--|-------------------|
| Renfrewshire Council | £300,000 |
| Financial Insecurity Winter Funding | £83,692 |
| Financial Hardship (non-Benefit Cap) – Scottish Government | £346,452 |
| Financial Hardship (Benefit Cap) – Scottish Government | £196,757 |
| Bedroom Tax* – Scottish Government | £2,349,931 |
| Total budget for the year | £3,276,832 |

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

Table 3 – DHP Performance Summary

| Measure | 1 April 2022 to 28 February 2023 |
|--|---|
| Volume of DHP applications received | 5,349 applications |
| Volume of DHP decisions made | 5,161 decisions |
| Number of DHP awards | 4,869 awards |
| Average processing time (target 29 days) | 16 days |
| Total amount committed/paid | £2,714,894 |

4.4.1 The Scottish Welfare Fund

- 4.4.1 The Scottish Welfare Fund (SWF) provides a safety net for vulnerable people on low incomes through the provision of Community Care Grants and Crisis Grants. The Scottish Welfare Fund is a national scheme, underpinned by law and delivered on behalf of the Scottish Government by all local councils. The SWF replaced elements of the Social Fund abolished by the Department for Work and Pensions in 2013.
- 4.4.2 The Service makes awards in 2022/23 in line with Scottish Government guidance and had spent 78% of its total budget for the Scottish Welfare Fund (SWF) by the end of February 2023.

- 4.4.3 The total budget for the Scottish Welfare Fund for 2022/23 is shown in Table 4 below; this includes an additional amount of £500k allocated by the Council, £132,954 added from Flexible Funding for Financial Insecurity resources, which were provided to the Council by the Scottish Government and additional resources of £88,177 provided very recently as a supplement from Scottish Government
- 4.4.4 The Service anticipates that it will exhaust all the resources provided by the Scottish Government including the flexible funding and a substantial portion of the budget provided by the Council. The remaining Council funded resources will be carried forward to provide much needed additional support for next year.
- 4.4.5 The performance data relating to the Fund is presented in Table 4 below. The Service processed Crisis Grants just over target for the period, however processed Community Care Grants well within target compared with the last reporting period when the average timescale was 22 days. The Service has adjusted internal processes to ensure a balance is struck to achieve both targets.
- 4.4.6 From October 2020, the Scottish Government committed to providing a grant of £500 to individuals who are in receipt of low-income benefits and who lost income because they are required to self-isolate to prevent the spread of COVID-19.
- 4.4.7 The Scottish Welfare Fund was determined to be the legislative and delivery mechanism for Self-Isolation Support Grants (SISGs) in the form of Crisis Grants, as they are designed to provide occasional support to people facing immediate financial need which poses a risk to their health and wellbeing.
- 4.4.8 Self-Isolation Support Grants closed with effect from 5 January 2023. The service continued to accept applications, in line with Scottish Government guidance, for 28 calendar days from the day the claimant was advised to stay at home, provided they have booked a COVID-19 PCR test through the SISG Portal on or before 5 January 2023.

Table 4 – SWF Performance Summary (Crisis & Community Care Grants)

| Measure | 1 April 2022 to 28 February 2023 |
|--|--|
| Number of Crisis Grant applications received | 9,581 |
| Number of Crisis Grant Awards | 6,425 |
| Total amount paid for Crisis Grants | £711,625 |
| Average Processing time year to date (2 working days target) | 2 days |
| Average Processing time within February | 3 days |
| Number of Community Care Grant applications received | 2,329 |
| Number of Community Care Grant Awards | 1,419 |
| Total amount paid for Community Care Grant | £784,372 |
| Average processing time year to date (15 working days target) | 14 days |
| Average processing time within December | 11 days |
| Total amount paid/committed from the fund | £1,495,997 |
| Budget from Financial Insecurity Winter Funding | £132,954 |
| Budget from Council | £500,000 |
| Budget provided by Scottish Government | £1,340,160 |
| Total Budget | £1,973,114 |

Table 5 – SWF Performance Summary (Self-Isolation Support Grants) (SISG)

| Measure | 1 April 2022 to 28 February 2023 |
|--|--|
| Number of SISG applications received | 1,545 |
| Number of SISG Awards | 1,355 |
| Average Processing time year to date (1 working day target) | 3 days |
| Average Processing time within February | 1 day |
| Total amount paid/committed from the fund | £546,900 |
| Budget provided by Scottish Government | £546,900 |

5. Energy Bills Support Scheme Alternative Funding (EBSS AF) and Alternative Fuel Payment Alternative Funding (AFP AF)

- 5.1 In November it was announced that the UK government were to launch the EBSS AF which would provide an opportunity for households that would not be able to access the main Energy Bills Support Scheme to access £400 of support for energy costs for the winter. The support was to be delivered in partnership with local authorities, who would provide verification and payment functions.
- 5.2 More recently, the Government has also announced the AFP AF, a £200 support payment for households that use fuels other than gas to heat their homes. Local authorities were also asked to perform a role in providing support with processing applications for the small number of households that will not receive the payment automatically.
- 5.3 The Service has made arrangements, in line with the guidance issued by the UK government, to support these additional functions to ensure that Renfrewshire residents eligible for this support receive their payments. Both schemes are now live and will receive applications until 31 May 2023.

Implications of the Report

1. **Financial** - The level of collection of Local Taxation continues to provide funding for the delivery of Council services throughout Renfrewshire.
2. **HR & Organisational Development** – None.
3. **Community/Council Planning** –
 - Our Renfrewshire is fair - An effective Benefits service is vital to the quality of life of many of our citizens as it provides vital support for low income households to sustain tenancies and meet their rent obligations.
 - Working together to improve outcomes - An efficient and effective billing and administrative process for the collection of local taxes is vital for ensuring the recovery of income to the Council to support the provision of local services. This is supported by a range of payment opportunities for the public, including electronic and digital payments (e.g. Direct Debit, Website and Telephone).
 - Working together to improve outcomes – Efficient and effective customer service is vital to ensuring that citizens have equality of access to Council services, whether this is digitally, by telephone or face to face.
4. **Legal** – None.
5. **Property/Assets** – None.
6. **Information Technology** – None.

7. **Equality & Human Rights** - The recommendations contained within this report in relation to performance updates has been considered in relation to its impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for consideration of performance only.
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.
13. **Climate Risk** – None.

List of Background Papers

None

Author: Emma Shields, Senior Service Delivery Manager (Financial Operations)

Appendix 1

RENFREWSHIRE COUNCIL

REVENUES COLLECTION STATEMENT AS AT 28 FEBRUARY 2023

| COUNCIL TAX | | |
|------------------------------------|---------------|----------------|
| | 2021/22 £m | 2022/23 £m |
| Projected Yield | 98.307 | 100.788 |
| Gross Charges | 102.312 | 107.331 |
| Less rebates | 13.331 | 13.135 |
| Net Charges Billed | <u>88.981</u> | <u>94.196</u> |
| Cash Collected | 84.937 | 88.690 |
| Rebate Grant | 13.331 | 13.135 |
| | <u>98.268</u> | <u>101.825</u> |
| Cash collected as % of Net Charges | 95.45% | 94.16% |
| Income as % of Projected Yield | 99.96% | 101.03% |

| NON DOMESTIC RATES | | |
|--|---------------|----------------|
| | 2021/22 £m | 2022/23 £m |
| Projected Yield | 86.359 | 123.130 |
| Gross Charges | 145.293 | 147.685 |
| Less reliefs | 57.171 | 22.042 |
| Net Charges Billed | <u>88.121</u> | <u>125.643</u> |
| Cash Collected | 84.547 | 119.958 |
| Cash collected as % of Net Charges | 95.94% | 95.48% |
| Cash collected as % of Projected Yield | 97.90% | 97.42% |

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.

| | | | |
|---|---------------------|-------------------|--------------------|
| Target processing speed (number of days) | 60 | | |
| Result: last 3 months (days) | December: 94 days | January: 109 days | February: 232 days |
| Average (12 months to date) | 132 days | | |
| Average Appeals Completed | 3 Appeals per month | | |

Comment:- Appeals volumes are very low, which is expected due to reducing Housing Benefit caseload. Good progress has been made during January and February in bringing outstanding volumes of Appeals up to date this has resulted, as anticipated, in longer processing times as older cases were cleared. It is expected that processing will 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.

| | | | |
|-----------------------------|-----------------|-----------------|-----------------|
| Target | 28 days | | |
| Result last report | October 22: 72 | November 22: 91 | December 22: 91 |
| Result Last 3 months | December 22: 91 | January 23: 76 | February 23: 63 |

Comment:- The Service has missed target for revisions processing as a result of balancing workloads. Resources have been focussed on reducing the outstanding volume of Revisions and bring processing up to date before the end of the financial year. The data above shows an improving position, and the expectation is processing within target by the next cycle.

ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit a minimum of 4% of calculations.

| | Target % | Actual % |
|---------------------------------|-----------------|-----------------|
| Volume of Audits 2022/23 | 4% | 37% |
| Accuracy – February 2023 | 95% | 94% |
| Accuracy – 2022/23 | 95% | 89% |

Comment:- The Service continues to analyse errors and action trends/patterns by providing additional guidance/training where needed. A much-improved accuracy figure closer to target is reported this cycle. The proportion checked this period reflects a higher volume of case cleansing reviews carried out on claims as a proportion of decisions made. Case cleansing reviews are triggered by longer processing times, so it is expected to be higher during this recovery period.

HOUSING BENEFIT OVERPAYMENTS

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

| | |
|--|------------|
| Overpayments raised 2022/23 | £1,204,705 |
| Overpayments raised and recovered in year | £424,151 |
| % Recovery | 35.21% |
| All recovery in year | £1,021,714 |
| All recovery vs raised in year | 84.81% |
| All recovery vs all debt | 12.15% |
| Total debt outstanding at end of reporting period | £7,387,468 |



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Finance and Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for financial year 2022/23 and 2023/24.

- a) Correspondence was received from the Scottish Provost's Association requesting an annual payment towards the costs of venue hire and light refreshments at forthcoming meetings. The Scottish Provost's Association comprises membership of all 32 local authorities with its main aim as a support and information sharing organisation which will help evolve a more caring and kinder society.

Following consultation with the Provost, the Head of Corporate Governance used his delegated authority to approve the request and made the necessary arrangements to provide a contribution of £200 towards the cost as outlined above.

- b) Correspondence has been received from 1st/3rd Renfrew Boys Brigade Company suggesting the possibility of a contribution towards civic hospitality at Renfrew North Parish Church on Sunday 14th May 2023 in celebration of their respective anniversaries of 135th for 1st company and 75th Anniversary for 3rd company.

Following consultation with the Provost, it is proposed that the Board agree to provide a contribution towards hospitality in the form of a buffet for 200 people at a cost of approximately £1000 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- c) Correspondence has been received from Paisley Magic Circle in relation to their 85th anniversary.

They have suggested the possibility of a civic reception in the form of a buffet for approximately 80 people to be held at St Columba's Church hall on Saturday 30th September 2023.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality as detailed above at a cost of approximately £1200 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- d) Each year Renfrewshire in celebration of our Armed Forces has a flag raising ceremony to thank our local armed forces community for their continued service to our Country. It is proposed that this year we continue the tradition of the Flag raising service on Friday 16th June with light refreshments in Paisley Abbey following this event.

The Royal British Legion Scotland Paisley Comrades Branch together with the 102 Field Squadron are collaborating on a family fun day for our local Armed Forces community and families on Saturday 17th June and have suggested the possibility of a contribution towards the costs of a buffet for approximately 200 people.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality for Renfrewshire's Armed Forces Day events as detailed above at the total cost of approximately £2000 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- 1.2 The budget provision for 2022/23 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £3,500. The budget provision for 2023/24 for civic hospitality (including International Links) is £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £38,700.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for 1st/3rd Renfrew Boys Brigade Company, Paisley Magic Circle and Renfrewshire's Armed Forces Day events; (b) that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.
- 2.2 That the Board note the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the contribution towards associated costs of the Scottish Provost's Association.

Implications of the Report

- 1. **Financial** – The costs of the request from civic hospitality will be met from the 2022/23 and 2023/24 budget provision.

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

List of Background Papers

- (a) Background Paper 1 – Email correspondence from the Scottish Provost's Association
- (b) Background Paper 2 – Email correspondence from 1st/3rd Renfrew Boys Brigade Company
- (c) Background Paper 3 – Email correspondence from Paisley Magic Circle

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 487 1115, e-mail – donna.gallagher-pt@renfrewshire.gov.uk)

Author: Donna Gallagher – Member Services Officer. Tel: 0141 487 1115
E-mail donna.gallagher-pt@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Finance and Resources

Heading: Harmonisation of Pay, Grading and Terms and Conditions of Employment for 'Building Services Craft Employees' to 'Local Government provisions'

1. Summary

- 1.1 Building Services craft employees provide a range of essential facilities management services across the council's estate, including the delivery of a compliant repairs and maintenance service for all council owned properties in Renfrewshire, i.e., council housing, schools, public buildings, community halls and centres as well as carrying out the repairs and maintenance function of street lighting.
- 1.2 In 2020, the service commenced discussions with the relevant trade unions with a view to seeking agreement on the harmonisation of pay, grading and terms and conditions of employment for approx. 200 Building Services' Craft employees including apprentices, in line with the current local government provisions.
- 1.3 The trades involved in this harmonisation include approved and advanced plumbers, electricians and approved electricians, blacksmiths, general maintenance operatives, bricklayers, electrical technicians, facilities engineers, gas engineers, glaziers, joiners, painters, plasterers, maintenance operatives and slaters, all of whom provide essential front-line services to our local communities.

- 1.4 Harmonisation means these employees whose pay and grading and terms and conditions of employment which currently come within the framework of the Scottish Joint Negotiating Committee for Craft Operatives (SJNC - 'Grey Book') would assimilate over to those who come within the framework of the Scottish Joint Council (SJC for Local Government Employees - 'Red Book'), expanding the number of employees in the 'single status group' thus creating greater equality between staff groups.
- 1.5 Harmonisation will eradicate previous legacy arrangements for pay and grading and terms and conditions of employment for craft employees which have been in place since 2006, and will see craft employees being able to take advantage of incremental pay progression and the same annual leave provisions alongside thousands of other local government employees. Additionally, harmonisation mitigates the likelihood of any employee relations issues that may be caused by applying differences in pay and conditions of service whilst working alongside each other.
- 1.6 Following a period of negotiation between the council and trade unions last year, which was interrupted by a brief spell of industrial action from members of Unite the Union, and with mediation support from ACAS, a final proposal, accompanied with an equality impact assessment was balloted on and accepted during October 2022. Since then, Council officers have been working through an implementation plan to see the completion of this harmonisation project by the end of March 2023.
-

2. Recommendations

- 2.1 It is recommended that members:
- Note the agreement reached and approve the harmonisation of pay, grading and terms and conditions of employment for Building Services Craft Employees to Local Government Provisions.
-

3. Background

- 3.1 The Council's People Strategy supports the continuation of the council's transformational plans, ensuring we can adapt our ways of working to meet the challenges of the future. It has underpinning themes of modernising how we work, supported by attractive terms and conditions of employment, health and well-being initiatives, inclusive communications and strong organisational development plans and aims to improve the workplace culture and staff experience by creating the right conditions for change, to deliver future modernised and sustainable services.
- 3.2 Whilst terms and conditions of employment are only one component of how we manage workforce change, attractive equitable terms and conditions are key to an engaged, skilled, and adaptive workforce equipped for the future.

- 3.3 A sustained period of negotiation with the trade unions took place to reach agreement with an offer, during which a short period of industrial action was taken by Unite the Union members in the first half of 2022. As discussions continued, the council throughout the spring of 2022 completed a job evaluation exercise whereby council officers evaluated the duties of craft posts within Building Services. This involved having extensive discussions through job evaluation interviews with craft employees, their line managers and trade union colleagues. This exercise was carried out over several months using the Scottish Joint Council's (SJC) Job Evaluation Scheme and allowed a grade and salary to be allocated to each post.
- 3.4 During the month of September 2022, all craft employees were then written to and provided with:
- A copy of their job evaluation results and revised job description.
 - Their own personalised pay and grading illustration showing the impact this proposal had on their pay year on year, back to 2020, with a right to appeal their job evaluation outcome
 - A copy of local government pay and grading model showing where each trade would be assimilated to.
 - A copy of the key local government terms and conditions of employment.
- 3.5 A week of information sessions were held in Paisley and Johnstone, whereby council officers were available to speak to craft employees on a one-to-one basis, which was well attended. This is all credit to the Environment and Infrastructure management teams encouraging employees to attend and seek clarification on the proposed offer.
- 3.6 During October 2022, council officers reached an agreement in principle with the trade unions, allowing a ballot of members to be undertaken, which resulted overwhelmingly in the council's offer being accepted. The offer included pay assimilation and annual leave being backdated to April 2020, with all other terms being effective from the completion date of the project.
- 3.7 As part of the offer, Craft employees will assimilate over to the local government pay and grading model, using the similar national approach the council took for other groups of employees back in 2006 for Single Status, to a grade and relevant pay step closest to their current hourly rate of pay. Each year, Craft employees will, if applicable, progress through each pay step until they reach the top of their grade. Based on the outcomes from the job evaluation exercise, assimilation will be **without any detriment to pay** and provides employees with a right to appeal the outcome of their individual job evaluation. This assimilation will see the council invest in our trade's workforce and our aspirations to support the recruitment and retention of key talent.
- 3.8 Council officers have been taking the steps to implement the offer since end of October 2022, with an anticipated completion date of end of March 2023. New local government rates of pay have already been applied and some interim payments based on 'accrued pay arrears' have already been made to c180 craft employees.

Council officers and trade union colleagues are currently exploring options to assimilate the small number of trade apprentices over to local government provisions using the same principles as outlined above, whilst ensuring the minimum rate of pay for any apprentice going forward is the Scottish Local Government Living Wage.

- 3.9 New contracts of employment are due to be issued in the coming weeks, along with an offer to attend training on local government pay and conditions of services, and how to effectively use the Council's Business World system to record planned and unplanned leave and claim relevant overtime and allowances.
- 3.10 On completion of the project, a collective agreement will be entered into by Council and Trade Unions, setting out the terms of this agreement.

Implications of the Report

- 1. **Financial** - The total cost of harmonisation is split into two elements, the first being the backdated pay, which is estimated at approx. £514k. The second element is the increased ongoing annual cost to the service (this includes basic salary, overtime, annual leave etc), which we are estimating at £150k. However, we will have actual figures once the payroll finalises at the end of March and agreement is reached on apprentices. This cost also takes into account the recent pay increase in LGE pay scales.
- 2. **HR & Organisational Development** - As outlined in the report.
- 3. **Community Planning** – None.
- 4. **Legal** – As outlined above
- 5. **Property/Assets** – None
- 6. **Information Technology** – As outlined in the report.
- 7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only.

If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - As outlined in the report.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.
13. **Climate Risk** – None.

List of Background Papers

None

Author: Raymond Cree, Organisational Development and Workforce Planning Manager. raymond.cree@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Director of Finance and Resources

Heading: Pension Discretions Policy

1. Summary

- 1.1 At present Renfrewshire Council Pension Discretions Policy does not enable the offer of shared AVCs for employees, which, if enabled, could result in benefits to both Renfrewshire Council colleagues and the council in terms of financial savings.
- 1.2 The Council has approx. 7778 colleagues LGPS members with 169 being current AVC members (2.2%). The average AVC contribution per month is £251 per colleague.
- 1.3 The benefit of a Shared AVC contribution is the contribution is deducted from the Gross Salary (salary sacrifice) and paid through the employer, rather than a deduction after Gross Salary. This results in a saving for the employee through a reduction in tax and national insurance contributions. From the employer perspective, this achieves savings through national insurance contributions.
- 1.4 Several organisations can provide this service and we propose to work with procurement to identify the best partner to support us.
- 1.5 To enable this, a change is required to the Renfrewshire Council LGPS discretions Policy specifically in section R17.

In addition, job titles have been updated, throughout the policy, to reflect the current structure, Head of HR and Organisational Development has been changed to Head of People and OD have been made and lead contact is now Alastair MacArthur rather than Alan Russell.

- 1.6 Consultation has commenced with the Trade Unions.
- 1.7 Following approval from Members, officers will work towards the implementation of this policy.

2. Recommendations

- 2.1 It is recommended that members:

- Approve the revised Pension Discretions Policy

Implications of the Report

1. **Financial** - The Council's ongoing financial sustainability is dependent on the ability of the Council to transform and modernise services.
2. **HR & Organisational Development** - As outlined in the report.
3. **Community Planning** – None.
4. **Legal** – Voluntary changes to pension AVCs for employees.
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 for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - None

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

List of Background Papers

None

Author: Marlene Boyd, Head of People and OD, marlene.boyd@renfrewshire.gov.uk



Renfrewshire Council Policy Statement LGPS 2017

Employer: Renfrewshire Council

Lead officer (for questions): Alastair MacArthur

Contact details:

alastair.macarthur@renfrewshire.gov.uk

Date of policy statement: February 2023

Date for review: This policy statement will be reviewed and revised as and when necessary to reflect any regulatory or policy changes. Any such changes will be advised to Strathclyde Pension Fund as the administering authority and to scheme members.

We are aware of our obligations under:

- regulation 58 of SSI 2014 No.164, the LGPS (Scotland) Regulations 2014
- paragraph 2(2) of Schedule 2 to the LGPS (Transitional Provisions and Savings) (Scotland) Regulations 2014
- regulation 61 of the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 (in respect of leavers between 1 April 2009 and 31 March 2015)
- regulation 105 of the Local Government Pension Scheme (Scotland) Regulations 1998 (in respect of leavers between 1 April 1998 and 31 March 2009)

In developing our policy statement, we are aware that the LGPS has produced a document called "Discretions Policies" that contains tips for employers, see:

<http://www.lgpsregs.org/index.php/scotland/admin-guides>

Note: * in the following tables beside a regulation denotes the discretions where we are required to have a policy statement under the regulations

Table 1 details our discretions from 01 04 15 in relation to post 31 03 15 active members and post 31 03 15 leavers.

Table 2 details our discretions in relation to scheme members who ceased active membership on or after 01 04 09 and before 01 04 15.

Table 3 details our discretions under the Local Government Pension Scheme (Scotland) Regulations 1998 (as amended) in relation to pre 01 04 09 scheme leavers.

Table 4 details our discretions under the Local Government Pension Scheme (Scotland) Regulations 1987 (as amended) in relation to pre 01 04 98 scheme leavers.

Table 5 details our discretions under the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 (as amended).

TABLE 1

The following table details our discretions from 01 04 15 in relation to post 31 03 15 active members and post 31 03 15 leavers, being discretions under:

- the Local Government Pension Scheme (Scotland) Regulations 2014 [prefix **R**]
- the Local Government Pension Scheme (Transitional Provisions and Savings) (Scotland) Regulations 2014 [prefix **TP**]
- the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 [prefix **A**]
- the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008 (as amended) [prefix **B**]
- the Local Government Pension Scheme (Transitional Provisions) (Scotland) Regulations 2008 [prefix **T**]
- the Local Government Pension Scheme (Scotland) Regulations 1998 (as amended) [prefix **L**]

| Regulation | Discretion | Employer's policy on the exercise of this discretion |
|------------------------------------|--|--|
| R3(1)(b) | Decide which employees to nominate for membership (admission bodies) | Renfrewshire Council as a Scheduled Body allows all eligible employees to join the LGPS unless they decide otherwise. |
| RSch 2, Part 2, para 12(c) | Whether, in respect of an admission body providing a service in respect of outsourced work, to set off against payments due to that body any sums due from that body to the Fund | Renfrewshire Council will consider each case on an individual basis. |
| R9(1) to R9(4) | Determine the rate of employee's contributions | The employee's rate of contributions will be determined in accordance with these regulations. |
| R9(10) | Determine intervals at which employees' contributions are to be made | The frequency of employee contributions will be determined by the relevant pay cycle. |
| R16(2)(e)* & R16(4)(d)* | Whether, how much, and in what circumstances to contribute to a shared cost APC scheme | Renfrewshire Council will contribute 2/3rds of the cost to a SCAPC where election would not have been possible within the timescales, subject to individual circumstances. |
| R16(16) | Whether to extend 30 day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because | Renfrewshire Council will not have a general policy to extend the 30 day deadline but in exceptional circumstances may extend |

| | | |
|---|---|--|
| | of illness or injury, child-related leave or reserve force service leave) | this subject to individual circumstances. |
| R17(1) & definition of SCAVC in RSch 1 | Whether, and in what circumstances to contribute to a shared cost AVC scheme. | The Council will pay shared cost AVCs where an employee has elected to pay AVCs by salary sacrifice. The amount of these employer shared cost AVCs will not exceed the amount of salary sacrificed by the employee. This is a Council discretion which is subject to the employee meeting the conditions for acceptance into the salary sacrifice shared cost AVC scheme and may be withdrawn or changed at any time |
| TP15(1)(b) & L65(8) & former L65(9)(b) | Allow late application to convert scheme AVCs into membership credit i.e allow application more than 30 days after cessation of active membership (where AVC arrangement was entered into before 30/6/05) | Renfrewshire Council will not have a general policy to allow late application to convert scheme AVCs into membership credit but the Chief Executive in consultation with the Head of People and OD may do so if exceptional circumstances can be proved such as the member being unaware of this right. Each case will be considered on its individual merits. |
| R19(2) | No right to a return of contributions due to an offence of a fraudulent character or grave misconduct unless the employer directs a total or partial refund is to be made | Renfrewshire Council will not normally direct a return of contributions in the event of an offence of a fraudulent character or grave misconduct. |
| R20(1)(b) | Specify in an employee's contract what other payments or benefits, other than those specified in R20(1)(a) and not otherwise precluded by R20(2), are to be pensionable | Elements of pay received by an employee other than those specified in these regulations and not otherwise precluded will only be pensionable if specified as such in the member's contract of employment. |

| | | |
|--------------------------|---|--|
| R21(5) | In determining Assumed Pensionable Pay, whether a lump sum payment made in the previous 12 months is a “regular lump sum” | Renfrewshire Council will consider each case subject to individual merits by the Chief Executive in consultation with the Head of People and OD. |
| R29(5) & (13) | Whether to grant application for early payment of benefits on or after age 55 and before age 60 | Renfrewshire Council will not have a general policy of granting early payment of |

| | | |
|---------------------------------------|---|---|
| | | benefits on or after age 55 and before age 60 but will consider requests on a case by case basis. Renfrewshire Council may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable. |
| R29(6)* & TP11(2) | Whether all or some benefits can be paid if an employee reduces their hours or grade prior to age 60 (flexible retirement) | Renfrewshire Council will not have a general policy of exercising this discretion but may exercise this discretion where a sound business case can be made for granting flexible retirement with immediate access to all or part of the member's benefits. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |
| R29(8)* and TPSch 2, para 2(1) | Whether to waive, in whole or in part, any actuarial reduction on benefits paid on flexible retirement. Note: any resultant strain cost from the exercise of this discretion will be charged to the employer regardless of the member's age at date of retirement. | Renfrewshire Council may waive, in whole or in part, the actuarial reduction on the benefits paid on flexible retirement where the sound business case for granting payment of benefits on flexible retirement in R29(6)* & TP11(2) above includes such a recommendation. |
| R29(8)* | Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age, other than on the grounds of flexible retirement (where the member only has post 31/3/15 membership) Note: any resultant strain costs due to the exercise of this discretion will be charged to the employer regardless of the employee's age. | Renfrewshire Council will not generally waive the actuarial reduction applied to benefits paid early under regulation R29(5) & (13) above. Renfrewshire Council may consider waiving the actuarial reduction where exercising that discretion can be justified in terms of the sound businesses case made for initially paying those benefits or where other exceptional circumstances arise that make payment of those |

| | | |
|---|--|--|
| | | benefits justifiable. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |
| TPSch 2, paras 1(2) and 2(1)* | Whether to apply the 85 year rule for a member voluntarily drawing benefits, with employer consent, on or after age 55 and before age 60 (other than on the grounds of flexible retirement). | Renfrewshire Council will not have a general policy of exercising this discretion but may exercise this discretion where a sound business case can be made to the Chief Executive for consideration in consultation with the Head of People and OD. |
| TP3(1), TPSch 2, para 2(1) * | Whether to waive, in whole or in part, any actuarial reduction on pre and post April 2015 benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1/4/15 and post 31/3/15 membership and is subject to the 85 year rule) | Renfrewshire Council will not have a general policy of exercising this discretion but may exercise this discretion where a sound business case can be made to the Chief Executive for consideration in consultation with the Head of People and OD. |
| TP3(1), TPSch 2, para 2(1) and B30(5)* | Whether to waive on compassionate grounds any actuarial reduction on pre April 2015 benefits and to waive, in whole or in part, any actuarial reduction on post April 2015 benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1/4/15 and post 31/3/15 membership and is not subject to the 85 year rule) | Renfrewshire Council will not have a general policy of exercising this discretion but may exercise this discretion where a sound business case can be made to the Chief Executive for consideration in consultation with the Head of People and OD. |
| R30* | Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £5,000 p.a.) | Renfrewshire Council will not have a general policy to grant additional pension to a member (by up to £5,000p.a.) but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |

| | | |
|------------------------------------|---|--|
| TP12(4) | Whether to use a certificate produced by an IRMP under the 2009 Scheme for the purposes of making an ill health determination under the 2015 Scheme. | Renfrewshire Council will exercise this discretion. |
| R89(1) & (8) R89(4) | Whether to apply to Scottish Ministers for a forfeiture certificate (where a member is convicted of a relevant offence) and subsequently whether to direct that benefits are to be forfeited (other than rights to GMP – but see R92 below) | Renfrewshire Council may apply for a forfeiture certificate where a member is convicted of a relevant offence and, following the issue of the certificate, direct that benefits are to be forfeited. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |
| R90(2) | Whether to recover from the fund any monetary obligation or, if less, the value of the member's benefits (other than transferred in pension rights or AVCs / SCAVCs) where the obligation was as a result of a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left the employment. | Renfrewshire Council may recover from Strathclyde Pension Fund the amount of loss in cases of criminal, negligence or fraudulent acts by a member, provided that other means of recovery have been exhausted. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |
| R92 | Whether, if the member has committed treason or been imprisoned for at least 10 years for one or more offences under the Official Secrets Acts, forfeiture under R89 or recovery of a monetary obligation under R90 should deprive the member or the member's surviving spouse or civil partner of any GMP entitlement | Renfrewshire Council may apply for a forfeiture certificate where a member is convicted of a relevant offence and, following the issue of the certificate, direct that benefits are to be forfeited. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |
| R96(1)(b) | Agree to bulk transfer payment | Renfrewshire Council may exercise this discretion and agree to the bulk transfer of the pension value and consult with SPFO and the fund actuaries in this regard. Each case will be considered on its individual merits by the Chief |

| | | |
|---|--|--|
| | | Executive in consultation with the Head of People and OD. |
| R98(6) | Extend normal time limit for acceptance of a transfer value beyond the 12 month time limit from joining the LGPS | Renfrewshire Council will not generally extend the normal time limit for acceptance of a transfer value beyond 12 months from joining the scheme but may do so where exceptional circumstances can be proved. In any event the maximum extension will be a period of two years from the member's date of joining the scheme. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |
| TP3(6), TP4(6)(c), TP8(4), TP10(2)(a), TP17(2)(b) & B11(2) | Whether to allow a member to select final pay period for fees to be any 3 consecutive years ending in the 10 years prior to leaving and ending on the anniversary of the date of leaving | Renfrewshire Council will allow a member to select final pay for fees to be any three consecutive years ending 31 st March in the 10 years prior to leaving. Renfrewshire Council agree that this will automatically be done by SPF. |
| TP3(1)(a), A43(5) | Issue a certificate of protection of pension benefits where eligible non-councillor member fails to apply for one (pay cuts / restrictions occurring pre 01 04 15) | Renfrewshire Council will issue a certificate of protection of pension benefits if requested by the employee within twelve months of the date of reduction. A certificate may be issued on application from the member outwith the 12 month period specified in the regulations if exceptional circumstances can be proved such as the employee being unaware of this facility. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |

TABLE 2

The following table details our discretions in relation to scheme members who ceased active membership on or after 01 04 09 and before 01 04 15, being discretions under:

- the Local Government Pension Scheme (Administration) (Scotland) Regulations 2008 [prefix **A**]
- the Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008 (as amended) [prefix **B**]
- the Local Government Pension Scheme (Transitional Provisions) (Scotland) Regulations 2008 [prefix **T**]
- the Local Government Pension Scheme (Transitional Provisions and Savings) (Scotland) Regulations 2014 [prefix **TP**]
- the Local Government Pension Scheme (Scotland) Regulations 2014 [prefix **R**]
- the Local Government Pension Scheme (Scotland) Regulations 1998 (as amended) [prefix **L**]

| Regulation | Discretion | Employer's Policy on the exercise of this discretion |
|---------------|---|---|
| A42(2) | No right to a return of contributions due to an offence of a fraudulent character or grave misconduct unless the employer directs a total or partial refund is to be made | Renfrewshire Council will not normally direct a return of contributions in the event of an offence of a fraudulent character or grave misconduct. The Chief Executive, in consultation with the Head of Human Resources and Organisational Development may decide to exercise this discretion where a sound business case can be made for exercising this discretion and will be considered on a case-by-case basis. |
| A43(5) | Employer may issue a certificate of protection where an employee fails to apply for one. | Renfrewshire Council will normally issue a certificate of protection of pension benefits at the time of the reduction. A certificate may also be issued on application from the member outwith the 12 month period specified in the regulations if exceptional circumstances can be proved such as the employee being unaware of this facility. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |

| | | |
|--|---|--|
| A45 (1) & (2) | Whether Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund | Renfrewshire Council will consider each case subject to individual merits by the Chief Executive in consultation with the Head of People and OD. |
| A66 (2) & (6) A67 (1) & (2) | Whether to apply for a forfeiture certificate (where a member is convicted of a relevant offence) and subsequently whether to direct that benefits are to be forfeited. | Renfrewshire Council may apply for a forfeiture certificate where a member is convicted of a relevant offence and following the issue of the certificate, direct that benefits are to be forfeited. The Chief Executive, in consultation with the Head of Human Resources and Organisational Development may decide to exercise this discretion where a sound business case can be made for exercising this discretion and will be considered on a case-by-case basis. |
| A68(2) | Whether to recover from the fund any monetary obligation or, if less, the value of the member's benefits (other than transferred in pension rights or AVCs / SCAVCs) where the obligation was as a result of a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left the employment. | Renfrewshire Council may recover from the Strathclyde Pension Fund the amount of loss in cases of criminal, negligence or fraudulent acts by a member. The Chief Executive, in consultation with the Head of Human Resources and Organisational Development may decide to exercise this discretion where a sound business case can be made for exercising this discretion and will be considered on a case-by-case basis. |
| A70(2) & (3) | Whether to recover from the fund any financial loss caused by fraudulent offence or grave misconduct of an employee(who has left because of that) or amount of refund if less | Renfrewshire Council may recover from Strathclyde Pension Fund the amount of loss caused by fraudulent offence or grave misconduct of an employee/member who has left the Council for this reason, or the amount of refund if less. The Chief Executive, in consultation with the Head of |

| | | |
|----------------|--|--|
| | | Human Resources and Organisational Development may decide to exercise this discretion where a sound business case can be made for exercising this discretion and will be considered on a case-by-case basis. |
| B11(2) | Whether to allow a member to select a final pay period for fees to be any three consecutive years ending with 31 st March in the 10 years prior to leaving. | Renfrewshire Council will normally select the best of the last three years ending with 31 st March and this will be considered on a case-by-case basis by the Chief Executive in consultation with the Head of People and OD. |
| B30(2)* | Whether to grant application for early payment of benefits on or after age 50/55 and before age 60 | Renfrewshire Council will not have a general policy of granting early payment of benefits on or after age 50/55 and before age 60 but will consider requests on a case by case basis. Renfrewshire Council may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable and each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |

TABLE 3

The following table details our discretions under the Local Government Pension Scheme (Scotland) Regulations 1998 (as amended) in relation to pre 01 04 09 scheme leavers.

| Regulation | Discretion | Employer's policy on the exercise of this discretion |
|------------------|--|--|
| 30(2)* | Grant application from a post 31 03 98 / pre 01 04 09 leaver for early payment of benefits on or after age 50 and before age 60 | Renfrewshire Council will not have a general policy of granting early payment of benefits on or after age 50/55 and before age 60 but will consider requests on a case by case basis. Renfrewshire Council may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable and each individual case will be considered by the Chief Executive in consultation with the Head of HR and Organisational Development. |
| 30 (5)* | Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early for a post 31 03 98 / pre 01 04 09 leaver Note: any resultant strain cost from the exercise of this discretion will be charged to the employer regardless of the member's age at date of retirement | Renfrewshire Council may waive, in whole or in part, the actuarial reduction on the benefits paid on flexible retirement where the sound business case for granting payment of benefits on flexible retirement in 30(2)* above includes such a recommendation. Each individual case will be considered by the Chief Executive in consultation with the Head of HR and Organisational Development. |
| 30 (7A)* | Pre 01 04 09 optants out only to get benefits paid from NRD if employer agrees | Renfrewshire Council will not have a general policy to exercise this discretion but may do so and the Chief Executive in consultation with the Head of People and OD will consider each individual case. |
| 33 (1)(b) | Decide, in the absence from a post 31 03 98 / pre 01 04 09 leaver of an election | Renfrewshire Council will not have a general policy to |

| | | |
|-----------------------------------|---|---|
| | from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership | exercise this discretion but may do so and the Chief Executive in consultation with the Head of People and OD will consider each individual case. |
| 70(7)(a) | Consent to a member's former employer assigning to the new employer rights under any SCAVC life assurance policy | Renfrewshire Council will not have a general policy to exercise this discretion but may do so and the Chief Executive in consultation with the Head of People and OD will consider each individual case. |
| 87 (2) | No right to return of contributions due to offence of a fraudulent character unless employer directs a total or partial refund is to be made (pre 01 04 09 leavers) | Renfrewshire Council will not normally direct a return of contributions in the event of an offence of a fraudulent character or grave misconduct. The Chief Executive, in consultation with the Head of Human Resources and Organisational Development may decide to exercise this discretion where a sound business case can be made for exercising this discretion and will be considered on a case-by-case basis. |
| 91 | Contribution Equivalent Premium (CEP) in excess of the Certified Amount (CA) recovered from a refund of contributions can be recovered from the Pension Fund (pre 01 04 09 leavers) | Renfrewshire Council will not have a general policy to exercise this discretion but may do so and the Chief Executive in consultation with the Head of People and OD will consider each individual case. |
| 111(2) &(5) 112(1) | Forfeiture of pension rights on issue of Secretary of State's certificate (pre 01 04 09 leavers) Where forfeiture certificate is issued, direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits (pre 01 04 09 leavers) | Renfrewshire Council may apply for a forfeiture certificate where a member is convicted of a relevant offence and following the issue of the certificate, direct that benefits are to be forfeited. The Chief Executive, in consultation with the Head of Human Resources and Organisational Development |

| | | |
|-------------------------|---|---|
| | | may decide to exercise this discretion where a sound business case can be made for exercising this discretion and will be considered on a case-by-case basis. |
| 113(2) | Recovery from Fund of monetary obligation owed by former employee or, if less, the value of the member's benefits (other than transferred in pension rights) (pre 01 04 09 leavers) | Renfrewshire Council may seek recovery from Strathclyde Pension Fund in these circumstances provided that other means of recovery have been exhausted. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of HR and Organisational Development. |
| 115(2) & (3) | Recovery from Fund of financial loss caused by employee, or amount of refund if less (pre 01 04 09 leavers) | Renfrewshire Council may seek recovery from Strathclyde Pension Fund in these circumstances provided that other means of recovery have been exhausted. Each case will be considered on its individual merits by the Chief Executive in consultation with the Head of People and OD. |

TABLE 4

The following table details our discretions under the Local Government Pension Scheme (Scotland) Regulations 1987 (as amended) in relation to pre 01 04 98 scheme leavers.

| Regulation | Discretion | Employer's policy on the exercise of this discretion |
|-----------------|---|---|
| E2(6)(b) | Grant application from a pre 01 04 98 leaver for early payment of benefits on or after age 50 and before age 60 | Renfrewshire Council will not have a general policy of granting early payment of benefits on or after age 50/55 and before age 60 but will consider requests on a case by case basis. Renfrewshire Council may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable. Each individual case will be considered by the Chief Executive in consultation with the Head of HR and Organisational Development. |

TABLE 5

The following table details our discretions under the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 (as amended)

| | | |
|----------------|---|---|
| D 4 (1) | Power to increase statutory redundancy payments above statutory weekly pay limit | Renfrewshire Council has authorised the Chief Executive, in consultation with the Head of Human Resources and Organisational Development to base redundancy payments on actual weekly pay. |
| D 8(1) | Decision on whether to award compensatory added years to an individual on retirement on efficiency / redundancy Grounds | Renfrewshire Council has authorised the Chief Executive, in consultation with the Head of Human Resources and Organisational Development to award up to maximum of 4 years to be added to pension benefits only on the grounds of efficiency. The number of |

| | | |
|-------------|--|--|
| | | added years awarded will be dependent on an employee's age, length of pensionable service and financial implications to the Council. |
| D 35 | Decision to award up to 104 weeks compensation instead of compensatory added years | Renfrewshire Council has authorised the Chief Executive, in consultation with the Head of Human Resources and Organisational Development, to award up to 30 weeks compensation for termination on the grounds of voluntary redundancy/voluntary early retirement in a redundancy situation. The compensatory award will be dependent on an employee's age, length of service and financial implications to the Council. This payment does not apply on the grounds of efficiency where compensatory added years are awarded. |

#####ENDS#####



To: Finance, Resources and Customer Services Policy Board

On: 30th March 2023

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

Heading: Postal Services – Hybrid Mail (RC-CPU-22-260)

1. Summary

- 1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Services Policy Board to award a Contract for Postal Services – Hybrid Mail to Critiqom Limited.
 - 1.2 The recommendation to award a Contract follows a procurement exercise which was conducted in accordance with the Scottish Procurement Framework Agreement for National Postal Services Framework (SP-19-035) under Lot 2 – Hybrid, Scheduled Bulk/Planned (Print & Post) and Digital Mail Services and the Renfrewshire Council's Standing Orders Relating to Contracts for an above Threshold Services Contract.
 - 1.3 The contract strategy document was approved by the Head of Finance and Business Services and the Strategic Commercial & Procurement Manager on the 7th March 2023.
-

2. Recommendations

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

- 2.1 The Head of Corporate Governance to award the Contract for Postal Services - Hybrid Mail which is a direct award Call-off Contract made under the Scottish Procurement Framework Agreement for National Postal Services Framework (SP-19-035) – Lot 2 – Hybrid, Scheduled Bulk/Planned (Print & Post) and Digital Mail Services to Critiqom Limited, subject to the Framework Call-off procedures.
- 2.2 The initial period of contract of two years with the Council's option to extend the Contract for one year on two separate occasions. It is anticipated the Contract Commencement Date will be 14th April 2023, however the actual Commencement Date will be confirmed in the Council's letter of Acceptance and the Contract will be awarded in accordance with the Buyer's Guide and Call-Off Procedures issued by Scottish Procurement.
- 2.3 The Contract will be up to a value of £480,000 excluding VAT for the first two years of the Contract and up to a total value of £960,000 excluding VAT, where both extension periods are utilised.

3. Background

- 3.1 Renfrewshire Council has a requirement for the provision of a hybrid mail solution for the printing, addressing, enveloping and delivery of high-volume mail items such as Council Tax billing.
- 3.2 A direct award Call-off Contract can be made from the Scottish Procurement Framework Agreement for National Postal Services Framework (SP-19-035) Lot 2 – Hybrid, Scheduled Bulk/Planned (Print & Post) and Digital Mail Services. Only one supplier has been appointed to Lot 2 - Critiqom Limited.
- 3.3 The Call-off Contract will be formed following the Framework's Buyer's Guide and completion of the Framework Agreement - Schedule 5 Lot 2.
- 3.4 Critiqom Limited has committed to work in partnership with the Council to deliver a range of community benefits as part of this Call-off contract.

Implications of the Report

- 1. **Financial** – The financial status of Critiqom Limited was assessed and confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
- 2. **HR & Organisational Development** – There are no HR & Organisational Development implications.

3. **Community/Council Planning – Working together to improve outcomes** - throughout this contract, we will continue to modernise our services, taking advantage of new technologies to deliver better, more accessible and more efficient services.
4. **Legal** – The procurement was carried out in accordance with the SP-19-035 framework requirements and Renfrewshire Council Standing Orders Relating to Contracts for an above Threshold Services Contract using an existing Framework Agreement.
5. **Property/Assets** – No property/assets implications have arisen or are anticipated.
6. **Information Technology** – The framework’s Cyber Security Requirements have been reviewed by Council Officers and also Critiqom Limited’s Cyber Security accreditation. Both have been found to meet the Council’s Cyber Security requirements.
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.
8. **Health & Safety** – No Health and Safety implications have arisen or are anticipated.
9. **Procurement** –The procurement procedure outlined in this report ensures that the Council meets its statutory requirements in respect of the procurement procedures, efficiency and modern Government.
10. **Risk** – Critiqom Limited’s insurance cover meets the Council’s requirements.
11. **Privacy Impact** – A Data Protection Impact Assessment has been carried out and Critiqom Limited will be required to confirm to agree with Data Protection requirements as noted within Schedule 5 Standard Terms of Supply - Lot 2
12. **Cosla Policy Position** – No Cosla policy position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered low risk.

Carbon – The supplier will be required for the duration of the contract to ensure that all products and services are performed with consideration of conservation of energy, resources, and water, the reduction of carbon and GHG emissions, and the transition to a more circular economy

Waste and Circular economy - The specification in the Framework Agreement includes sustainability requirements for the products. Envelopes supplied for mailing must have at least 60% recycled content and of the remaining content, any virgin fibre shall be sourced from a sustainably managed forest. Protective (padded) envelopes must be non-plastic type that have 100% recycled filler materials. Copier paper that has 100% recycled material content and is unbleached, totally chlorine-free (TCF) or elementary chlorine-free (ECF).

List of Background Papers

None

Author: Suzanne Gibb, Procurement Operations Manager,
suzanne.gibb@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30th March 2023

Report by: Chief Executive and Director of Finance and Resources

Heading: License, Support and Maintenance of NEC Document Management (info@work) (RC-CPU-22-279)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to homologate a decision of the Director of Finance and Resources to award a negotiated contract on 7th March 2023 for the License, Support and Maintenance of NEC Document Management (info@work) to NEC Software Solutions UK Limited.
- 1.2 A Contract Strategy was approved by the Head of Digital, Transformation and Customer Services and the Strategic Commercial & Procurement Manager on 2nd March 2023.
- 1.3 A Request to Negotiate was approved by the Head of Policy and Commissioning on 3rd March 2023.
- 1.4 The recommendation to award this Contract follows a procurement exercise under regulation 33 (1) (b) (ii) of the Public Contracts (Scotland) Regulations 2015.
- 1.5 The recommendation was discussed and agreed with the Convener and Depute Convener of the Finance, Resources and Customer Services Policy Board prior to award of the contract.

2. **Recommendations**

The Finance, Resources and Customer Services Policy Board is requested to:

- 2.1 Homologate the decision taken by the Director of Finance and Resources to award a contract for the License, Support and Maintenance of NEC Document Management (info@work) to NEC Software Solutions UK Limited.
- 2.2 Note the contract value will be up to £216,508.19 excluding VAT.
- 2.3 Note the contract will commence on 1st April 2023 and will expire on 31st March 2026.

3. **Background**

- 3.1 This contract is for the licence, support and maintenance of the NEC Document Management system. The system enables Renfrewshire Council to capture, manage, store, deliver and share business-process information, content, documents and records.
- 3.2 The Council originally entered into a contract with NEC Software Solutions UK Limited, previously known as Northgate Public Services Limited, for the Info@work system in March 2002. The software links into many of the Council's software systems and NEC Software Solutions UK Limited is the only supplier who can provide the licensing, support and maintenance for the Document Management system.
- 3.3 The contract is usually renewed annually with an index linked price increase applied however this year NEC Software Solutions UK Limited has offered a 3-year contract with no increases to pricing for years 2 and 3. Each year is normally subject to RPI indexation and this contract will ensure a saving to the Council for years 2 and 3 as there will be no inflationary increases.
- 3.4 The current contract expires on the 31st March 2023 and in order to achieve the saving of the negotiated fixed price, the contract needed to be awarded in advance of the Board date, in order for the contract to commence on the 1st April 2023.

- 3.5 On 31st January 2023 the Head of Digital, Transformation and Customer Services and the Strategic Commercial & Procurement Manager met with the Convener and Depute Convener of the Finance, Resources and Customer Services Policy Board to advise of the requirement. Following this briefing, both agreed with the proposed approach.

Implications of the Report

1. **Financial** – Costs in respect of the Contract will be met from the ICT revenue budget.
2. **HR & Organisational Development** - No HR & Organisational development implications have arisen or are anticipated.
3. **Community/Council Planning** –
 - *Working together to improve outcomes* - this contract will provide necessary licences, support, and maintenance to allow the Council to operate the required technology.
4. **Legal** – This procurement process was conducted in accordance with The Public Contracts (Scotland) Regulations 2015, Regulation 33 (1) (b) (ii).
5. **Property/Assets** - None
6. **Information Technology** – the contract will provide necessary licence, support and maintenance of the Document Management system.
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.
8. **Health & Safety** – Not applicable.

9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of regulatory requirements and the Council's Standing Orders Relating to Contracts.
10. **Risk** – not applicable
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated
12. **Cosla Policy Position** –Not Applicable.
13. **Climate Change** – No climate change implications were noted as part of this Contract.

List of Background Papers

none

Author: Suzanne Gibb, Procurement Operations Manager, Corporate Procurement Unit, suzanne.gibb@renfrewshire.gov.uk



To: Finance, Resources and Customer Service Policy Board

On: 30 March 2023

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

Heading: Contract Award: Vehicle Fleet Tracking System

1. Summary

1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Services Contract for the Provision of a Vehicle Fleet Tracking System (reference RC-CPU-20-427) to UK Telematics Limited.

1.2 The recommendation to award this Contract follows a procurement exercise conducted as a Further Competition under Lot 1: Supply of vehicle telematics hardware, software and associated products of the Crown Commercial Services Telematics Hardware and Software Solutions Framework Agreement (ref: RM6143).

1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Head of Operations and Infrastructure and the Strategic Commercial Category Manager on 7 November 2022.

2. Recommendations

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

- 2.1 Authorise the Head of Corporate Governance to award a Contract for the Vehicle Fleet Tracking System to UK Telematics Limited;
- 2.2 Note the Contract has a Call-Off Initial Period of 3 years from the Call-Off Start Date and an Optional Extension Period for up to two additional one-year periods. The anticipated starting date is 17 April 2023 with a period of transfer of any new system which will not exceed 30 May 2023.
- 2.3 Authorise this Contract to remain in force for up to 5 years or until the cumulative value of business under the Contract reaches £400,000 pounds sterling (excluding VAT).
- 2.4 Note the award of this Contract is subject to the completion of the Crown Commercial Services Telematics Hardware and Software Solutions Order Form as indicated within the tender documentation.

3. Background

- 3.1 This procurement is for the appointment of a Supplier to provide the Supply, Installation, Commissioning, Training and Maintenance of a Vehicle Fleet Tracking System which has the necessary compatibility to ensure no loss of current data.
- 3.2 This procurement exercise has been tendered as a Further Competition under Crown Commercial Services Telematics Hardware and Software Solutions Framework Agreement (ref: RM6143) Lot 1: Supply of vehicle telematics hardware, software and associated products.
- 3.3 Lot 1 of the Crown Commercial Services Telematics Hardware and Software Solutions Framework Agreement has fifteen Suppliers currently registered on the Crown Commercial Services Contracts Finder Platform. All fifteen Suppliers were invited to participate in the Further Competition issued on 30th November 2022 with the tender documentation available for downloading from the Public Contract Scotland-Tender platform on this date.

- 3.4 By closing date set for return of electronic tenders of 12 noon on 19th December 2022, three Suppliers invited to tender submitted a response with twelve failing to provide a response.
- 3.5 The Council requires all tenderers to have completed the Single Procurement Document (SPD) (a European Single Procurement Document (ESDP) predates the required certificate). The three Suppliers completed the European Single Procurement Document (ESPD) when applying for a place on the Crown Commercial Services Framework Agreement (RM6143).
- 3.6 One Supplier was excluded from the process as their tender submission failed to comply with the procurement documents. As a result, their bid was not considered further.
- 3.7 The remaining two further competition responses were evaluated against the award criteria of 40% Quality and 60% Price as set out in the Further Competition. The tender responses received were evaluated by representatives from the following Council services: Environment & Infrastructure, the Corporate Procurement Unit, ICT, Cyber Security, Corporate Risk and Corporate Health and Safety.
- 3.8 The scores relative to the award criteria for the two Suppliers are noted below:

| | | Quality (40%) | Price (60%) | Total (100%) |
|----------|---------------------------------|--------------------------|------------------------|-------------------------|
| 1 | UK Telematics Limited | 29.50% | 60.00% | 89.50% |
| 2 | Vision Unique Equipment Limited | 27.75% | 14.92% | 42.67% |

- 3.9 The evaluation of tender responses received identified that the response by UK Telematics Limited was the most economically advantageous to the Council.

- 3.10 Community Benefits were sought for this Contract and UK Telematics Limited has committed to the following:

| Community Benefit Description | No of People / Activity |
|--|-------------------------|
| Job for an unemployed individual | 1 |
| Work Experience Placement for an individual 16+ years of age | 2 |
| Industry Awareness Events | 2 |
| Business advice/support to an SME /Social Enterprise/ Voluntary organisation | 1 |

Implications of the Report

1. **Financial** – The cost for this contract will be met through Environment & Infrastructures Operational & Infrastructure’s revenue budget
2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning –**
 - Our Renfrewshire is fair - Tenderers were assessed within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training, and development opportunities.
 - Creating a sustainable Renfrewshire for all to enjoy – UK Telematics Limited has committed to deliver Community Benefits as detailed within section 3.10 of this report.
4. **Legal** - The procurement of this contract was carried out in accordance with a Call-Off Contract Further Competition under Lot 1 of the Crown Commercial Services Framework Agreement RM6143 Call-Off Award Procedure and the Council’s Standing Orders Relating to Contracts.
5. **Property/Assets** The vehicle fleet tracking system will be attached to Council vehicles to enhance the management for vehicles and resources.

6. **Information Technology** – Introduction of a new technology solution which has been assessed against, and meets, the technical and security standards required by the Council.
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** - UK Telematics Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** - The procurement procedure outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency, and modern Government
10. **Risk** – UK Telematics Limited's insurances were evaluated by Corporate Risk and met the Council's minimum requirements regarding insurable risk.
11. **Privacy Impact** – a Data privacy impact assessment (DPIA) has been carried out for this procurement
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The Vehicle Fleet Tracking System will support the Council Climate objectives by giving clear, accurate maps and improving our vehicle data which will in turn save on Idling time, driving routes and usage of vehicles.

Author: Kerri-Anne Ben Ammar, Senior Procurement Specialist, Corporate Procurement Unit, kerri-anne.benammar@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

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

Heading: Contract Award: Supply and Delivery of 3 Refuse Collection Vehicles

1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a contract for the Supply and Delivery of 3 Refuse Collection Vehicles, contract reference RC-CPU-22-289 to Faun Zoeller (UK) Limited as part of the Council's Vehicle Replacement Programme for 2023/2024.
- 1.2 The recommendation to award the Contract follows a procurement exercise conducted as a mini-competition under Lot 10 (Bodies for Refuse Collection Vehicles) of the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (ref: 03/21).
- 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure Services, and the Strategic Commercial and Procurement Manager on 15 February 2023.
-

2. **Recommendations**

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

- 2.1 Authorise the Head of Corporate Governance to award a Contract for the Supply and Delivery of 3 Refuse Collection Vehicles to Faun Zoeller (UK) Limited made following a mini-competition under Lot 10 of the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (ref: 03/21);
- 2.2 Authorise the total contract value of £601,509 excluding VAT; and
- 2.3 Note that Faun Zoeller (UK) Limited have confirmed delivery will be made for all 3 vehicles in the week commencing 16th October 2023. Delivery of the 3 vehicles will be made to Fleet Services, Underwood Road, Paisley.

3. **Background**

- 3.1 As part of the vehicle replacement programme Environment & Infrastructure Services identified a requirement to purchase 3 new euro 6 compliant diesel Refuse Collection Vehicles. In accordance with Standing Order 29.5 of the Standing Order relating to Contracts, the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (ref: 03/21) Lot 10 (Bodies for Refuse Collection Vehicles) was identified as the best option for this purchase.
- 3.2 This procurement exercise involved a mini-competition under the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (ref: 03/21) Lot 10 (Bodies for Refuse Collection Vehicles).
- 3.3 There are 7 suppliers on the Framework Agreement under Lot 10 Bodies for Refuse Collection Vehicles. All 7 Suppliers were invited to participate in the mini- competition issued on 20th February 2023 with the tender documentation available for downloading from the Public Contract Scotland Tender platform on this date.
- 3.4 By closing date set for return of electronic tenders of 12 noon on 27th February 2023, 1 Supplier submitted a Tender Submission with 6 failing to provide a response.

- 3.5 The Supplier who submitted a response continues to meet the requirements of the Single Procurement Document (SPD) they completed when applying for a place on the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles.
- 3.6 The Tender Submission received was evaluated against a price/quality score of 70% / 30%. The quality score achieved through the Framework Agreement evaluation process was carried forward as the quality score attributable for this procurement exercise. The scores achieved by the Tenderer are detailed in the table below:

| | | Quality (30%) | Price (70%) | Total (100%) |
|----------|---------------------------|--------------------------|------------------------|-------------------------|
| 1 | Faun Zoeller (UK) Limited | 27.00% | 70.00% | 97.00% |

- 3.7 Community Benefits were sought for this Contract and Faun Zoeller (UK) Limited has committed to the following:

| Community Benefit Description | No of People / Activity |
|---|------------------------------------|
| Work Experience Placement for an individual 16+ years of age | 1 |
| Industry Awareness Events | 1 |
| Financial Support for a Community Project | 1 |
| Business advice/support to an SME /Social Enterprise/ Voluntary organisation | 2 |
| Event to promote supply chain opportunities | 2 |

Implications of the Report

- Financial** - The costs under this Contract will be funded from the Environment & Infrastructure Capital budget allocation for the Vehicle Replacement Programme for financial year 2023-2024.
- HR & Organisational Development** - No TUPE implications have arisen or are anticipated.
- Community/Council Planning**

Place – This Contract is contributing to facilitating recycling, making Renfrewshire a great place to live

Economy - Faun Zoeller (UK) Limited provided information within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training and development opportunities. Faun Zoeller (UK) Limited have committed to deliver Community Benefits as detailed within section 3.7 of this report Supporting our citizens, particularly those furthest from the jobs market, into fair work - well paid, fulfilling employment

Green - This Contract is contributing to facilitating increased recycling and reducing waste to deliver the priority areas highlighted in our Plan for Net Zero, working towards a net zero Renfrewshire by 2030.

Ensuring our journey to net zero is a just transition with climate justice and fairness at the heart, finding opportunities to challenge inequalities in new green ways as we tackle the climate crisis

Living our values – This Contract ensures Renfrewshire Council delivers Best Value for our citizens and customers, that we are a well governed, effective organisation

4. **Legal** - The procurement of this Contract was conducted in accordance with the requirements for a mini-competition under Lot 10 of the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (ref: 03/21) and the Council's Standing Orders relating to Contracts.
5. **Property/Assets**– No property/asset implications have arisen or are anticipated.
6. **Information Technology** - No Information Technology implications have arisen or are anticipated.
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. 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** – Faun Zoeller (UK) Limited's health and safety standards have been assessed and evaluated by Scotland Excel to confirm they meet the minimum requirements regarding insurable risk.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** - Faun Zoeller (UK) Limited's insurances have been assessed and evaluated by Scotland Excel confirm they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** - No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The level of impact associated with provision of the supply of this product has been assessed by Scotland Excel using the Scottish Government Sustainability Test and is considered to be low risk. Vehicles Emissions - The continued replacement of Refuse Collection Vehicles with new vehicles of Euro 6 emission standards, helps Renfrewshire Council continue to reduce the carbon footprint of the Refuse Collection fleet by removing older and less environmentally friendly vehicles. The Council will continue to explore alternative fuelled models including electric, hydrogen and hydrotreated vegetable oil (HVO) fuelled vehicles.

List of Background Papers

None.

Author: Kerri-Anne Ben Ammar, Senior Procurement Specialist



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

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

Heading: Contract Award: Processing & Recycling of Mixed Paper and Card (RC-CPU-22-259)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Services Contract for Processing & Recycling of Mixed Paper and Card (contract reference RC-CPU-22-259) to WRC Recycling Limited.
 - 1.2 The recommendation to award this Contract follows a mini competition made under the Scotland Excel Recyclable & Residual Waste Dynamic Purchasing System (schedule 27/17), Lot 2 Treatment of Paper, Cardboard, News & PAMS (separate and/or mixed).
 - 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure Services and the Strategic Commercial and Procurement Manager in October 2021.
-

2. **Recommendations**

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

- 2.1 Authorise the Head of Corporate Governance to award a contract for Processing & Recycling of Mixed Paper and Card (RC-CPU-22-259) to WRC Recycling Limited;
- 2.2 Note the Contract is for the period commencing 1 May 2023 until 30 April 2024 with the Council having the sole right to extend this contract for up to one year until 30 April 2025. In the event the Contract does not commence on 1 May 2023 the period of contract shall run from the actual Date of Commencement as stated within the Letter of Acceptance.
- 2.3 Also note that under this Contract the Council shall have the option to exercise a break clause and terminate the Contract every six months without penalty or compensation payable to the Service Provider where the Council identifies their proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed paper, card and cardboard;
- 2.4 Authorise the total Contract value of up to £900,000.00 excluding VAT.

3. **Background**

- 3.1 The Council has a requirement for the treatment of post-consumer recycle consisting of mixed paper, card and cardboard. The Council's Waste Services currently collect approximately 6215 tonnes each calendar year of post-consumer recycle consisting of mixed paper, card and cardboard from households, commercial premise and recycling centres. As part of this contract Council Refuse Collection Vehicles will deliver this material to the Service Provider's treatment site or designated reception point for onward transportation arranged by the Service Provider to the Service Provider's own treatment site. The purpose of the six monthly review breaks is for both the Council and the Service Provider to monitor the commodity market associated with mixed papers and cardboard with a view to understanding and reacting to market changes and to agree the level of the Gate Fee to reflect the anticipated price achievable by the Service Provider when the Target Waste is sold. Any subsequent price amendments agreed mutually will then be subject in due course to the same process of review during the period of the Contract and;

- 3.2 This procurement exercise has been tendered as a mini competition under the Scotland Excel Dynamic Purchasing System Treatment and Disposal of Recyclable & Residual Waste (schedule 27/17 Lot 2 Treatment of Paper, Cardboard, News and PAMs (separate and/or mixed)).
- 3.3 Lot 2 of this Dynamic Purchasing System had thirty suppliers registered on the Public Contract Scotland Tender platform, all of whom were invited to participate in the mini competition when it was issued on 12th January 2023.
- In accordance with the DPS arrangements the Council could choose to use the Call off Terms prepared by Scotland Excel or the Council's own terms for the mini competition.
 - In this instance, the Council chose to use the Council's General Conditions of Contract for Services/Waste for this mini competition. These Conditions use the defined term *Service Provider* rather than *supplier*.
 - The Council chose to use Scotland Excel Processing & Disposal of Recycle and Residual Waste DPS contract schedule 27/17 and Operational Terms and Conditions.
- 3.4 By the closing date set for return of electronic tenders of 12 noon on 27th January 2023, four suppliers submitted a Tender Submission, the remaining twenty-six suppliers failed to provide a response.
- 3.5 All four Suppliers (Tenderers) completed the European Single Procurement Document (ESPD) when applying for a place on the Scotland Excel Dynamic Purchasing System.
- 3.6 One tender submission was deemed non compliant and as a result, this Tenderer bid was rejected.
- 3.7 The remaining 3 Tenderer Tender Submissions were evaluated against the set award criteria which was based on a combined weighting of 30% Quality and 70% Price. The three remaining Tenderer scores relative to the Award Criteria are as follows:

| | | Quality (30%) | Price (70%) | Total (100%) |
|---|-----------------------|--------------------------|------------------------|-------------------------|
| 1 | WRC Recycling Limited | 29.50 | 70.00 | 99.50 |
| 2 | Regen Waste Limited | 27.75 | 33.96 | 61.71 |
| 3 | Enva Scotland Limited | 28.25 | 27.37 | 55.62 |

- 3.8 The evaluation of tender submission received identified that the tender submission by WRC Recycling Limited was the most economically advantageous tender.

- 3.9 Community Benefits were requested as part of the procurement process and WRC Recycling Limited have committed to the following Community Benefits.

| Community Benefit Description | No of People / Activity |
|--|-------------------------|
| Modern Apprenticeship | 1 |
| Work Experience Placement for an individual 16+ years of age | 3 |
| Financial Support for a Community Project | 1 |

Implications of the Report

- Financial**
The costs under this contract will be met from existing waste disposal revenue budgets.
- HR & Organisational Development** - No TUPE implications for the Council have arisen or are anticipated.
- Community/Council Planning – Place - working together to enhance well being across communities**
Delivering those strong universal services we all receive and all rely on – for example safe roads, clean and well-lit streets, efficient waste and recycling - making Renfrewshire a great place to live.
- Legal**
The procurement of this contract was carried out in accordance with the Scotland Excel Processing & Disposal of Recyclable & Residual Waste Dynamic Purchasing System mini-competition arrangements and the Council's Standing Orders Relating to Contracts.
- Property/Assets**
None
- Information Technology**
No property/asset implications have arisen or are anticipated
- 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**

WRC Recycling Limited's Health and Safety submission was evaluated by the Council's Corporate Health and Safety team and meet the minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

WRC Recycling Limited's insurances have been assessed and evaluated to confirm they meet the minimum requirements regarding insurable risk.

11. **Privacy Impact**

No Privacy Impact Assessment requirements were identified within this procurement.

12. **Cosla Policy Position**

No Cosla Policy implications have been identified or are anticipated.

13. **Climate Risk**

The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and this contract will strive towards the Scottish Governments aims and objectives for a Zero Waste Scotland.

List of Background Papers

None

Author: Sam Smith, Procurement Assistant, Corporate Procurement Unit



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Chief Executive and the Director of Environment and Infrastructure Services

Heading: Contract Award: Watercourse Maintenance – RC-CPU-21-239

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Works Contract for Watercourse Maintenance (reference RC-CPU-21-239) to John McGeady Limited.
 - 1.2 The recommendation to award the NEC3 Term Service Short Contract follows a procurement exercise conducted in accordance with the Council's Contract Standing Orders Relating to Contracts for a below Regulated Works Contract using the Open Procedure.
 - 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure Services and the Strategic Commercial Procurement Manager on the 12 August 2022.
-

2. Recommendations

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

- 2.1 Authorise the Head of Corporate Governance to award a Contract for Watercourse Maintenance (RC-CPU-21-239) to John McGeady Limited;
 - 2.2 Authorise a maximum contract value of up to £800,000 excluding VAT. The anticipated annual value of this contract has been assessed as £200,000 excluding VAT and;
 - 2.3 Note the initial *service period* of 24 months, with the Council having the option to extend the *service period* for an additional 12-month period on two separate occasions, subject to contractor contract performance. The anticipated *starting date* is 1 May 2023. The actual *starting date* will be confirmed in the Council's Letter of Acceptance to John McGeady Limited.
-

3. **Background**

- 3.1 Renfrewshire Council has a statutory obligation to maintain watercourses and reservoirs and flood prevention schemes within the Renfrewshire boundary including drainage works; cleaning and minor repair works to grids, culverts, drains & flood prevention schemes; and emergency works.

The Watercourse Maintenance Works contract involves a bespoke scope of services based on an annual schedule at specific locations. Most of these services are reactive, meaning that locations needing treatment are highlighted only after flooding has taken place, a complaint has been lodged or through routine inspection, and is “natural” drainage in type.
- 3.2 The Contract was tendered as a NEC3 Term Service Short Contract (April 2013) incorporating the Z Clauses under which there is no guarantee of spend as this will depend on the Task Orders issued by the Council. The anticipated value of this contract is £800,000 excluding VAT based on historic spend of around £200,000 per annum excluding VAT.
- 3.3 To initiate this procurement process a contract notice was published on Public Contracts Scotland advertising portal on Thursday 22 December 2022, with the tender documentation available for downloading from the Public Contract Scotland-Tender platform on this date.

- 3.4 During the live tender period 21 organisations expressed an interest in this opportunity. By the closing date set for the return of electronic tender submissions, 12 noon on Friday 27 January 2023, 4 organisations submitted a tender response, 3 organisations declined to respond, and 14 organisations did not respond.
- 3.5 As part of their tender submission, tenderers were required to complete and return the Single Procurement Document (SPD) as per standing order 11.5 of the Council Standing Orders Relating to Contracts. Those completed SPD submissions were then evaluated against a pre-determined set of criteria by representatives from the following Council services, the Corporate Procurement Unit, Environment and Infrastructure, Corporate Risk and Corporate Health & Safety.
- 3.6 All 4 tender submissions received complied with the minimum selection criteria of the SPD. The 4 tender submissions were each evaluated against the Award Criteria on a weighting of 70% Price and 30% Quality.
- 3.7 The scores relative to the Award Criteria for each of the 4 tender submissions are noted below:

| | | Price (70%) | Quality (30%) | Total (100%) |
|----------|------------------------------------|------------------------|--------------------------|-------------------------|
| 1 | John McGeady Limited | 70.00% | 30.00% | 100.00% |
| 2 | Ipsium Drainage (Scotland) Limited | 36.28% | 28.75% | 65.03% |
| 3 | Luddon Construction Limited | 30.15% | 24.25% | 54.40% |
| 4 | Lanes Group PLC | 30.24% | 22.25% | 52.49% |

- 3.8 The evaluation of tender submissions received identified that the tender submission by John McGeady Limited was the most economically advantageous tender.
- 3.9 This contract is funded from the Environment and Infrastructure Revenue Budget.
- 3.10 Community Benefits were requested as part of the procurement process and John McGeady Limited has committed to the following:

| Community Benefit Description | No of People / Activity |
|---|------------------------------------|
| Business advice/support to an SME /Social Enterprise/ Voluntary organisation | 4 |

Implications of the Report

1. **Financial**
The cost for this contract will be met through the Environment and Infrastructures Revenue budget.
2. **HR & Organisational Development**
No TUPE implications.
3. **Community/Council Planning –**
 - Reshaping our place, our economy, and our future
 - Delivering required infrastructure
 - Building strong, safe and resilient communities
 - Working with partners to keep people safe
 - Leading on civil contingencies and resilience planning
 - Creating a sustainable Renfrewshire for all to enjoy
 - Addressing flood management issue
 - Leading on local environmental management issues.
 - Keeping local places clean and attractive
 - Working together to improve outcomes
 - Ensuring financial sustainability
 - Providing good quality services
 - Strengthening our partnership approach
4. **Legal**
The procurement of this Works Contract has been conducted as a below Regulated Open Procedure, in accordance with the Renfrewshire Council's Standing Orders Relating to Contracts.
5. **Property/Assets**
The Contract shall ensure that the Council's watercourses and reservoirs and flood prevention schemes are maintained to a high standard.
6. **Information Technology**
No Information Technology implications are anticipated.

7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

8. **Health & Safety**

John McGeady Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedure outlined within this report ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

John McGeady Limited's insurances have been assessed and evaluated by Corporate Risk to confirm that they meet the Council's minimum requirements regarding insurable risk.

11. **Privacy Impact**

No Privacy Impact implications have been identified or are anticipated.

12. **Cosla Policy Position**

No Cosla Policy Position implications have arisen or are anticipated.

13. **Climate Risk**

The level of impact associated with works connected with the Framework Contract has been assessed using the Scottish Government Sustainability Test.

Waste Production – Waste will be created from the works carried out under this Contract. The Contractor will be registered to dispose of the waste themselves or appoint a subcontractor who holds an appropriate waste licence for disposing of waste created by the works.

Author: Aileen Ross, Procurement Advisor, Corporate Procurement Unit,
aileen.ross@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: Chief Executive and the Director of Environment and Infrastructure

Heading: Design and Build for Plymuir Bridge Replacement Scheme (RC-CPU-18-415)

1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Contract for the Design and Build for Plymuir Bridge Replacement Scheme to Amalgamated Construction Ltd t/a AmcoGiffen.
- 1.2 The tendering procedure for this Works Contract was conducted as a below Regulated Open Procedure in accordance with Renfrewshire Council's Standing Orders Relating to Contracts.
- 1.3 A Contract Strategy was approved by the Head of Operations and Infrastructure, the Head of Policy and Commissioning and the Strategic Commercial Category Manager in November 2022.
-

2. **Recommendations**

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

- 2.1 Authorise the Head of Corporate Governance to award the Contract for the Design and Build for Plymuir Bridge Replacement Scheme to Amalgamated Construction Ltd t/a AmcoGiffen;
 - 2.2 Note that the intended *starting date* is 9 May 2023 with the *completion date* being six (6) months from the *starting date*. The actual *starting date* will be confirmed in the Council's Letter of Acceptance.
 - 2.3 Note that the contract value is £468,242.03 excluding VAT. The cost of this contract will be met from Capital – General Services funds.
-

3. **Background**

- 3.1 Renfrewshire Council has a statutory obligation to maintain roads related structures within the Council boundary. The load carrying capacity of the Plymuir Bridge is restricted to 7.5 tonnes. The Council has a requirement for a suitably qualified and experienced *contractor* to design and build a replacement bridge that will remove the restriction.
- 3.2 The Contract will be formed based on the NEC3 Engineering and Construction Contract A: Priced Contract with Activity Schedule April 2013 with bespoke Z clauses.
- 3.3 A contract notice was published on the Public Contracts Scotland advertising portal on Friday, 11 November 2022 and the tender documentation available for downloading from the Public Contracts Scotland – Tender platform.
- 3.4 During the tender period, fifteen (15) companies expressed an interest in the Contract. By the closing date for return of electronic tenders, 12 noon on Tuesday, 27 January 2023, one (1) company submitted a response, nine (9) declined to respond and five (5) failed to respond.
- 3.5 The one (1) Tender Submission received was evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) as required by the Council's Standing Orders Relating to Contracts 11.5 by representatives from Corporate Procurement Unit, Health and Safety and Risk which assessed competence, expertise and economic and financial standing. The Tenderer was assessed as meeting the minimum criteria following the methodology stated in the Invitation to Tender.

3.6 The Tender Submission was then assessed against the published set of Award Criteria where were based upon a price/quality ratio of 60%/40%.

3.7 The scores relative to the Award Criteria for the Tenderer are noted below:

| | Price (60%) | Quality (40%) | Total (100%) |
|--|------------------------|--------------------------|-------------------------|
| Amalgamated Construction Ltd t/a AmcoGiffen | 60.00% | 33.00% | 93.00% |

3.8 The evaluation of Tender Submissions received identified that the submission by Amalgamated Construction Ltd t/a AmcoGiffen was the most economically advantageous tender. As they were the only Tenderer, the value for money assessment is required to ensure there is no need to go back out to market.

3.9 The costs arising from the contract will be met by Capital – General Services funds.

3.10 Community Benefits were requested as part of the procurement process and Amalgamated Construction Ltd t/a AmcoGiffen have committed to the following Community Benefits:

| Community Benefit Description | No of People / Activity |
|---|------------------------------------|
| Work Experience Placement for an individual 16+ years of age | 1 |
| Business advice/support to an SME/Social Enterprise/Voluntary | 1 |
| Financial Support for a Community Project | 1 |
| Non Financial Support for a Community Project | 1 |

Implications of the Report

1. Financial

The cost of this Contract will be met by Capital – General Services funds.

2. HR & Organisational Development

Not applicable.

3. **Community/Council Planning**
Reshaping our place, our economy and our future – the Contract proposed will support the delivery of this outcome.
4. **Legal**
The tendering procedure for this Works Contract was conducted in accordance with a below Regulated Open Procedure under the Council's Standing Orders relating to Contracts.
5. **Property/Assets**
This contract will improve the Plymuir Bridge.
6. **Information Technology**
No Information Technology implications have been identified or are anticipated.
7. **Equality & Human Rights**
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. 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**
Amalgamated Construction Ltd t/a AmcoGiffen's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's requirements regarding health and safety.
9. **Procurement**
The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk**
Amalgamated Construction Ltd t/a AmcoGiffen have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.

11. **Privacy Impact**
No Privacy Impact implications have been identified or are anticipated.
12. **Cosla Policy Position**
No Cosla Policy implications have been identified or are anticipated.
13. **Climate Risk**
The level of impact associated with the provision of this work has been assessed using the Scottish Government Sustainability Test and is considered to be low risk. Amalgamated Construction Ltd t/a AmcoGiffen have an Environmental Management Framework and an established carbon strategy which seeks to minimise their environmental impact and reduce their carbon emissions.

Author: Brian Bradley, Assistant Category Manager, 0141 487 1522,
brian.bradley@renfrewshire.gov.uk



To: Finance, Resources and Customer Service Policy Board

On: 30th March 2023

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

Heading: Contract Award: Provision of a Care at Home Scheduling System

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Contract for the Provision of a Care at Home Scheduling System (RC-CPU-22-285) to TotalMobile Limited.
 - 1.2 The recommendation to award the Contract (a Call-Off Contract) follows a procurement exercise conducted in accordance with Schedule 5: Award Procedure and the Customer Guidance issued for Lots 1-3 of the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 and the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Head of Digital, Transformation and Customer Services and the Strategic Commercial and Procurement Manager.
-

2. Recommendations

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

- 2.1 Authorise the Head of Corporate Governance to award a Call-Off Contract for the Provision of a Care at Home Scheduling System (RC-CPU-22-285) to TotalMobile Limited in accordance with the award procedure under Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13.
 - 2.2 Authorise a maximum Call-Off contract value of up to £1,447,056 excluding VAT (an annual contract value of £361,764 excluding VAT).
 - 2.3 Note the Call-Off Term is three years with the Council having the option to extend the service (Extension Period) for up to 12 months. The proposed Call-Off start date is the 29th April 2023, the actual date will be formally confirmed in the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 Order Form.
-

3. **Background**

- 3.1 The Council has a requirement for a contract to replace the current Software as a service (SaaS) contract for a Care at Home scheduling system which will expire on 28th April 2023 provided by TotalMobile Limited. The system is used by Renfrewshire Health and Social Care Partnership (RHSCP). The Care at Home scheduling system provides scheduling, visit verification, wellbeing measurement, safeguarding and information sharing.
- 3.2 The Council identified the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 (the Framework) as a suitable route to market. The Framework consists of 3 Lots and Lot 2 of this Framework offers a suite of cloud provisioned software and associated services including services for Social Care systems.
- 3.3 Following the Framework Award Procedure (Schedule 5) and the Crown Commercial Services RM1557.13 G-Cloud 13 Lots 1-3 Customer Guidance Buying Process the Council followed the Step process and search terms. At Step 3 – longlist to shortlist it was found that only one supplier provided an offering which was suitable against the high level and further filtered short list requirements.

The filters used are detailed below -:

| Filters | List of Filters Used | Description of Filters Used | Search Result (Suppliers) |
|---------|----------------------|---|---------------------------|
| 1 | Care at Home | The primary purpose of the system is to support Care at Home services to manage scheduling and overall management of the Care at Home Service. | 155 |
| 2 | Reablement | The system must support activity associated to vulnerable people across Renfrewshire, particularly monitoring of Reablement, producing analysis reporting which allows the monitoring and review of ongoing service provision | 1 |

- 3.4 Following Steps 1-3 the offering provided under the Framework by TotalMobile Limited has been evaluated by council officers and officers from the RHSCP against the Service Description from TotalMobile Limited available on the Contract Award Service, the hosting platform from the Framework. The offering was identified by council officers and officers from the RHSCP as meeting the services required in the Council's statement of requirements therefore the council is able to progress to make a direct award under the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13.
- 3.5 Community benefits were requested as part of the Call-Off Contract, TotalMobile Limited will confirm the community benefits in the Call-Off Contract Order Form.

Implications of the Report

1. **Financial** – Costs in respect of this Contract will be funded by the ICT Revenue budget, additional licenses and functionality will be funded by the RHSCP.
2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning** –
 - Working together to improve outcomes – this contract will support the Council to continue to provide the services required to the residents of Renfrewshire.

4. **Legal** - The procurement was carried out in accordance with Schedule 5: Award Procedure and Customer Guidance issued for Lots 1-3 of the Crown Commercial Services G Cloud 13 Framework Agreement RM1577.13 and the Council's Standing Orders Relating to Contracts. The Framework allows for Suppliers Terms to form part of this Call-off Contract.
5. **Property/Assets** - None
6. **Information Technology** – This contract will ensure continuation of the council's Care at Home scheduling system, operating as a SaaS.
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** – There are no health and safety implications associated with the award of this contract.
9. **Procurement** - The procurement procedure outlined within this report ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government
10. **Risk** – The insurance held by TotalMobile Limited are assessed as part of their appointment on to the Framework and will be reviewed by the council's risk team.
11. **Privacy Impact** – TotalMobile Limited are required to adhere to the Framework conditions and Call-Off terms which includes provisions for Data Protection and GDPR and will also be reviewed by the Council's Information Governance team as part of the award process.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

Author: Alexandra Donaldson, Strategic Commercial Category Manager,
Corporate Procurement Unit, Alexandra.donaldson@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: The Chief Executive and the Chief Officer, Renfrewshire Health and Social Care Partnership

Heading: Provision of a Registered Housing Support Service within Very Sheltered Housing Units (RC-CPU-22-049)

1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to enter into a contract for the Provision of a Registered Housing Support Service within Very Sheltered Housing Units.
- 1.2 The recommendation to award this Contract follows a procurement exercise which was conducted as a Negotiated Procedure without Prior Publication in accordance with the Council's Standing Orders Relating to Contracts and Regulation 76 of the Public Contracts (Scotland) Regulations 2015, as amended, for Social and Other Specific Services.
- 1.3 A Contract Strategy was approved by the Strategic and Commercial Procurement Manager on the 18 November 2022; the Chief Finance Officer, Renfrewshire Health and Social Care Partnership (RHSCP) on the 21 November 2022 and the Head of Health and Social Care (Paisley), RHSCP on the 29 November 2022.
-

2. Recommendations

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

- 2.1.1 To award a Contract for Provision of a Registered Housing Support Service within Very Sheltered Housing Units to Hanover (Scotland) Housing Association Limited.
- 2.1.2 To award for a Contract Period of 3 years (36 months), with no extensions, the anticipated to Commencement Date is 01 May 2023; the exact date will be confirmed in the Council's Letter of Acceptance; and
- 2.1.3 To award the Contract for up to a maximum value of £975,913 (£325,304 per annum).

3. Background

- 3.1 This Contract will replace an existing arrangement between Hanover (Scotland) Housing Association Limited and Renfrewshire Council on behalf of Renfrewshire Health and Social Care Partnership.
- 3.2 The contract is for the provision of a Registered Housing Support Service within Very Sheltered Housing Units. The service covers prescribed housing support services which are ineligible to be included in tenants rents. The service will be provided to older vulnerable adults and, in exceptional circumstances to those under the age of 55 who are living with a disability.
- 3.3 The procurement process for this Contract was conducted as a Negotiated Procedure without Prior Publication in accordance with the Council's Standing Orders Relating to Contracts and Regulation 76 of the Public Contracts (Scotland) Regulations 2015, as amended, for Social and Other Specific Services.
- 3.4 Hanover (Scotland) Housing Association Limited was invited to respond to the Council's Invitation to Contract which was published on 05 December 2022 with a tender return deadline of 12 noon on 27 January 2023.
- 3.5 In accordance with Council Standing Order relating to Contracts 11.5, the submission from Hanover (Scotland) Housing Association Limited was evaluated and met the predetermined criteria in the form of the Single Procurement Document (SPD).

- 3.6 Hanover (Scotland) Housing Association Limited's submission was evaluated by the Renfrewshire Health and Social Care Partnership, Corporate Procurement Unit, Risk Management and Health and Safety, and met the award criteria as set out within the Invitation to Contract.
- 3.7 Community Benefits were requested as part of this procurement process. Hanover (Scotland) Housing Association Limited has confirmed the following benefits will be delivered as part of the contract:

| Community Benefit | Number Offered |
|---|----------------|
| 10 x S/NVQ (or equivalent) for New Employee, Existing Employee, Supply Chain Employee | 10 |

Implications of the Report

1. **Financial** – Will be met by Renfrewshire Health and Social Care Budget.
2. **HR & Organisational Development** - None.
3. **Community/Council Planning** –
 - Our Renfrewshire is well: Supporting the wellness and resilience of our citizens and communities.
 - Our Renfrewshire is fair: Addressing the inequalities which limit life chances.
 - Our Renfrewshire is safe: Protecting vulnerable people and working together to manage the risk of harm.
 - People can live independently for as long as possible in their own home and the different housing needs of people across Renfrewshire are being met.
4. **Legal** - This procurement process was conducted as a Negotiated Procedure without Prior Publication in accordance with the Public Contracts (Scotland) Regulations 2015 for a Social and other Specific Services contract and the Council's Standing Orders Relating to Contracts.
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** – The Health and Safety submission from Hanover (Scotland) Housing Association Limited was evaluated by Corporate Health and Safety and satisfied the Council's requirements.
9. **Procurement** - The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** - The insurances submitted by Hanover (Scotland) Housing Association Limited was assessed by Renfrewshire Council's Risk Officer and satisfied the Council's requirements.
11. **Privacy Impact** - The contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Hanover (Scotland) Housing Association Limited will be a Data Controller and, as such, have a legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data to those receiving a service under this contract.
12. **Cosla Policy Position** – None.
13. **Climate** - None

List of Background Papers - None

Author: Shona Brydson, Senior Procurement Specialist, Corporate Procurement Unit – shona.brydson@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: The Chief Executive and the Director of Communities and Housing Services

Heading: Contract Award: High Level Gutter Cleaning to 3 Storey Blocks and Above (RC-CPU-21-319)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Services Contract for High Level Gutter Cleaning to 3 Storey Blocks and Above (RC-CPU-21-319) to Caledonian Maintenance Services Limited.
 - 1.2 The recommendation to award the Contract follows a procurement exercise conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts 1 January 2022 for an above Threshold Government Procurement Agreement (GPA) (Services) contract using the Open Procedure.
 - 1.3 A Contract Strategy was approved by the Strategic Commercial and Procurement Manager and the Head of Housing Services on 21st November 2022.
-

2. Recommendations

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

- (a) Authorise the Head of Corporate Governance to award a Contract for High Level Gutter Cleaning to 3 Storey Blocks and Above (RC-CPU-21-319) to Caledonian Maintenance Services Limited;
- (b) Authorise the maximum contract value of up to £800,000.00 excluding VAT;
- (c) Authorise the Contract Period of 24 months with the Council having the option to extend for up to 12 months on two separate occasions subject to the Service Provider's satisfactory operation and performance. The Service Provider shall begin performing the Service on the date stated in the Letter of Acceptance and shall complete it by the Expiry Date.

3. **Background**

- 3.1 This procurement exercise is for the appointment of a suitably qualified Service Provider to undertake high level gutter cleaning services to various properties within the Renfrewshire Council area. This service will enable the Council to maintain high standard housing stock which is free from health & safety and environmental issues.
- 3.2 To initiate the procurement procedure a Contract Notice was published on Find a Tender issued via the Public Contracts Scotland advertising portal on 23rd November 2022 with the tender documentation available for downloading from the Public Contracts Scotland – Tender portal from this date.
- 3.3 During the live tender period, thirty organisations expressed an interest in the tender. By the closing date set for the return of electronic tender submissions, 12 noon, Monday 9th January 2023, five organisations submitted a tender response, three organisations declined to respond, and twenty-two organisations did not respond.
- 3.4 Tenderers were required to complete a Single Procurement Document (SPD) to be submitted with their tender submission. All five organisations were evaluated against a pre-determined set of criteria in the form of the SPD by representatives from the following Council Services: Housing Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.

- 3.5 All five tender submissions received complied with the minimum selection criteria of the SPD. The five tender submissions were each evaluated against the Award Criteria which were based on a weighting of 70% Price 30% Quality.
- 3.6 The scores relative to the Award Criteria for each of the five tender submissions are noted below:

| | | Price (70%) | Quality (30%) | Total (100%) |
|----------|--|------------------------|--------------------------|-------------------------|
| 1 | Caledonian Maintenance Services Limited | 70.00% | 14.00% | 84.00% |
| 2 | K & G Roofing Ltd | 65.43% | 16.00% | 81.43% |
| 3 | High Level Window Cleaners Ltd | 55.09% | 11.25% | 66.34% |
| 4 | Pendrich Height Services Limited | 24.63% | 5.00% | 29.63% |
| 5 | Northern Steeplejacks (Edinburgh) Limited | 9.13% | 19.00% | 28.13% |

- 3.7 The evaluation of tender submissions received identified that the submission by Caledonian Maintenance Services Limited was the most economically advantageous tender.
- 3.8 The Conditions of Contract applying to this Contract are Renfrewshire Council General Conditions of Contract for Services with Special conditions.
- 3.9 The cost of this Contract will be met by the Housing Revenue Account.
- 3.10 Community Benefits were requested as part of the procurement process and Caledonian Maintenance Services Limited confirmed that the following Community Benefits would be made available to the Council for this Contract.

| Community Benefit Description | No of People / Activity |
|--|--|
| Job for an unemployed individual from a Priority Group | 1 |
| Job for an unemployed individual | 1 |
| Industry Awareness Event | 1 |

Implications of the Report

1. **Financial** – No financial implications have arisen or are anticipated. The Financial and Economic Standing have been assessed as part of the tender selection criteria- which Caledonian Maintenance Services Limited passed. The cost of these services will be met by the Housing Revenue Account.

2. **HR & Organisational Development** – No TUPE implications.

3. **Community/Council Planning** –

- **Our Renfrewshire is thriving** – maximising economic growth, which is inclusive and sustainable
- **Our Renfrewshire is well** – supporting the wellness and resilience of our citizens and communities
- **Our Renfrewshire is fair** - addressing the inequalities which limit life chances
- **Our Renfrewshire is safe** – protecting vulnerable people, and working together to manage the risk of harm.

Place:

- Working together to ensure our neighbourhoods are safe, vibrant, and attractive places to live
- Demonstrating that Renfrewshire is a great place to live, work and visit
- Developing our relationship with and working alongside communities on the decisions that affect them

Economy:

- Linking opportunities to enhance economic benefits for Renfrewshire
- Creating sustainable employment opportunities
- Ensuring that all people can benefit from the inclusive growth in Renfrewshire
- Supporting people into Fair Work
- Matching skills and opportunities across Renfrewshire

Fair:

- Reducing inequalities
- Creating inclusive and supportive learning environments for children and young people

Green:

- Empowering people and organisations to make informed green choices

Living our Values:

- Delivering Best Value for our citizens and customers

4. **Legal** – The Procurement of this Services Contract has been conducted as an above GPA Threshold Open Procedure in accordance with the Public Contracts (Scotland) Regulations 2015 and Renfrewshire Council's Standing Orders Relating to Contracts 1 January 2022.
5. **Property/Assets** – This contract will ensure the Councils properties are maintained to a high standard and free from health & safety and environmental issues.
6. **Information Technology** – No Information Technology implications have arisen or are anticipated.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - Caledonian Maintenance Services Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – The Procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency, and modern Government.
10. **Risk** – Caledonian Maintenance Services Limited insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding insurance risk.
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated.

12. **Cosla Policy Position** – No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The Level of impact associated with provision of this service have been assessed using the Scottish Government Sustainability Test and is considered Low Risk.

The Scottish Procurement Document (SPD) Environmental Management question was utilised:

- ISO14001:2015
- SEPA Waste Carriers License
- Waste Segregation onsite for composting areas for green waste

List of Background Papers

(a) None

Author: Kevin Milliken, Procurement Advisor, Corporate Procurement Unit,
kevin.milliken@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30th March 2023

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

Heading: Contract Award: West Primary Electrical Upgrade Phase 2 (RC-CPU-22-220)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Works Contract for West Primary Electrical Upgrade Phase 2 to Atalian Servest AMK Limited T/A Arthur McKay & Company.
 - 1.2 The recommendation to award the Contract follows a procurement exercise conducted in accordance with the Council's Standing Orders relating to Contracts 1st January 2022 for a below Regulated (Works) contract using the Open Procedure.
 - 1.3 A Contract Strategy was approved by the Strategic Commercial and Procurement Manager on 22nd December 2022 and the Head of Property Services on 23rd December 2022.
-

2. Recommendations

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

- (a) Authorise the Head of Corporate Governance to award a Contract for West Primary Electrical Upgrade Phase 2 (RC-CPU-22-220) to Atalian Servest AMK Limited T/A Arthur McKay & Company.
- (b) Authorise the Tendered Total of £534,767.28 excluding VAT and an additional 10% contingency for any unforeseen works.
- (c) Note that, the Contract has sectional completion requirements, the proposed Dates of Possession and proposed Dates for Completion are noted below. Any changes to these dates will be confirmed in the Council's Letter of Acceptance:

| | Dates of Possession of Sections | Dates of Completion of Sections |
|-----------|---------------------------------|---------------------------------|
| Section 1 | 28 th June 2023 | 13 th August 2023 |
| Section 2 | 28 th June 2023 | 6 th September 2023 |
| Section 3 | 14 th August 2023 | 22 nd October 2023 |

- (d) Note the Contract requires the provision of a Performance Bond and Collateral Warranties as indicated within the tender documentation.

3. **Background**

- 3.1 This procurement exercise is for the appointment of a competent and experienced contractor to carry out the electrical upgrades at West Primary School, Newton Street, Paisley. This work is Phase 2 of the rewire works, Phase 1 was completed in Summer 2022. A large portion of the works will be carried out during the summer holiday while the remainder will be carried out on a phased basis outside school hours.
- 3.2 To initiate this procurement process a Contract Notice was published on the Public Contracts Scotland advertising portal on Friday 6th January 2023 with the tender documentation available for downloading from the Public Contracts Scotland - Tender portal from this date.
- 3.3 During the live tender period, ten organisations expressed an interest in the tender. By the closing date set for the return of electronic tender submissions, 12 noon on Wednesday 8th February 2023, three organisations submitted a tender response, three organisations declined to respond, and four organisations did not respond.

- 3.4 In accordance with the Council's Standing Orders relating to Contracts 1 January 2022 standing order 11.5, Tenderers were required to complete a Single Procurement Document (SPD) to be submitted with their tender submission. All three tender submissions were evaluated against a pre-determined set of criteria in the form of the SPD by representatives from the following Council services: Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.
- 3.5 All three tender submissions received, complied with the minimum selection criteria of the SPD. The three tender submissions were each evaluated against the Award Criteria of 60% Quality and 40% Price.
- 3.7 The scores relative to the Award Criteria for each of the three tender submissions are noted below:

| | | Price (40%) | Quality (60%) | Total (100%) |
|----------|---|------------------------|--------------------------|-------------------------|
| 1 | Atalian Servest AMK Limited T/A Arthur McKay & Company | 30.56% | 52.50% | 83.06% |
| 2 | Clark Contracts Limited | 25.27% | 56.25% | 81.52% |
| 3 | Emtec Group Limited | 40.00% | 38.50% | 78.50% |

- 3.8 The evaluation of tender submissions received identified that the submission by Atalian Servest AMK Limited T/A Arthur McKay & Company was the most economically advantageous tender.
- 3.9 The form of Contract is SBCC Standard Building Contract Without Quantities 2011 Edition (SBC/XQ/Scot), incorporating the Employer Amendments.
- 3.10 The costs for the West Primary Electrical Upgrade Phase 2 will be met through the Capital General Services budget.
- 3.11 Community Benefits were requested as part of the procurement process and Atalian Servest AMK Limited T/A Arthur McKay & Company confirmed that the following Community Benefits would be made available to the Council for this Contract.

| Community Benefit Description | No of People / Activity |
|--|--------------------------------|
| Modern Apprenticeship | 2 |

Implications of the Report

1. **Financial** – No financial implications have arisen or are anticipated. The Financial and Economic Standing of the recommended bidder has been assessed as part of the tender selection criteria, which Atalian Servest AMK Limited T/A Arthur McKay & Company passed. The cost for these works will be met by the Capital General Services budget
2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning** –
 - Our Renfrewshire is fair- Addressing the inequalities that limit life's chances. Tenderers were assessed within the procurement process regarding their approach to Fair Work First throughout their organisation and supply chain i.e. payment of the living wage, training and development opportunities
 - Our Renfrewshire is safe – A central requirement for Property Services is to ensure that Council operated property, facilities and assets are properly maintained in a manner that complies with existing statutory legislation (Statutory Compliance)
 - Tackling inequality, ensuring opportunities for all – Promoting skills and learning for life.
 - Creating a sustainable Renfrewshire for all to enjoy Atalian Servest AMK Limited T/A Arthur McKay & Company has committed to deliver Community Benefits as set out within 3.11 of this report.
4. **Legal** – The Procurement of this Contract was conducted as a below Regulated (Works) Open Procedure in accordance with the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** - The Contract will facilitate the electrical upgrade of West Primary School Phase 2 that will ensure that the Council's assets are upgraded to a proper standard and maintained in a manner that complies with statutory legislation.
6. **Information Technology** - No information Technology implications have arisen or are anticipated.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

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** – Atalian Servest AMK Limited T/A Arthur McKay & Company health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedures outlined within this report ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency, and modern Government.
10. **Risk** – Atalian Servest AMK Limited T/A Arthur McKay & Company insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Privacy Impact implications have been identified or are anticipated.
12. **Cosla Policy Position** – No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The level of impact associated with provision of these works has been assessed using the Scottish Government Sustainability Test and is considered high risk.
 - **Carbon Energy Consumption** – The contractor will be required to consider energy saving measures where possible. As part of the rewire all lighting is being changed to low energy LEDs.
 - **Waste Production** – Contractor will be required to consider waste reduction and recycling measures while undertaking these works. Contractors are required to provide details of their proposed Waste Carrier.

List of Background Papers

- (a) None

Author: Abimbola Olutola, Procurement Advisor, Corporate Procurement Unit,
Abimbola.olutola@renfrewshire.gov.uk



To: Finance, Resource and Customer Service Policy Board

On: 30th March 2023

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

Heading: Contract Award: Hawkhead Cemetery Civils Upgrade, (RC-CPU-22-193)

1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Works Contract for Hawkhead Cemetery Civils Upgrade (RC-CPU-22-193) to John McGeady Limited.
 - 1.2 The recommendation to award the Contract follows a procurement process conducted in accordance with the Council's Standing Orders Relating to Contracts 1 January 2022 for a below Regulated (Works) contract using the Open Procedure.
 - 1.3 A Contract Strategy was approved by the Strategic Commercial Category Manager and the Head of Property Services on 13th January 2023.
-

2. **Recommendations**

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

- 2.1 Authorise the Head of Corporate Governance to award a contract for Hawkhead Cemetery Civils Upgrade, (RC-CPU-22-193) to John McGeady Limited.
- 2.2 Authorise the Contract Sum of £230,278.55 excluding VAT.
- 2.3 Note the Contract has sectional completion requirements and the proposed Date of Possession of the Site and proposed Dates for completion of the Works for those Sections are noted below. Any changes to these undernoted dates will be confirmed in the Council's Letter of Acceptance.

| | The Date of Possession of Sections | Date of Completion of Sections |
|-----------|------------------------------------|--------------------------------|
| Section 1 | 1 st May 2023 | 2 nd June 2023 |
| Section 2 | 5 th June 2023 | 30 th June 2023 |

3. **Background**

- 3.1 This procurement exercise is for the appointment of a competent and suitably qualified Contractor to carry out the Reconstruction of roads, carriageways, drainage, and kerbs within Hawkhead Cemetery.
- 3.2 To initiate this procurement process a Contract Notice was published on the Public Contract Scotland advertising portal on Friday 13th January 2023 with the tender documentation available for download from the Public Contract Scotland – Tender portal from this date.
- 3.3 During the live tender period 23 organisations expressed an interest in this tender. By the closing date set for the return of electronic tender submissions, 4pm, Wednesday 8th February 2023, 7 organisations submitted a tender response, 4 declining to respond due to timescales, resources, and value of the contract and 12 failed to respond.
- 3.4 In accordance with the Council's Standing Orders Relating to Contracts 1 January 2022 standing order 11.5, Tenderers were required to complete a Single Procurement Document (SPD) to be submitted with their tender submission. The seven tender submissions were each evaluated against a pre-determined set of selection criteria in the form of the SPD by representatives from the following Council Services: the Corporate Procurement Unit, Property Services, Corporate Risk and Corporate Health and Safety.

- 3.5 All seven tender submissions received complied with the minimum selection criteria of the SPD. The seven tender submissions were each evaluated against the Award Criteria of 60% Price and 40% Quality.
- 3.6 The scores relative to the Award Criteria for each of the seven tender submissions are noted below:

| | | Price (60%) | Quality (40%) | Total (100%) |
|---|----------------------------------|------------------------|--------------------------|-------------------------|
| 1 | John McGeady Limited | 60.00% | 37.75% | 97.75% |
| 2 | Hillhouse Quarry Group Limited | 55.97% | 38.00% | 93.97% |
| 3 | Landscapes and Contracts Limited | 53.56% | 20.50% | 74.06% |
| 4 | Affiniti Response Limited | 50.71% | 20.75% | 71.46% |
| 5 | JH Civil Engineering Limited | 46.20% | 24.75% | 70.95% |
| 6 | Silverbirch Contracts Limited | 55.94% | 14.50% | 70.44% |
| 7 | Caley Construction Limited | 38.84% | 20.50% | 59.34% |

- 3.7 The evaluation of tender submissions received identified that the submission by John McGeady Limited was the most economically advantageous tender.
- 3.8 The form of Contract being used is the SBCC Standing Building Contract with Quantities 2011 edition (SBC/Q/Scot), incorporating the Employer's Amendments.
- 3.9 The Contract is being funded from the Capital General Services budget with a budget of £250,000 being made available for this contract.
- 3.10 Community Benefits were requested as part of the procurement process and John McGeady Limited confirmed that the following Community Benefits would be made available to the Council for this Contract.

| Community Benefit Description | No of People / Activity |
|--|--------------------------------|
| Business advice/support to an SME /Social Enterprise/ Voluntary organisation | 2 |

Implications of the Report

1. **Financial** – No financial implications have arisen or are anticipated. The Financial and Economic Standing have been assessed as part of

the tender selection criteria 4B.6 which John McGeady Limited passed. The cost for these works will be met by the Capital General Services budget.

2. **HR & Organisational Development** – No TUPE implications
3. **Community/Council Planning** –
 - **Our Renfrewshire is thriving** – Maximise opportunities for economic regeneration through the delivery of community benefits. John McGeady Limited has committed to deliver 20 Community Benefits.
 - **Reshaping our place, our economy and our future** –
 - Maximise opportunities for economic regeneration through the delivery of community benefits.
 - **Building strong, safe and resilient communities** –
 - Take appropriate, proportionate action to tackle the risks associated with Serious and Organised Crime groups infiltrating procurement processes;
 - **Creating a sustainable Renfrewshire for all to enjoy** –
 - Ensure that every contract strategy takes account of the potential impact on the environment and identifies ways in which the impact can be reduced aligned to our Sustainable Procurement Duty under the Climate Change (Scotland) Act;
 - Support the Council to achieve its ambition to be Carbon Neutral by 2030;
 - Drive innovation and best practice.
4. **Legal** - The Procurement of this Contract was conducted as a below Regulated (Works) Open Procedure in accordance with the Council's Standing Orders Relating to Contracts 1 January 2022.
5. **Property/Assets** – This Contract will facilitate the upgrade of Hawkhead Cemetery that will ensure that the Council's assets are upgraded and maintained to a proper standard.
6. **Information Technology** – No Information Technology implications have arisen or are anticipated
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights.

No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. 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** – John McGeady Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedure outlined within this report ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency, and modern government.
10. **Risk** – John McGeady Limited were assessed and evaluated to confirm that they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated.
12. **Cosla Policy Position** – No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The environmental impacts were considered from the works carried out and the type of vehicles and machinery being used on the site. The Contractor will be required to consider the emissions from their vehicles when working on site and to switch engines off when not in use to prevent unnecessary emissions. The level of impact associated with provision of these works has been assessed using the Scottish Government Sustainability Test and is considered low risk.

The Scottish Procurement Document (SPD) Environmental Management questions 4C.7, 4D.1 and 4D.2 were utilised.

List of Background Papers

- (a) None

Author: Brad Cooper, Procurement Assistant, Corporate Procurement Unit,
Brad.cooper@renfrewshire.gov.uk



To: Finance, Resources and Customer Services Policy Board

On: 30 March 2023

Report by: The Chief Executive

Heading: Design Team appointments for the Main Works at Paisley Town Hall – Notification of increase in costs

1. **Summary**

- 1.1 The purpose of this report is to notify the Finance, Resources and Customer Services Policy Board, in accordance with Standing Order 20.3 of the Standing Orders Relating to Contracts, of an increase in cost to the Design Team appointments for the Main Works at Paisley Town Hall, due to the circumstances set out in 3.5 of this Report.
- 1.2 A report to the Finance, Resources and Customer Services Policy Board on 13 November 2019 sought the approval of the Board to agree that the Council would not proceed to appoint hub West Scotland to carry out the Works and that Council officers would work in partnership with hub West Scotland to facilitate the smooth handover of the project back to the Council including the formal transfer of the Design Team appointments.
- 1.3 The Design Team appointments were transferred to the Council accordingly and have been used to develop the designs and administer the contract.
- 1.4 The Fees associated with the transferred Design Team appointments was £738,519.00 excluding VAT. The subject matter of the transferred Design Team Appointments has been extended to accommodate an increased scope of works as well as extended construction period. The Council's in-house Property Services did/does not have sufficient resource to accommodate these additional requirements in the context of other ongoing Council commitments.

- 1.5 The revised Fee is estimated at c. £1,282,409.78 excluding VAT

2. **Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
- 2.1.1 Note the increase in the approved Fees from £738,519.00 (excluding VAT) to a revised fee of £1,282,409.78 (excluding VAT);
- 2.1.2 Note completion of the Design Team's services is aligned with the main works construction programme and is anticipated to be completed during the second quarter of 2023;
- 2.1.3 Note that the modifications to the original Design Team appointments and for the design and construction of the Main Works at Paisley Town Hall has been instructed in accordance with Standing Orders Relating to Contracts 34.4 and 34.5.
-

3. **Background**

- 3.1 The Paisley Town Hall Project to transform the Paisley Town Hall into a 21st-century facility and a landmark entertainment venue for the west of Scotland was approved for investment by Council on 27 September 2017.
- 3.2 On 8 November 2017 the Finance, Resources and Customer Services Policy Board approved the request to appoint hub West Scotland to deliver Stages 0, I and the design development stage of Stage II of the hub West Scotland proposals. During Stage II, the developed offering from hub West Scotland was found to deviate significantly from initial proposals and represent an unacceptable balance of risk and cost for the Council.
- 3.3 Finance, Resources and Customer Services Policy Board on 13 November 2019 agreed that the Council would not proceed to appoint hub West Scotland to carry out the Works and that Council officers would work in partnership with hub West Scotland to facilitate the smooth handover of the project back to the Council including the formal transfer of the design team appointments.
- 3.4 The Design Team appointments procured by the hub West Scotland were transferred to Renfrewshire Council on 19 December 2019 to facilitate the smooth transmission of key information and outputs and to ensure continuity of the design team throughout the construction phase of the project and more widely support the Council's in-house team.

3.5 The Design Team consists of the following Consultants for the respective appointments:

- Holmes Miller Ltd - Architect / Lead Consultant
- Hawthorne Boyle Limited - Mechanical & Electrical Consultant
- Aecom Limited - Civil & Structural Consultant
- Doig and Smith Ltd - Quantity Surveyor

3.6 Since the design team transferred to the Council, the Paisley Town Hall project has encountered challenges that have required extensions to the scope of services delivered under the Design Team appointments. These include:

- Covid-19 pandemic which contributed to delay of the overall programme;
- Delay of completion of the main works construction phase from end of November 2022 to June 2023;
- Significant number of variations to the main works due to the condition of the existing building as it was opened up; and
- Additional consultant services required to cope with the volume of change

The Council's in-house Property Services did not (and does not) have sufficient resource to accommodate these additional requirements in the context of other ongoing Council commitments.

All additional services and associated charges have been fully costed, documented and agreed by the in-house Project Management team.

The total Design Team Fees for the project, including the increases/variations detailed above, remain on schedule to be contained within the original overall project Fee allowance.

3.7 As a result of the changes noted in paragraph 3.6, the fee for these services has risen from the approved fee of £738,519.00 (excluding VAT) to a revised fee of £1,282,409.78 (excluding VAT).

3.8 Standing Order 20.3 requires that where it becomes apparent that the total value of the contract as previously reported to the Finance, Resources and Customer Services Policy Board is likely to be exceeded by more than the greater of £100,000 or 25% of the approved contract value, that a report on the matter be submitted to the Finance, Resources and Customer Services Policy Board.

3.9 The design team appointments have been modified in accordance with standing order 34.4 and 34.5 of the Council's Standing Orders relating to Contracts; officers do not consider this to be substantial modification to the existing contract and therefore permissible under Regulation 72 (1) (e) of the Public Contracts (Scotland) Regulations 2015.

Implications of the Report

1. **Financial**

The increase in fees for the Design Team appointments will be contained within existing resources approved in the Council's Capital Investment Plan.

2. **HR & Organisational Development**

Not applicable.

3. **Community/Council Planning –**

- Reshaping our place, our economy and our future - The contract will assist the project team in delivery of the refurbishment of Paisley Town Hall, establishing the facility as a high- profile venue contributing to the regeneration of Paisley and associated economic benefits for Renfrewshire.
- Tackling inequality, ensuring opportunities for all - The contract will deliver a broad range of Community Benefits including employment opportunities for individuals currently in receipt of employability support, employment for graduates, work placements, support with careers events and a range of business and mentoring support opportunities. Accessibility within the facility will be significantly improved.
- Creating a sustainable Renfrewshire for all to enjoy – the contract will assist in the delivery of refurbishment of a Grade A listed building, situated in the centre of Paisley creating an attractive and functional space for building users and improving the environment for all. Sustainability Key Performance Indicators will be tracked through the project.

4. **Legal**

The modifications to the design team appointments have been made in accordance with the Council's Standing Orders relating to Contracts and officers do not consider this to be substantial modification to the existing contract and therefore permissible under Regulation 72 (1) (e) of the Public Contracts (Scotland) Regulations 2015.

5. **Property/Assets**

None

6. **Information Technology**

None

7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

8. **Health & Safety**
None
9. **Procurement**
The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respects of procurement procedure, efficiency and modern Government. The implications of the modification were considered in accordance with Regulations 72(1)(e) of the Public Contract (Scotland) Regulations 2015 and Standing Orders 34.4 and 34.5 of the Council's Standing Orders relating to Contracts.
10. **Risk**
Any risks associated with the design team appointments are added to the Paisley Town Hall Refurbishment Project Risk Register which will be managed and maintained throughout the project lifetime.
11. **Privacy Impact**
No Privacy Impact implications have been identified or are anticipated.
12. **Cosla Policy Position**
No Cosla Policy implications have arisen or are anticipated.
13. **Climate Risk**
No climate risk implications have arisen or are anticipated.

List of Background Papers

Report by the Chief Executive to the Finance, Resources and Customer Services Policy Board on 13 November 2019: "Paisley Town Hall"

Author: Rebecca Park, Category Manager – City Deal and Infrastructure
rebecca.park@renfrewshire.gov.uk

