

## Minute of Meeting

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Thursday, 23 November 2023	10:00	Via Teams Platform,

**Present:** Councillor Fiona Airlie-Nicolson, Councillor Alison Ann-Dowling, Councillor Jacqueline Cameron, Provost Lorraine Cameron, Councillor Graeme Clark, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Edward Grady, Councillor Neill Graham, Councillor Robert Innes, Councillor Bruce MacFarlane, Councillor Iain Nicolson, Councillor John Shaw

#### Chair

Councillor Shaw, Convener, presided.

#### In Attendance

A MacArthur, Director of Finance & Resources; L McIntyre, Head of Policy and Partnerships, G Beattie, Strategic Commercial Category Manager, A Donaldson, Strategic Commercial Category Manager, L Gillan, Strategic Commercial Category Manager, R Park, Category Manager, B Bradley, Assistant Category Manager, L McGuinness, Communications Business Lead (Transformation) and S Ford, Senior Procurement Specialist (all Chief Executive's); C Dalrymple, Head of Facilities & Property Services, L Feely, Head of Housing Services, G Hannah, Head of Climate, Public Protection & Roads, M MacRury, Housing Newbuild Programme Manager, J Murdoch, Housing Regeneration Manager, J Wallace, Infrastructure and Transportation Manager, J Robertson, Strategic Facilities Manager (Soft FM) and Ray Walkinshaw, Housing Regeneration & Development Manager (all Environment, Housing & Infrastructure); M Conaghan, Head of Corporate Governance, C McCourt, Head of Finance & Procurement, P Murray, Head of Digital, Transformation & Customer Services, G Innes, Senior Service Delivery Manager (Customer & Digital Operations), E Shields, Business Services Manager, R Davison, Category Manager (ITC), R Cree, OD & Workforce Planning Manager, A Travers, Strategic Programme Lead – Procurement and Purchase to Pay and E Gray and P Shiach, both Senior Committee Services Officers (all Finance & Resources); and S Docherty, Senior Contracts Officer (Renfrewshire Health and Social Care Partnership).

#### Webcasting of Meeting

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

## **Apology**

Councillor Mullin.

## **Declarations of Interest and Transparency Statements**

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

### **1 Joint Consultative Board (Non-Teaching)**

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 8 November 2023, a copy of which forms Appendix 1 to this Minute.

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

### **2 Revenue and Capital Monitoring as at 15 September 2023**

There was submitted a budget monitoring report by the Director of Finance & Resources relative to Revenue and Capital budget expenditure up to 15 September 2023 for those services reporting to this Policy Board. Tables 1 and 2 of the report detailed the projected revenue outturn position.

The report indicated a projected revenue overspend of £2.159 million against the revised budget for the year and the Capital budget was projected to break-even. Appendices to the report provided detailed analysis of expenditure, and budget adjustments were listed at paragraphs 4 and 6 of the report.

**DECIDED:**

(a) That the projected Revenue return position detailed in Table 1 of the report be noted;

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

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

### **3 Revenue and Capital Budget Monitoring Overview Report**

There was submitted an update report by the Director of Finance & Resources relative to an overview of Revenue and Capital Budget expenditure for the Council as at 15 September 2023. Tables 1 and 2 of the report detailed that the projected Revenue outturn position for all services as at 31 March 2024 was an overspend of £11.730 million, and the projected Capital outturn position for all services was an underspend of £0.143 million, split between General Fund services and the Housing Revenue Account.

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

**DECIDED:**

- (a) That the projected Revenue outturn position detailed in Table 1 of the report be noted, considering that the forecast position was based on best estimates at that point in time;
- (b) That the substantial risks to the budget position as outlined in section 3 of the report be noted;
- (c) That the projected Capital outturn position detailed in Table 2 of the report be noted; and
- (d) That the prudential indicators detailed in section 6 of the report be noted.

**4 Business Services Performance Report**

There was submitted a report by the Director of Finance & Resources relative to the performance of key Business Services functions, including revenue collection and benefit administration, for the period ending 28 September 2023.

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

**DECIDED:**

- (a) That the allocation of £100,000 to the Scottish Welfare Fund, as detailed in section 4.4.9 of the report, be approved; and
- (b) That the contents of the report be otherwise noted.

**5 Customer Services Performance Report**

There was submitted a report by the Director of Finance & Resources relative to performance across key Customer Services functions including Call Centre, Face-to-Face and Digital Support for customers for September 2023.

The report provided an update on the overall contact centre call handling volumes and indicated that Face-to-Face services continued in Renfrewshire House. Details of customer volumes were provided in the report.

The report advised that demand for Digital Services remained high and provided an update on the level of online transactions being completed.

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

**6 Finance & Resources Service Improvement Plan 2023/24 Mid-Year Monitoring Report**

There was submitted a report by the Director of Finance & Resources relative to the performance and achievements of the service during the period 1 April to 30 September 2023.

The report stated that the Service Improvement Plan 2023/26 for Finance & Resources, approved at the meeting of this Policy Board held on 8 June 2023, set out the priorities for the development of the service over a three-year period, the actions which would ensure continuous improvement across the service and the performance indicators which ensured the impacts could be measured. The report provided details of the key achievements of the Service during the period; a progress update on implementing the action plan linked to the Service Improvement Plan; an assessment of performance in relation to the service scorecard of core performance indicators; and an overview of priorities for the service over the next six months.

**DECIDED:**

- (a) That the contents of the report be noted;
- (b) That the progress to date on delivering the actions contained within the Finance & Resources Service Improvement Plan be noted;
- (c) That the current performance of the service as measured by the scorecard indicators be noted; and
- (d) That it be noted that an outturn report on the full year performance for 2023/24 would be submitted to the meeting of this Policy Board to be held on 13 June 2024.

**7 Environment, Housing & Infrastructure Services – Service Improvement Plan 2023/24 Mid-Year Monitoring Report**

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to the performance and achievements of the service during the period 1 April to 30 September 2023.

The report stated that the Service Improvement Plan 2023/26 for the Environment, Housing & Infrastructure Service, approved at the meeting of this Policy Board held on 8 June 2023, set out the priorities for the development of the service over a three-year period, the actions which would ensure continuous improvement across the service and the performance indicators which ensured the impacts could be measured. The report provided details of the key achievements of the Service during the period; a progress update on implementing the action plan linked to the Service Improvement Plan; an assessment of performance in relation to the service scorecard of core performance indicators; and an overview of priorities for the service over the next six months. The report also indicated that the Service had made good progress in delivering positive outcomes for Renfrewshire and its residents. This included through the actions within the Service Improvement Plan and additional areas of priority/focus which had subsequently arisen over the first six months of 2023/24.

**DECIDED:**

- (a) That the contents of the report be noted;
- (b) That the progress to date on delivering the actions contained within the Environment, Housing & Infrastructure Services - Service Improvement Plan be noted; and
- (c) That the current performance of the service as measured by the scorecard indicators be noted.

## **8 Chief Executive's Service Improvement Plan 2023/24 Mid-Year Monitoring Report**

There was submitted a report by the Chief Executive relative to the performance and achievements of the Chief Executive's Service during the period 1 April to 30 September 2023.

The report stated that the Service Improvement Plan 2023/26 for the Chief Executive's Service, approved at the meeting of this Policy Board held on 8 June 2023, set out the priorities for the development of the service over a three-year period, the actions which would ensure continuous improvement across the service and the performance indicators which ensured the impacts could be measured. The report provided details of the key achievements of the Service during the period; a progress update on implementing the action plan linked to the Service Improvement Plan; an assessment of performance in relation to the service scorecard of core performance indicators; and an overview of priorities for the service over the next six months.

### **DECIDED:**

- (a) That the contents of the report be noted;
- (b) That the progress to date on delivering the actions contained within the Chief Executive's Service Improvement Plan be noted;
- (c) That the current performance of the service as measured by the scorecard indicators be noted; and
- (d) That it be noted that an outturn report on the full year performance for 2023/24 would be submitted to the meeting of this Policy Board to be held on 13 June 2024.

## **9 Facilities And Property Services - Service Update Report**

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

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

## **10 Customer Strategy 2023/28**

There was submitted a report by the Director of Finance & Resources relative to the proposed Customer Strategy 2023/28, a copy of which was attached as an appendix to the report.

The report outlined the proposed strategy and provided detail on the evaluation of the previous strategy; the four key themes identified for the new strategy: Customer Contact; Technology & Innovation; Service Design; and Culture & Skills; and the action plan which had been created to ensure the successful achievement of the strategic aims.

**DECIDED:**

- (a) That the Customer Strategy 2023/28 be approved; and
- (b) That the contents of the report be otherwise noted.

## **11 Universal Free School Meal (UFSM) Expansion (Primary 6 and Primary 7 Pupils)**

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to the expansion of the Universal Free School Meals (UFSM) programme.

The report set out the current position of the programme which provided free school meals to all pupils across Primary 1 to Primary 5. To facilitate this, improvements had been made to a number of primary school kitchens resulting in an increase from 12 operational kitchens producing the meals for all primary schools and early years centres in 2021 to 25 kitchens in September 2023, with three additional school kitchens expected to have renovations completed by January 2024.

The report projected that by early 2024 there would be 936 Primary 6 and Primary 7 pupils across Renfrewshire eligible for UFSM based on their eligibility for the Scottish Child payment and that an additional five primary school kitchens were due to be refurbished to facilitate this. Detail was provided on the refurbishment costs together with the ongoing revenue costs associated with the expansion of the programme.

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

## **12 Civic Hospitality**

There was submitted a report by the Director of Finance & Resources relative to consideration of requests received by the Provost for civic hospitality from organisations for specific events as detailed within the report.

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

- (i) University of the West of Scotland - 2024 Leisure Studies Conference £2,400
- (ii) Renfrewshire Schools Pipe Band – civic reception to celebrate the recent success of the band at the World Pipe Band Championships - £1,350
- (iii) Survivors of Bereavement by Suicide (SOBS) – annual service - £300
- (iv) Bishopton Scout Group - centenary celebrations - £3,750
- (v) Renfrew Bath's Amateur Swimming Club (RBASC) – 50<sup>th</sup> anniversary celebrations – £1,000
- (vi) Paisley Library - official opening reception - £1,200

(vii) Renfrew Carol Concert – reception - £500

The report advised that the budget provision for 2023/24 for Civic Hospitality (including international Links) was £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £10,300.

**DECIDED:**

(a) That the provision of the hospitality as detailed in the report for the University of the West of Scotland, Renfrewshire Schools Pipe Band, the annual SOBS service and Bishopton Scout group be approved;

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

(c) That the action taken in respect of the civic reception for the opening of the new Paisley Library be homologated; and

(d) That the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the contribution towards RBASC and the Carol Concert at Renfrew be noted.

**13 Contract Award: Supply and Delivery of 3 x Low Entry Buses**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of the contract for the Supply and Delivery of 3 x Low Entry Buses (RC-CPU-23-140) to WN Vtech Limited T/A Mellor Coachcraft as part of the Council's Vehicle Replacement Programme for 2023/24.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for the Supply and Delivery of 3 Low Entry Buses (RC-CPU-23-140) to WN Vtech Limited T/A Mellor Coachcraft made following a mini competition under Lot 11: Accessible Buses of the Scotland Excel Supply & Delivery of Heavy and Municipal Vehicles Framework Agreement (03/21);

(b) That the total contract value of £323,775 excluding VAT be approved; and

(c) That it be noted that WN Vtech Limited T/A Mellor Coachcraft had confirmed that delivery would be made on or before 30 June 2024 to Fleet Services, Underwood Road, Paisley.

**14 Red Smiddy Phase 3a Barnsford Road**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of the contract for Red Smiddy Phase 3a Barnsford Road, reference RC-CPU-23-069, to John McGeady Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for Red Smiddy Phase 3a Barnsford Road, reference RC-CPU-23-069, to John McGeady Limited;

(b) That the contract value of £386,618.82 excluding VAT be approved;

(c) That it be noted that the cost of this contract would be met from Scottish Government Active Travel Transformation Funding;

(d) That it be noted that the intended starting date was 15 January 2024 with the completion date being four months from the starting date and that the actual starting date would be confirmed in the Council's Letter of Acceptance; and

(e) That it be noted that the Council required tenderers to appoint a supported business as a subcontractor to provide the signage required for this contract and that John McGeady Limited had nominated Scotland's Bravest Manufacturing Company, a social enterprise company based in Bishopton and a division of the Royal British Legion Industries Limited charity, for this requirement.

**15 Replacement Streetlighting Installation and Cable Loops**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of the contract for Replacement Streetlighting Installation and Cable Loops, reference RC-CPU-21-246, to Pegasus Power and Communications Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for Replacement Streetlighting Installation and Cable Loops, reference RC-CPU-21-246, to Pegasus Power and Communications Limited;

(b) That the contract value of £237,354.11 excluding VAT be approved;

(c) That it be noted that the cost of this contract would be met from the Capital Budget; and

(d) That it be noted that the intended starting date was 8 January 2024 with the completion date being 13 weeks from the starting date and that the actual starting date would be confirmed in the Council's Letter of Acceptance.

**16 Contract for Environment, Housing and Infrastructure Asset Management System**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of the contract for an Environment, Housing and Infrastructure Asset Management System, reference RC-CPU-22-305, to Brightly Software Limited.



**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the call-off contract for the Environment, Housing and Infrastructure Asset Management System, reference RC-CPU-22-305, to Brightly Software Limited in accordance with the award procedure under the Crown Commercial Services G-Cloud 13 Framework Agreement, reference RM1557.13;

(b) That a maximum call-off contract value of up to £406,966 excluding VAT be approved;

(c) That it be noted that the call-off term was three years with the Council having the option to extend the service on one occasion (extension period) for up to 12 months;

(d) That the proposed call-off start date was 8 January 2024 and that the actual start date would be formally confirmed in the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 Order Form.

**17 Traffic Management Improvements - SPT Projects**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of the contract for Traffic Management Improvements - SPT Projects, reference RC-CPU-23-068, to Hillhouse Quarry Group Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for Traffic Management Improvements - SPT Projects, reference RC-CPU-23-068, to Hillhouse Quarry Group Limited;

(b) That the contract value of £225,730.01 excluding VAT be approved;

(c) That it be noted that the cost of this contract would be met from funding provided by Strathclyde Partnership for Transport; and

(d) That it be noted that the intended starting date was 15 January 2024 with the completion date being three months from the starting date and that the actual starting date would be confirmed in the Council's Letter of Acceptance.

**18 Contract Authorisation Report for Online payments and cashless catering RC-CPU-23-008**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of the contract for online payments and cashless catering, reference RC-CPU-23-008, to Parentpay Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for online payments and cashless catering (reference RC-CPU-23-008) to ParentPay Limited;

(b) That it be noted that that the contract was for a period up to 10 years with the inclusion of a break clause which the Council reserved the right to exercise after Contract Review;

(c) That it be noted that the anticipated contract start date would be 8 January 2024 and that the actual contract start date would be confirmed in the Council's Letter of Acceptance; and

(d) That it be noted that the contract value for the 10 year period was £1,239,726.78 excluding VAT and a 5% contingency for any additions.

**19 Provision of Housing Support for Young Homeless Adults (Argyle Street and Bruce Court) and Single Homeless People and Families (Victoria Drive and Paisley Road) (RC-CPU-23-039)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of the contract for Provision of Housing Support for Young Homeless Adults (Argyle Street and Bruce Court) and the contract for the Provision Single Homeless People and Families (Victoria Drive and Paisley Road), both referenced RC-CPU-23-039, to Blue Triangle (Glasgow) Housing Association Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contracts for the Provision of Housing Support for Young Homeless Adults (Lot 1) and Single Homeless People and Families (Lot 2), both referenced RC-CPU-23-039, to Blue Triangle (Glasgow) Housing Association Limited;

(b) That the maximum contract value of £1,124,228 (£281,057 per annum) for Lot 1 be approved;

(c) That the maximum contract value of £696,264 (£174,066 per annum) for Lot 2 be approved;

(d) That it be noted that it was anticipated that both contracts would commence on 30 March 2024 and end on 29 March 2026 with the Council having the option to extend each contract for up to 12 months on two separate occasions and that the actual commencement date for each contract would be confirmed in the respective Council's Letter of Acceptance.

**20 Provision of a Care at Home Service (RC-CPU-23-015)**

There was submitted a joint report by the Director of Finance & Resources and the Chief Officer – Renfrewshire Health and Social Care Partnership relative to the award of the contract for the Provision of a Care at Home Service to Scotia Homecare Solutions Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for Provision of a Care at Home Service, reference RC-CPU-23-015, to Scotia Homecare Solutions Limited;

(b) That it be noted that the commencement date of the contract was anticipated to be 1 January 2024 for a contract period of 12 months, with no option to extend and that the actual commencement date for this contract would be confirmed in the Council's Letter of Acceptance; and

(c) That a contract value of up to a maximum of £241,460 excluding VAT be approved.

**21 Three Contracts for the Provision of a Care at Home Service (Contract references RC-CPU-23-084, RC-CPU-23-085 and RCCPU- 23-086)**

There was submitted a joint report by the Director of Finance & Resources and the Chief Officer – Renfrewshire Health and Social Care Partnership relative to the award of three separate contracts for the provision of Care at Home Services, references RC-CPU-23-084, RC-CPU-23-085 and RCCPU- 23-086.

**DECIDED:**

(a) That the Head of Corporate Government be authorised to award contracts for the following services:

(i) RC-CPU-23-084 Provision of a Care at Home Service to CRC Care Limited, for a contract period of 12 months, with an annual value of up to £2,752,346 excluding VAT, with no option to extend;

(ii) RC-CPU-23-085 Provision of a Care at Home Service to Wilkerr Care Services Limited, for a contract period of 12 months, with an annual value of up to £1,889,427 excluding VAT, with no option to extend; and

(iii) RC-CPU-23-086 Provision of a Care at Home Service to MVERTH Limited, for a contract period of 12 months, with an annual value of up to £1,167,461 excluding VAT, with no option to extend; and

(b) That it be noted that each of these three contracts were intended to commence on 1 January 2024 and that the exact commencement date would be confirmed in the respective Council Letter of Acceptance.

**22 Contract Award: New Build Housing Design and Build, Gallowhill West, Paisley (RC-CPU-22-345)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a works contract for New Build Housing Design and Build, Gallowhill West, Paisley, (RC-CPU-22-345) to McTaggart Construction Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for New Build Housing & Design, Gallowhill West, Paisley reference RC-CPU-22-345 to McTaggart Construction Limited following a Mini-Competition under Lot 5 (Developments of 41 units and over) of the Scotland Excel New Build Residential Construction Framework Agreement (Reference 15-18), subject to a suitable offer of Scottish Government Affordable Housing Grant funding;

(b) That a contract sum of £13,721,921.34 excluding VAT be approved;

(c) That a contract period of 30 months be approved;

(d) That it be noted that the date of possession of the site was 11 December 2023, with the date for completion of the works 10 June 2026 and that any changes to these dates would be confirmed in the Council's Letter of Acceptance; and

(e) That it be noted that the award of this contract required the provision of the Sub Consultant/Contractor Collateral Warranty as indicated within the tender documentation.

**23 Contract Award: New Build Housing Design and Build, Carbrook Street, Paisley (RC-CPU-22-349)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a works contract for New Build Housing Design and Build, Carbrook Street, Paisley, (RC-CPU-22-349) to McTaggart Construction Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract, subject to a suitable offer of grant funding, for New Build Housing & Design, Carbrook Street, Paisley reference RC-CPU-22-349 to McTaggart Construction Limited following a Mini-Competition under Lot 3 (Development of 16-25 Units) of the Scotland Excel New Build Residential Construction Framework Agreement (Reference 15-18);

(b) That a contract sum of £4,387,821.24 excluding VAT be approved;

(c) That a contract period of 74 weeks (with 40 weeks for design and 34 weeks for construction) be approved;

(d) That it be noted that the date of possession of the site was 11 December 2023, with the date for completion of the works being 12 May 2025 and that any changes to these dates would be confirmed in the Council's Letter of Acceptance; and

(e) That it be noted that the award of this contract required the provision of the Sub Consultant/Contractor Collateral Warranty as indicated within the tender documentation.

**24 Contract Award: New Build Housing Design and Build, Howwood Road, Johnstone (RC-CPU-22-347)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a works contract for New Build Housing Design and Build, Howwood Road, Johnstone, (RC-CPU-22-347) to McTaggart Construction Limited.

**DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award the contract, subject to a suitable offer of grant funding, for New Build Housing & Design, Howwood Road, Johnstone reference RC-CPU-22-347 to McTaggart Construction Limited following a Mini-Competition under Lot 5 (Development of 41 Units and over) of the Scotland Excel New Build Residential Construction Framework Agreement (Reference 15-18);
- (b) That a contract sum of £14,249,611.93 excluding VAT be approved;
- (c) That a contract period of 136 weeks (with 40 weeks for design and 96 weeks for construction) be approved;
- (d) That it be noted that the date of possession of the site was 11 December 2023, with the date for completion of the works being 20 July 2026 and that any changes to these dates would be confirmed in the Council's Letter of Acceptance; and
- (e) That it be noted that the award of this contract required the provision of the Sub Consultant/Contractor Collateral Warranty as indicated within the tender documentation.

**25 Contract Awards: Adaptation and Small Repair Service (RC-CPU-21-231); Contract 1: Renfrewshire Council – Adaptation Related Service  
Contract 3: Renfrewshire Council – Small Repair/Handyperson Service**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure and the Chief Officer – Renfrewshire Health and Social Care Partnership relative to the award of two contracts, reference RC-CPU-21-231, to Bridgewater Housing Association Limited.

**DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award two contracts for an Adaptation and Small Repair Service (RC-CPU-21-231) to Bridgewater Housing Association Limited to Renfrewshire Council as follows:
  - (i) Contract 1; Renfrewshire Council – Adaptation related service
  - (ii) Contract 3; Renfrewshire Council - Small repair/ handyperson service;
- (b) That the maximum contract value of £423,144 for Contract 1 be approved;
- (c) That the maximum contract value of £270,000 for Contract 3 be approved;
- (d) That the contract periods for both contracts (Contract 1 and Contract 3) of one year, with the option to extend each for up to 12 months on two separate occasions to a total contract period of three years, be approved; and
- (e) That it be noted that the two contracts were anticipated to commence on 1 April 2024 and that the actual date of commencement for each of the two contracts will be stated in the Council's Letter of Acceptance.

## **26 Paisley Museum Reimagined: Audio Visual & Information Communication Technology Systems Integration Contract Reference: RC-CPU-23-013**

There was submitted a joint report by the Chief Executive and Director of Finance & Resources relative to the award of a Supply Contract for Paisley Museum Reimagined: Audio Visual & Information Communication Technology Systems Integration Contract (RC-CPU-23-013) to Heritage Interactive Limited.

### **DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award the contract for Paisley Museum Reimagined: Audio Visual & Information Communication Technology Systems Integration Contract (RC-CPU-23-013) to Heritage Interactive Limited;
- (b) That the total price of £419,861.10 excluding VAT as submitted by Heritage Interactive Limited in their Tender Submission, and a 5% contingency be approved;
- (c) That it be noted that Heritage Interactive Limited were required to obtain the appropriate level of Professional Indemnity insurance prior to commencement of the contract;
- (d) That it be noted that it was anticipated that the contract would commence 18 December 2023 or on the date confirmed in the Council's Letter of Acceptance; and
- (e) That it be noted that it was anticipated that the contractor would deliver and install the equipment in phases commencing from 4 March 2024 to complete delivery and install by 8 October 2024 and that exact dates for delivery and installation would be agreed with contractor subject to completion of the Paisley Museum Reimagined main works contract and the programme for Exhibition Fit-Out Contract.

## **27 Contract Authorisation Report For Business Gateway Workshops And Expert Help Services (RC-CPU-23-102)**

There was submitted a joint report by the Chief Executive and Director of Finance & Resources relative to the award of a contract for Business Gateway Workshops and Expert Help Services, reference RC-CPU-23-102 to Inspirent Limited.

### **DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award the contract for Business Gateway Workshops and Expert Services (RC-CPU-23-102) to Inspirent Limited;
- (b) That it be noted that the contract would be for a period of two years with an expected contract start date of 1 January 2024 and that the actual commencement date would be confirmed within the Council's Letter of Acceptance;
- (c) That it be agreed that the contract value for the two-year period would not exceed £196,000 excluding VAT; and
- (d) That it be noted that a Data Processor Agreement was included in the tender and that this would require to be signed by Inspirent Limited prior to delivery of the service.

## **28 Corporate Procurement Strategy 2023 – 2025**

There was submitted a report by the Director of Finance & Resources relative to an updated Corporate Procurement Strategy. A copy of the proposed strategy was set out at Appendix 1 of the report.

The report outlined the Council's requirement under the Procurement Reform (Scotland) Act 2014 to prepare a procurement strategy which set out how it intended to carry out regulated procurements. The previous strategy was produced in 2020, covering the period April 2020 to March 2023, and set out the strategic context within which the Council was operating, highlighting the key priorities for the Procurement team to ensure that they could support the Council to deliver its strategic goals and objectives.

The updated Corporate Procurement Strategy 2023-2025 aligned to the goals and objectives set out in the Council Plan and to the ambitions of Renfrewshire's Economic Strategy, and recognised the need to address wider social policy through procurement.

### **DECIDED:**

- (a) That the Corporate Procurement Strategy for 2023 – 2025 be approved; and
- (b) That it be noted that, in accordance with legislation, the strategy would be subject to annual review and updated as appropriate.

## **29 Bishopton Primary Classroom Block (RC-CPU-23-161)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of Works Contract for the Bishopton Primary Classroom Block, reference RC-CPU-23-161 to City Gate Construction (Scotland) Limited.

### **DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award the contract for the Bishopton Primary Classroom Block (RC-CPU-23-161) to City Gate Construction (Scotland) Limited;
- (b) That a contract sum of £593,974.15 excluding VAT be approved; and
- (c) That it be noted that the date of possession of the site was 29 January 2024 and the date for completion of the works was 24 weeks from the date of possession and that any changes to these dates would be confirmed in the Council's Letter of Acceptance.

## **30 Former Renfrew Police Station Restoration Works**

There was submitted a joint report by the Chief Executive and the Director of Environment, Housing & Infrastructure relative to the restoration works at the former Renfrew Police Station, Inchinnan Road, Renfrew.

The report sought approval for the use of the Renfrew Common Good Fund to finance urgent repair and maintenance work which was required at the former Renfrew Police Station including the clearing of gutters on the roof, removal of rot within the building and securing of all windows and entry points. The total estimated cost of the works was £110,000.

**DECIDED:**

- (a) That the contents of the report be noted;
- (b) That the Head of Facilities and Property Services be authorised to award a contract for urgent repairs and maintenance works at the Former Renfrew Police Station, Inchinnan Road, Renfrew; and
- (c) That the use of the Renfrew Common Good Fund to finance the estimated contract works of £110,000 be approved.



## Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 08 November 2023	15:00	Council Chambers/Hybrid Meeting,

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

### Representing Trades Unions

D Kent, J Boylan, S Hicks (all UNISON) and G Cochran (UNITE).

### In Attendance

M Boyd, Head of People & OD, R Laouadi, HR Manager, L Cameron, Operations Manager (Locality Teams), R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, and E Gray, Senior Committee Services Officer (all Finance & Resources).

### 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 The management-side and the trade unions it was proposed and agreed that Councillor Audrey Doig chair this meeting of the JCB (Non-Teaching).

**DECIDED:** That Councillor Audrey Doig chair the meeting.

## **Apology**

M Ferguson (UNISON).

## **Declarations of Interest and Transparency Statements**

Councillor Gilmour indicated that he had a connection to items 1, 2, 3 and 4 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 1, 2, 3 and 4 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 1, 2, 3 and 4 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 30 August 2023.

**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 seven grievances as at August 2023, a decrease of two cases 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 September 2023 and detailing the capacity and Services in which they were engaged. The report advised that as at 1 September 2023, 233 agency workers were employed across all Council Services, decrease of 14 agency workers since August 2023. Renfrewshire Health & Social Care Partnership employed 187 of those agency workers.

The HR Manager responded to questions regarding numbers of agency workers.

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

### 4 **Timetable of Meetings for 2024**

There was submitted a report by the Director of Finance & Resources relative to the proposed timetable of meetings for 2023.

The report advised that the current constitution of the Joint Consultative Board stipulated the frequency of meetings of the Board, currently requiring the Board to meet no less than five times per year. Following discussion with representatives of the management side and the trade union representatives it was proposed that meetings of the JCB Non-Teaching be held on 8 February, 18 April, 13 June, 19 September and 21 November 2024. It was agreed that all future meetings of the JCB Non-Teaching start at 3 pm.

**DECIDED:**

(a) That the proposed timetable for the JCB Non -Teaching meeting dates for 2024, detailed in the report, be approved; and

(b) That it be noted that future meetings of the JCB Non-Teaching would start at 3 pm.

### 5 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the JCB (Non-Teaching) would be held at 3pm on 8 February 2024.