

Notice of Meeting and Agenda

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 04 September 2019	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Tom Begg: Councillor Bill Brown: Provost Lorraine Cameron: Councillor Audrey Doig: Councillor Jim Harte: Councillor John Hood: Councillor Kenny MacLaren: Councillor Iain Nicolson: Councillor Jim Paterson: Councillor Jim Sharkey: Councillor James Sheridan: Councillor Andy Steel: Councillor Jane Strang:

Councillor John Shaw (Convener): Councillor John McNaughtan (Depute Convener):

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online

at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

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.

MINUTES

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| 1 | Joint Consultative Committee (Non-teaching) | 5 - 8 |
| | Minute of the meeting of the Joint Consultative Committee (Non-teaching) held on 5 June 2019. | |
| 2 | Investment Review Board | 9 - 12 |
| | Minute of the meeting of the Investment Review Board held on 12 June 2019. | |

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| 3 | Revenue Budget Monitoring Report | 13 - 24 |
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| 5 | Capital Budget Monitoring Report | 33 - 38 |
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| 6 | Capital Budget Monitoring Report - Council Overview | 39 - 48 |
| | Report by the Director of Finance & Resources. | |
| 7 | Council Tax Accounts for Write-off | 49 - 68 |
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| 8 | Housing Benefit Accounts for Write-off | 69 - 72 |
| | Report by the Director of Finance & Resources. | |
| 9 | Non-domestic Rates Accounts for Write-off | 73 - 76 |
| | Report by the Director of Finance & Resources. | |
| 10 | Sundry Debtors Accounts for Write-off | 77 - 80 |
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| 11 | Annual Efficiency Statement 2018/19
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| 12 | Customer & Business Service Performance Report
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| 13 | Operational Performance - Facilities Management
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| 14 | Public Holidays for Employees 2020
Report by the Director of Finance & Resources. | 109 - 112 |
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| 15 | Civic Hospitality
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Report by the Chief Executive. | 117 - 120 |
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Report by the Chief Executive. | 121 - 126 |
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Report by the Chief Executive. | 127 - 132 |
| 19 | Paisley Town Centre Public Realm Design Works - Multi-disciplinary Design Team
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	Joint report by the Chief Executive and the Director of Communities, Housing & Planning Services.	
24	Lead Consultant Glasgow Airport Investment Area (GAIA) South Project	163 - 168
	Report by the Chief Executive.	

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 05 June 2019	15:30	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

REPRESENTING RENFREWSHIRE COUNCIL MANAGEMENT - Councillor Tom Begg; Councillor Jim Harte; Councillor John McNaughtan; Councillor Jim Paterson; and Councillor Andy Steel.

REPRESENTING TRADE UNIONS - M McIntyre (UNISON)

REPRESENTING APT & C STAFF - S Hicks (UNISON)

In Attendance

G McKinlay, Head of Schools (Childrens' Services); A Bennett, Housing Services Manager (Communities, Housing and Planning Services); E Scott, Building Services Operation Manager (Environment & Infrastructure); and R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

Apologies

S McAllister (UNITE); J McMenemy (GMB); and M Ferguson (UNISON)

Declarations of Interest

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

1 Appointment of Chairperson

It was proposed and agreed that S Hicks chair the meeting.

DECIDED: That S Hicks chair the meeting.

Additional Item

The Chairperson indicated that there was an additional item relative to Grievances which had not been included in the notice calling the meeting. The Chairperson, being of the opinion that the item, which was dealt with at item 5 below, was competent and relevant, authorised its consideration.

2 Minute of Previous Meeting

There was submitted the Minute of the previous meeting of the Joint Consultative Board (Non-teaching) held on 27 March 2019.

Under reference to paragraph 4, Children's Services – ASNA Review and Administration of Medicines, S Hicks intimated that as ongoing engagement had not yet resolved the matter, employees may commence a boycott of duties should a swift resolution not be forthcoming. It was noted that no specific trigger or date for commencement of such a boycott was available.

DECIDED:

(a) That the Minute be approved; and

(b) That information about a potential boycott of duties be noted.

3 Developments in Health, Safety and Wellbeing

There was submitted a report by the Director of Finance & Resources relative to developments in health, safety and well-being activities that had taken place since the last meeting of this Board on 27 March 2019. A copy of the 2018/19 End of Year Report on the Health and Safety activities within Renfrewshire was appended to the report for information.

The report highlighted progress made by Council services to reduce accident/incidents and ill health and demonstrated commitment to ensuring the health, safety and wellbeing of employees.

Progress to identify suitable venues/locations where staff such as home care workers could take work breaks safely and the challenges presented by this task were also noted.

DECIDED: That the report and information provided be noted.

4 Agency Workers

There was submitted a report by the Director of Finance & Resources relative to the service area, job category and number of agency workers employed by the Council as at April 2019. The report advised that 117 agency workers were employed across all services.

DECIDED: That the report be noted.

5 Grievance Report

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 indicating that there was a total of 14 grievances as at May 2019, which was an increase of two since March 2019.

It was noted that one grievance, currently at the informal stage, was racial in nature.

DECIDED: That the report be noted.

6 Absence Statistics – 1 October 2018 to 31 March 2019

There was submitted a report by the Director of Finance & Resources relative to absence statistics by service and by category of staff.

The overall absence rate was 2.84 days lost per full-time equivalent (FTE) employee, 0.15 days above the target of 2.69 days. The absence level for teachers was 1.87 days lost per FTE employee, 0.43 below the target of 2.30 days.

The report advised that psychological (non-work related) and musculoskeletal and joint disorders continued to be the illness categories causing the highest levels of absence. The report also detailed the range of support services available to assist attendance at work.

It was noted that the provision of e-bikes was being considered as part of the employee benefits scheme and the provision of gender-neutral facilities, whilst not in great demand, would be addressed as required.

DECIDED: That the report be noted.

7 Date of Next Meeting

The next meeting of the Joint Consultative Committee (Non-teaching) was scheduled to take place at 3.30 pm on 4 September 2019.

DECIDED: It was noted that the next meeting of the Joint Consultative Board Non-Teaching was scheduled to be held at 3.30 pm on 4 September 2019.

Minute of Meeting Investment Review Board

Date	Time	Venue
Wednesday, 12 June 2019	11:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor John McIntyre, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw

Chair

Councillor Shaw, Convener, presided.

In Attendance

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

Also Attending

D Millar, Senior Investment Analyst, Hymans Robertson LLP; and M Connor and G Brisbane, Portfolio Managers (both Aberdeen Standard Capital).

Declarations of Interest

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

1 Note of Inquorate Meeting

There was submitted a note of inquorate meeting, dated 21 November 2018.

DECIDED: That the information be noted.

2 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Investment Review Board held on 5 December 2018.

DECIDED: That the Minute be approved.

3 Investment Manager Tender Exercise

There was submitted a report by the Director of Finance & Resources relative to the outcome of a tender exercise to appoint Investment Managers. The report outlined the procurement process and advised that Aberdeen Standard Capital Limited (formerly Standard Life Wealth Limited) had been appointed as the Council's Investment Manager with effect from 1 July 2019 for a period of three years, with the option to extend the contract for up to a further two years.

DECIDED: That the appointment of Aberdeen Standard Capital Limited as the Council's Investment Manager be noted.

4 Information Session

D Miller, Consultant (Hymans Robertson LLP) delivered a briefing relative to the performance of Renfrewshire Council's investment portfolios giving an update on current market and other economic news; equities; investing as a long-term activity; bond markets; property; currencies and infrastructure. He explained that despite a difficult trading period, Q4 had shown good returns. The multi-asset approach to investment adopted by the Council's Investment Manager had provided steady growth and performance, in terms of income generation, was ahead of the benchmark.

DECIDED: That the briefing be noted.

Sederunt

M Connor and G Brisbane, Portfolio Managers (both Aberdeen Standard Capital Limited) entered the meeting during consideration of the undernoted item.

5 Paisley and Renfrew Common Good Funds: Review of Investment and Income Performance

There was submitted a report by the Director of Finance & Resources relative to the performance of the Paisley and Renfrew Common Good Funds during the six-months to

31 March 2019. A performance review by Hymans Robertson LLP was attached as an appendix to the report.

M Connor and G Brisbane provided commentary on the performance of world markets; the global macroeconomic environment; Brexit; investment guidelines for Common Good Funds; long-term performance of Common Good Funds; asset contribution to Common Good Funds; stock contribution to Common Good Funds; and a rationale for remaining invested in risk assets.

The report advised that the value of the Paisley Common Good Fund had reduced slightly from £4.182 million in 2018 to £4.160 million in 2019 and estimated income was now £147,780 (£149.218 last quarter) against a target of £113,000.

The value of the Renfrew Common Good Fund had also reduced slightly from £14.140 million in 2018 to £14.061 million in 2019 and estimated income was now £479,834 (£504,264 last quarter) against a target of £380.000.

DECIDED: That performance of investments be noted.

6 Date of Next Meeting

It was noted that the next meeting of the Investment Review Board would be held in Renfrewshire House on Wednesday 20 November 2019 at 11am.

DECIDED: That the information be noted.



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: Director of Finance and Resources

Heading: Revenue Budget Monitoring to 21 June 2019

1. Summary

1.1 The financial position for services reporting to this Board is summarised in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Finance & Resources	Break even	-	N/A	-
Environment & Infrastructure	Break even	-	N/A	-
Miscellaneous	Break even	-	N/A	-

2. Recommendations

2.1 Members are requested to note the budget position.

3. **Budget Adjustments**

- 3.1 Members are requested to note there were no material budget adjustments to the baseline budget:

4. **Finance and Resources**

Current Position: break even
Previously Reported: *N/a*

At this stage in the financial year Finance and Resources reflects a breakeven position with no significant variances to report.

4.1 **Projected Year End Position**

It is anticipated that Finance and Resources will breakeven at year end.

5. **Environment & Infrastructure (Facilities Management)**

Current Position: break even
Previously Reported: *N/a*

At this stage in the financial year Environment & Infrastructure reflects a breakeven position with no significant variances to report.

5.1 **Projected Year End Position**

It is anticipated that Environment & Infrastructure will breakeven at year end.

6. **Miscellaneous Services**

Current Position: break even
Previously Reported: *N/a*

At this stage in the financial year Miscellaneous reflects a net a breakeven position with no significant variances to report.

6.1 **Projected Year End Position**

It is anticipated that Miscellaneous will breakeven at year end.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** - none
3. **Community Planning** – none
4. **Legal** - none
5. **Property/Assets** - none
6. **Information Technology** - none.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** - none
12. **Cosla Policy Position** - none
13. **Climate Risk** - none

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RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/2020
1st April 2019 to 21st June 2019

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES

Description	Revised Annual Budget	Revised Period Budget	Revised Actual	Budget Variance		
				£000's	%	
Finance and Resources	39,650	18,549	18,549	0	0.0%	breakeven
Environment and Infrastructure	15,491	7,936	7,936	(0)	0.0%	breakeven
Miscellaneous	67,464	3,018	3,018	(0)	0.0%	breakeven
NET EXPENDITURE	122,605	29,504	29,504	(0)	0.0%	breakeven

	£000's	
Bottom Line Position to 21st June 2019 is underspend	(0)	0.0%
Anticipated Year End Budget Position is breakeven	0	0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/2020
1st April 2019 to 21st June 2019

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES

Description	Revised Annual Budget	Revised Period Budget	Revised Actual	Budget Variance		
				£000's	%	
Employees	112,598	12,630	12,630	(0)	0.0%	breakeven
Premises Related	7,910	1,116	1,115	0	0.0%	breakeven
Transport Related	1,155	108	108	0	0.4%	breakeven
Supplies and Services	17,432	5,373	5,373	0	0.0%	breakeven
Third Party Payments	1,202	18	18	0	0.0%	overspend
Transfer Payments	1,818	457	457	0	0.0%	breakeven
Support Services	10,528	(3,391)	(3,391)	0	0.0%	overspend
Depreciation and Impairment Losses	22,467	1,667	1,668	0	0.0%	breakeven
GROSS EXPENDITURE	175,108	17,978	17,979	0	0.0%	breakeven
Income	(52,503)	11,526	11,526	0	0.0%	over-recovery
NET EXPENDITURE	122,605	29,504	29,504	0	0.0%	breakeven

	£000's	
Bottom Line Position to 21st June 2019 is underspend	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/2020
1st April 2019 to 21st June 2019

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

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Revised Actual (4)	Budget Variance (5)		
				£000's	%	
Employees	31,645	8,077	8,077	0	0.0%	breakeven
Premises Related	2,510	343	343	0	0.0%	breakeven
Transport Related	82	20	20	0	0.0%	breakeven
Supplies and Services	6,607	869	869	(0)	0.0%	breakeven
Third Party Payments	1,382	18	18	0	0.0%	breakeven
Transfer Payments	673	209	209	0	0.0%	breakeven
Support Services	1,580	(3,460)	(3,460)	0	0.0%	breakeven
Depreciation and Impairment Losses	4,912	760	760	0	0.0%	breakeven
GROSS EXPENDITURE	49,391	6,836	6,836	(0)	0.0%	breakeven
Income	(9,741)	11,713	11,713	0	0.0%	breakeven
NET EXPENDITURE	39,650	18,549	18,549	(0)	0.0%	breakeven

	£000's	
Bottom Line Position to 21st June 2019 is breakeven	<u>(0)</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/2020
1st April 2019 to 21st June 2019

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

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Revised Actual (4)	Budget Variance (5)		
				£000's	%	
Cost of Collection of Council Tax	(223)	(292)	(292)	0	0.0%	breakeven
Cost of Collection of Rates	107	26	26	0	0.0%	breakeven
Development	21,722	11,092	11,091	(0)	0.0%	breakeven
Finance	6,168	3,233	3,234	0	0.0%	breakeven
Finance & Support Services	(385)	42	42	0	0.0%	breakeven
Investment & Technical Services	487	851	851	0	0.0%	breakeven
Office Accomodation	1,791	261	261	0	0.0%	breakeven
Legal and Democratic	3,453	1,755	1,755	0	0.0%	breakeven
Personnel Services	2,240	1,191	1,191	0	0.0%	breakeven
Private Sector Housing Benefit	434	(311)	(311)	0	0.0%	breakeven
Finance Miscellaneous	2,556	682	682	0	0.0%	breakeven
Total	38,348	18,530	18,530	0	0.0%	breakeven
Renfrewshire Valuation Joint Board	1,302	18	18	0	0.0%	breakeven
NET EXPENDITURE	39,650	18,549	18,549	0	0.0%	breakeven

	£000's	
Bottom Line Position to 21st June 2019 is breakeven	(0)	0.0%
Anticipated Year End Budget Position is breakeven	0	0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/2020
1st April 2019 to 21st June 2019

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

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Revised Actual (4)	Budget Variance (5)		
				£000's	%	
Employees	20,298	3,661	3,661	0	0.0%	breakeven
Premises Related	3,331	(30)	(30)	0	0.0%	breakeven
Transport Related	1,073	88	88	0	0.0%	breakeven
Supplies and Services	8,157	4,369	4,369	(0)	0.0%	breakeven
Third Party Payments		0	0	0	0.0%	breakeven
Transfer Payments	25	15	15	0	0.0%	breakeven
Support Services	1,144	0	0	0	0.0%	breakeven
Depreciation and Impairment Losses	1,208	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	35,236	8,103	8,103	(0)	0.0%	breakeven
Income	(19,745)	(167)	(167)	0	0.0%	breakeven
NET EXPENDITURE	15,491	7,936	7,936	(0)	0.0%	breakeven

	£000's	
Bottom Line Position to 21st June 2019 is breakeven	(0)	0.0%
Anticipated Year End Budget Position is breakeven	0	0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/2020
1st April 2019 to 21st June 2019

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

Description (1) £000's	Revised Annual Budget (2) £000's	Revised Period Budget (3) £000's	Revised Actual (4) £000's	Budget Variance (5) £000's %		
Catering Cleaning and Janitorial School Crossing Patrol Public Building Repairs Building Services	3,605 7,538 640 3,708 0	411 1,347 108 800 5,270	411 1,347 108 800 5,270	0 0.0% breakeven 0 0.0% breakeven 0 0.0% breakeven 0 0.0% breakeven 0 0.0% breakeven		
NET EXPENDITURE	15,491	7,936	7,936	(0) 0.0% breakeven		

Bottom Line Position to 21st June 2019 is breakeven

Anticipated Year End Budget Position is breakeven

£000's

(0)

(0)

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2019/2020
1st April 2019 to 21st June 2019

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : MISCELLANEOUS

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Revised Actual (4)	Budget Variance (5)		
				£000's	%	
Employees	60,655	892	892	(0)	0.0%	breakeven
Premises Related	2,069	803	803	0	0.0%	overspend
Transport Related	0	0	(0)	0	0%	breakeven
Supplies and Services	2,667	135	135	(0)	0.0%	overspend
Third Party Payments	(180)	0	0	0	0.0%	overspend
Transfer Payments	1,120	233	233	0	0.0%	breakeven
Support Services	7,803	69	69	0	0.0%	overspend
Depreciation and Impairment Losses	16,347	906	906	0	0.0%	breakeven
GROSS EXPENDITURE	90,481	3,038	3,038	(0)	0.0%	breakeven
Income	(23,017)	(20)	(20)	0	0.0%	over-recovery
NET EXPENDITURE	67,464	3,018	3,018	(0)	0.0%	breakeven

	£000's	
Bottom Line Position to 21st June 2019 is underspend	<u>(0)</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven	<u>0</u>	<u>0.0%</u>



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: Director of Finance and Resources

Heading: Revenue Budget Monitoring – Council Overview to 21 June 2019

1. Summary

1.1 This report provides an overview of the budget performance for all Services for the period to 21 June 2019. The report confirms a net underspend of £8,000. The summary position for General Fund Services and the Housing Revenue Account is outlined in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
General Fund Services	£8,000 underspend	(0%)	-	-
HRA	breakeven	-	-	-

1.2 The budget performance to date suggests a projected breakeven position at the year end

2. **Recommendations**

- 2.1 Members are requested to note the budget position.
-

3. **Service Commentaries**

- 3.1 Budget Monitoring reports will be considered by each Policy Board for services reporting directly to those Boards.

- 3.2 In terms of the Financial Regulations budgets have been approved on a service basis and Directors are expected to manage their spending needs within the bottom line of the budget approved. A brief commentary on budget variances by service is provided below and a Service overview is attached for information.

- 3.3 **Children's Services** (*Education and Children's Services Policy Board*)

Current position: £6,000 underspend

Previously reported: n/a

The underspend position reflects overspends in Additional Support for Learning and Childrens and Families, offset by underspends in primary and secondary schools.

Projected Year End Position

It is anticipated that Childrens' Services will achieve a break-even year-end position.

- 3.4 **Leisure Services** (*Leadership*)

Current position: Breakeven

Previously reported: n/a

At this stage in the financial year Leisure Services reflects a breakeven position with no significant variances to report.

- 3.5 **Projected Year End Position**

It is anticipated that Leisure Services will achieve a break-even year-end position.

3.6 **Chief Executive's Service** *(Leadership)*

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>n/a</i>

At this stage in the financial year Chief Executives reflects a breakeven position with no significant variances to report.

3.7 **Projected Year End Position**

It is anticipated that Chief Executives will achieve a break-even year-end position.

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

Current position:	Breakeven
<i>Previously reported:</i>	<i>n/a</i>

At this stage in the financial year Adult Services reflects a breakeven position with no significant variances to report.

3.9 **Projected Year End Position**

It is anticipated that Adult Services will achieve a break-even year-end position.

3.10 **Environment & Infrastructure** *(Infrastructure, Land and Environment Policy Board)*

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>n/a</i>

At this stage in the financial year the service reflects a breakeven position with no significant variances to report.

3.11 **Projected Year End Position**

It is currently forecast that Environment & Infrastructure services reporting to this Policy Board will break even at year end. The Department and the leadership team continue to undertake a range of management actions to address the significant budget pressures experienced in 2018/19 and continuing into the current financial year. This includes strict expenditure controls and focus on income generating service activities.

This forecast position is also based in assumptions around the costs of disposal of residual and recycle waste and the costs of variable service delivery, such as roads maintenance activity through the autumn/winter period from October 2019 to March 2020.

3.12 **Communities, Housing and Planning Services (excl HRA)**

Current Position:	£2,000 underspend
<i>Previously Reported:</i>	<i>n/a</i>

At this stage in the financial year, there is a minor underspend of £2,000 for the above services reporting to the Communities, Housing and Planning Policy Board.

3.13 **Projected Year End Position**

It is also projected that a breakeven position will be achieved at the year end for these services

3.14 **Chief Executives – Economic Development** (*Leadership Board*)

Current position:	Breakeven
<i>Previously reported:</i>	<i>n/a</i>

At this stage in the financial year Economic Development reflects a breakeven position with no significant variances to report.

3.15 **Projected Year End Position**

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

3.16 **Finance and Resources** (*Finance, Resources and Customer Services Policy Board*)

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>n/a</i>

At this stage in the financial year Finance and Resources reflects a breakeven position with no significant variances to report.

3.17 **Projected Year End Position**

It is anticipated that Finance and Resources will breakeven at year end.

3.18 **Miscellaneous Services** (*Finance, Resources and Customer Services Policy Board*)

Current Position: breakeven
Previously Reported: n/a

At this stage in the financial year Miscellaneous is reflecting an underspend as a result underspends in employee costs and depreciation.

3.19 **Projected Year End Position**

It is anticipated that Miscellaneous will breakeven at year end.

3.20 **Housing Revenue Account** (*Communities, Housing & Planning Policy Board*)

Current Position: breakeven
Previously Reported: n/a

3.21 At this stage in the financial year, it is projected that the HRA will achieve a breakeven position at the year end.

3.22 **Projected Year End Position**

At this stage in the financial year, it is projected that the HRA will achieve a breakeven position at the year end.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none

3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** - none.
7. **Equality & Human Rights** The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** - none
12. **Cosla Policy Position** - none
13. **Climate Risk** - none

Author: Lisa Dickie, Extension 7384

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 21 June 2019

POLICY BOARD : FINANCE, RESOURCES AND CUSTOMER SERVICES : OVERVIEW

Description	Revised Annual Budget	Revised Period Budget	Revised Actual	Budget Variance		
				£000's	%	
Education and Children	206,478	26,672	26,666	6	0.0%	underspend
Leisure Services	10,446	2,931	2,931	(0)	0.0%	breakeven
Environment & Infrastructure	50,303	14,127	14,127	0	0.0%	breakeven
Finance & Resources	39,650	18,549	18,549	0	0.0%	breakeven
Community, Housing and Planning Services	12,827	5,744	5,742	2	0.0%	underspend
Economic Development	2,550	494	494	(0)	-0.1%	breakeven
Chief Executives	6,567	1,596	1,596	0	0.0%	breakeven
Miscellaneous	67,464	3,018	3,018	0	0.0%	breakeven
Adult Services	70,826	16,806	16,806	0	0.0%	breakeven
SUB - TOTAL GENERAL SERVICES	467,111	89,937	89,929	8	0.0%	underspend
Housing Revenue Account (HRA)	0	(7,742)	(7,742)	0	0.0%	breakeven
NET EXPENDITURE	467,111	82,194	82,186	8	0.0%	underspend

	£000's	
Bottom Line Position to 21 June 2019 is a net underspend	<u>8</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 21 June 2019

POLICY BOARD : FINANCE, RESOURCES AND CUSTOMER SERVICES : OVERVIEW

Description	Revised Annual Budget	Revised Period Budget	Revised Actual	Budget Variance		
£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	301,693	47,407	46,670	736	1.6%	underspend
Property Costs	34,087	3,540	3,568	(28)	-0.8%	overspend
Supplies & Services	82,364	15,242	15,299	(57)	-0.4%	overspend
Transport & Plant Costs	10,000	2,555	2,715	(160)	-6.3%	overspend
Support Services	15,731	(3,280)	(3,270)	(10)	-0.3%	overspend
Third Party Payments	76,911	16,695	16,964	(269)	-1.6%	overspend
Transfer Payments	83,878	15,513	15,861	(348)	-2.2%	overspend
Capital Charges	72,588	1,666	1,666	0	0.0%	breakeven
GROSS EXPENDITURE	677,254	99,338	99,473	(135)	-0.1%	overspend
Income	(210,142)	(17,144)	(17,287)	143	0.8%	over-recovery
NET EXPENDITURE	467,111	82,194	82,186	8	0.0%	underspend

	£000's	
Bottom Line Position to 21 June 2019 is a net underspend	<u>8</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven	<u>0</u>	<u>0.0%</u>



To: FINANCE, RESOURCES & CUSTOMER SERVICES POLICY BOARD

On: 4 SEPTEMBER 2019

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 21st June 2019 totals £0.526m compared to anticipated expenditure of £0.530m for this time of year. This results in a £0.004m underspend those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Corporate Issues	£0.004m u/spend	0% u/spend	<i>n/a</i>	<i>n/a</i>
Total	£0.004m u/spend	0% u/spend	<i>n/a</i>	<i>n/a</i>

- 1.2 The expenditure total of £0.526m represents 6% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.
-

2. Recommendations

- 2.1 It is recommended that Members note this report.

3. **Background**

3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive.

3.2 This capital budget monitoring report details the performance of the Capital Programme to 21st June 2019, and is based on the Capital Investment Programme which was approved by members on 28th February 2019, adjusted for movements since its approval.

4. **Budget Changes**

4.1 Since the last report budget changes within 2019-20 totalling £3.799m have arisen which reflects the following:-

- Budget carried forward from 2018/19 into 2019/20 (£0.408m)
 - ICT Infrastructure (£0.408m).
- Budget brought forward from 2019-20 in 2018-19 (£0.023m):
 - Energy Efficiency Programme (£0.023m).
- Budget Increases (£0.16m):
 - ICT Infrastructure (£0.016m) for a Capital Grant to support ICT training module;
- Budget Transfers (£4.200m):
 - From the Strategic Management Fund to support capital programmes in 2019-20 as approved by Council on 28th February 2019;

Investment in Community Halls (£1.050m);
Roads & Footways Upgrade (£3.000m);
Barshaw Park Pond Improvements (£0.100m);
Multi-Purpose Bins (£0.050m).

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –

Creating a sustainable Renfrewshire for all to enjoy – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Climate Risk** – none.
13. **Cosla Policy Position** – none.

List of Background Papers

- (a). Non-Housing Capital Investment Programme 2019/20 to 2021/22 – Council, 28th February 2019.

The contact officers within the service are:

- Geoff Borland, Extension 4786
- Gillian Dickie, Extension 7790
- Joe Lynch, Extension 6159

Author: *Geoff Borland, Principal Accountant, 0141 618 4786, geoffrey.borland@renfrewshire.gov.uk*

Finance, Resources & Customer Services - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: FINANCE, RESOURCES & CUSTOMER SERVICES

Project Title	Prior Expenditure to 31/03/2019* £000	Approved Programme @28/02/19 £000	Current Programme MR 3 £000	Year To Date Budget to 21-Jun-19 £000	Current Year					Full Programme - All years		
					Cash Spent to 21-Jun-19 £000	Variance to 21-Jun-19 £000	% Variance	Cash to be Spent by 31-Mar-20 £000	% Cash Spent	Total Programme to 31-Mar-22 £000	Total Cash Spent to 21-Jun-19 £000	Total Cash to be Spent to 31-Mar-22 £000
CORPORATE PROJECTS												
ICT Infrastructure Maintenance & Renewal Programme	0	1,200	1,624	45	45	0	0%	1,579	3%	2,424	45	2,379
Strategic Asset Management Fund	0	4,200	0	0	0	0	0%	0	-	0	0	0
Energy Efficiency Programme	0	570	547	0	0	0	0%	547	0%	547	0	547
Lifecycle Capital Maintenance (LCM) Fund	0	5,769	5,769	485	481	4	1%	5,288	8%	7,925	481	7,444
Digital Infrastructure Provision	435	300	300	0	0	0	0%	300	0%	1,935	435	1,500
Community Empowerment Fund	49	300	300	0	0	0	0%	300	0%	1,000	49	951
Greenspaces and Parks	5	300	300	0	0	0	0%	300	0%	1,000	5	995
TOTAL FINANCE, RESOURCES & CUSTOMER SERVICES BOARD	489	12,639	8,840	530	526	4	1%	8,314	6%	14,831	1,015	13,816

*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 & CUSTOMER SERVICES POLICY BOARD

On: 4 SEPTEMBER 2019

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report - Overview

1. Summary

- 1.1 This report provides an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 21st June 2019.
- 1.2 The Council Approved Programme figures reflect the Capital Investment Strategy which was approved by Council on 28th February 2019 for both Housing Services and Non Housing Services. The Private Sector Housing programme was approved by the Communities, Housing & Planning Policy Board on 12th March 2019. The Current Programme figures reflect adjustments to the approved Capital Programme since approval.
- 1.3 The Council must determine and keep under review the maximum amount which it can afford to allocate to capital expenditure. In addition, the Council must also keep under review its Capital Financing Requirement (CFR) i.e. the level of resources that are used to fund capital expenditure over the longer term (rather than at point of spend). It is also the duty of the Council to have regard to the Prudential Code in setting its capital expenditure limit and its capital expenditure requirement.
- 1.4 The limit on capital expenditure which the Council has set for 2019-20 is shown in the table overleaf. The limit is based on the resources available to fund the capital programmes, split between Housing and Non Housing Services, but excludes PSHG as this is not considered to be capital spend.

	Approved Plan £m	Forecast Expenditure £m
Non-Housing	64.386	69.439
Housing	26.291	26.291
Total	90.677	95.730

The Increase in Non-Housing expenditure relates to additional budget for Roads Upgrade approved by Council and capital grants awarded for Town Centre Capital Fund and Strathclyde Passenger Transport.

- 1.5 The CFR which the Council has set for 2019-20 is shown in the table below, and is split between Housing & Non Housing Services. In addition, the projected out-turn at 31st March 2020 is also shown. Any significant increase in the capital expenditure limit which is not funded at point of spend will result in an increase in the CFR.

	Approved CFR to 31 March 2020 £m	Projected CFR to 31 March 2020 £m
Non-Housing	273	267
Housing	119	113
Total	392	380

The reduction in projected CFR for Non-Housing primarily relates to accelerated repayment of loans fund in 2018-19, as part of the debt smoothing strategy, along with a re-profiling of City Deal borrowing to 2020-21 in line with cash flow expectations.

The reduction in projected CFR for Housing is a result of accelerated repayment of loans fund in 2018-19 as well as higher income in 2018-19 from sale of capital assets than forecast reducing the required advances from loans fund in 2018-19 to fund capital expenditure.

- 1.6 17% of the available resources for Housing and 6% for Non Housing have been spent to 21st June 2019. Monitoring procedures are in place to ensure the programmes are managed flexibly and spending is contained within the approved limits.

2. Recommendations

- 2.1 It is recommended that Members note this report.

3. Background

- 3.1 Individual reports have been presented to each Policy Board on the spending performance of the relevant departmental programmes and this information is summarised in Appendix 1.
- 3.2 The capital monitoring information available as at 21st June 2019 is summarised for both the Housing & Non-Housing programmes on Appendix 2.

4. Housing Services Programme

- 4.1 The programme approved by Council on 28th February 2019 totalled £26.291m. The programme currently stands at **£26.291m** with no change to the expected programme.
- 4.2 Capital expenditure at 21st June 2019 totals **£4.442m** compared to anticipated expenditure of £4.445m.

The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Housing Programme	£0.003m u/spend	0% u/spend	n/a	n/a

- 4.3 The actual capital expenditure of **£4.442m** is 17% of the available resources, and compares with 14% for the equivalent time in 2018/19.
- 4.4 Capital income of £0.142m has been received in the period to 21st June 2019 representing 4% of the estimated capital income for the year. This compares with 1% in 2018/19. The majority of income in 2019/20 relates to grant awarded by the Scottish Government for Council House New Build which will not be received until March 2021.

5. **Non Housing Services Programme**

5.1 The programme approved by Council on the 28th February 2019 totalled £64.386m. The current programme totals **£69.439m**, an increase of £5.053m, being the net effect of resources brought forward from 2018/19 of £5.379m, projects re-profiled from 2019/20 to 2020/21 of £5.720m and new funding in 2018/19 of £5.394m which relates to grant awards for Town Centre Capital Fund, Strathclyde Passenger Transport and new funding for Roads & Footway Upgrade approved by Council.

5.2 Capital expenditure to 21st June 2019 totals **£4.409m** compared to anticipated expenditure of £4.421m, and therefore shows an under-spend of £0.012m. The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Non Housing Programme	£0.012m u/spend	0% u/spend	<i>n/a</i>	<i>n/a</i>

5.3 The actual cash expenditure of **£4.409m** is 6% of the available resources, and compares with a 7% spend for the equivalent time in 2018/19. It is anticipated that the available resources will be fully utilised by the 31 March 2018.

5.4 Capital income totalling £8.818m has been received to 21st June 2019. This represents 26% to date of the total anticipated income, and compares with 21% for the equivalent period in 2018/19. An increase of £0.108m in the general capital grant has been used to reduce prudential borrowing in 2019/20.

6 Private Sector Housing Grant Programme

- 6.1 The overall budget provision for this programme is included within the revenue budget. However, in order to monitor the performance of the individual programmes, it is included within the capital budget monitoring procedures.
- 6.2 The programme approved by Communities, Housing & Planning Policy Board on 12th March 2019 was £1.315m. The programme currently stands at **£1.501m**, a increase of £0.186m, being the effect of resources brought forward from 2018/19 of £0.186m.
- 6.3 Expenditure to 21st June 2019 totals **£0.130m** compared to anticipated expenditure of £0.130m, and therefore shows a break-even position. The remaining programme is expected to spend by 31 March 2019, and expenditure will be contained within the overall resources.

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –
Creating a sustainable Renfrewshire for all to enjoy – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Climate Risk** – none.
13. **Cosla Policy Position** – none.

List of Background Papers

- (a). Non-Housing Capital Investment Programme 2019/20 to 2021/22 – Council, 28th February 2019.
- (b). Housing Revenue Account Budget and Rent Levels 2019/20 and Housing Capital Investment Plan 2019/20 to 2021/22 – Council, 28th February 2019.
- (c). Private Sector Housing Grant Investment Programme 2019/20 – Communities, Housing & Planning Policy Board, 12th March 2019.

Author: *Geoff Borland, Principal Accountant, 0141 618 4786, geoffrey.borland@renfrewshire.gov.uk.*





Appendix 1

CAPITAL PROGRAMME 2018/19 - BUDGET MONITORING REPORT TO 21 JUNE 2019 (£000s)

Project Title	Prior Expenditure to 31/03/2019* £000	Current Year								Full Programme - All years		
		Approved Programme @28/02/19	Current Programme MR 3	Year To Date Budget to 21-Jun-19	Cash Spent to 21-Jun-19	Variance to 21-Jun-19	% Variance	Cash to be Spent by 31-Mar-20	% Cash Spent	Total Programme to 31-Mar-22 £000	Total Cash Spent to 21-Jun-19 £000	Total Cash to be Spent to 31-Mar-22 £000
EDUCATION & CHILDREN'S SERVICES												
Education & Children's Services	58,604	9,195	11,001	461	458	3	1%	10,543	4%	107,348	59,062	48,286
TOTAL	58,604	9,195	11,001	461	458	3	1%	10,543	4%	107,348	59,062	48,286
COMMUNITIES, HOUSING & PLANNING												
Housing(HRA)	9,300	26,291	26,291	4,445	4,442	3	0%	21,849	17%	95,929	13,742	82,187
Housing(PSHG)	0	1,315	1,501	130	130	0	0%	1,371	9%	2,751	130	2,621
Development & Housing(THI/LGAN)	597	1,342	1,342	45	47	-2	-4%	1,295	4%	4,309	644	3,665
TOTAL	9,897	28,948	29,134	4,620	4,620	0	0%	24,514	16%	102,989	14,517	88,472
INFRASTRUCTURE, LAND & ENVIRONMENT												
Environment & Infrastructure	17,324	6,789	15,015	1,025	1,024	1	0%	13,991	7%	51,437	18,348	33,089
TOTAL	17,324	6,789	15,015	1,025	1,024	1	0%	13,991	7%	51,437	18,348	33,089
FINANCE, RESOURCES & CUSTOMER SERVICES												
Corporate Projects	489	12,639	8,840	530	526	4	1%	8,314	6%	14,831	1,015	13,816
TOTAL	489	12,639	8,840	530	526	4	1%	8,314	6%	14,831	1,015	13,816
LEADERSHIP												
Leisure Services	55,455	392	2,055	245	244	1	0%	1,811	12%	59,404	55,699	3,705
Chief Executives	29,982	34,029	31,078	2,115	2,110	5	0%	28,968	7%	231,431	32,092	199,339
TOTAL	85,437	34,421	33,133	2,360	2,354	6	0%	30,779	7%	290,835	87,791	203,044
TOTAL ALL BOARDS	171,751	91,992	97,123	8,996	8,981	15	0%	88,142	9%	567,440	180,732	386,708
MADE UP OF :-												
Non-Housing Programme	162,451	64,386	69,331	4,421	4,409	12	0%	64,922	6%	468,760	166,860	301,900
Housing Programme(HRA)	9,300	26,291	26,291	4,445	4,442	3	0%	21,849	17%	95,929	13,742	82,187
Housing Programme(PSHG)	0	1,315	1,501	130	130	0	0%	1,371	9%	2,751	130	2,621
PROGRAMME TOTAL	171,751	91,992	97,123	8,996	8,981	15	0%	88,142	9%	567,440	180,732	386,708

*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.

RENFREWSHIRE COUNCIL
2019/20 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO 21 JUNE 2019 (22% OF FINANCIAL YEAR 2019/20)

	2019/20			
	Housing Services	Non Housing Services	PSHG Programme	Total
A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAMME	£'000	£'000	£'000	£'000
1. Prudential Borrowing	22,910	29,763		52,673
2a. General Capital Grant		16,891	500	17,391
2b. Specific Capital Grant	3,381	14,740		18,121
3. Usable Capital Receipts	0	1,687		1,687
4. Contribution From Current Revenue (CFCR)	0	6,250	1,001	7,251
5. Total Resource Availability	26,291	69,331	1,501	97,123
B. CAPITAL PROGRAMME				
6. Resources Available	26,291	69,331	1,501	97,123
7. Current Programme	26,291 100% 	69,331 100% 	1,501 100%	97,123 100%
C. ACTUAL EXPENDITURE VS PROJECTED				
8. Resource Availability	26,291	69,331	1,501	97,123
9. Cash Spent as at 21/06/2019	4,442 17% 	4,409 6% 	130 9%	8,981 9%
10. Cash to be Spent by 31/03/20	21,849	64,922	1,371	88,142
D. ACTUAL RECEIPTS VS PROJECTED				
11. Current Programme (total receipts expected)	3,381	33,318	500	37,199
12. Actual Cash Received to 21/06/2019	142	8,818	83	9,043
13. Receipts available to augment capital programme to 21/06/2019	142 4%	8,818 26%	83 17%	9,043 24%
14. Receipts to be received by 31/03/20	3,239	24,500	417	28,156



To: Finance, Resources and Customer Services Policy Board

On: 04 September 2019

Report by: Director of Finance and Resources

Heading: Council Tax: Accounts for write-off

1. Summary

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance and Resources Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable, and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has already pursued each of the debts summarised on the attached Appendix through its follow up cycle and it is considered prudent to write-off the outstanding balance.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

Table 1

Council Tax		
Reason	No. Debtors	Amount
Deceased	1	£19,172.14
Sequestered	7	£82,115.62
Trust Deed	2	£23,322.50
Total	10	£124,610.26

2. Recommendations

2.1 The Board is asked to authorise the write-off of £124,610.26 as detailed above.

Implications of the Report

1. **Financial** – There has been adequate provision made for these bad debts.
 2. **HR & Organisational Development** - None
 3. **Community Planning** – None
 4. **Legal** - None
 5. **Property/Assets** – None
 6. **Information Technology** – None
 7. **Equality & Human Rights** – None
 8. **Health & Safety** - None
 9. **Procurement** – None
 10. **Risk** - None
 11. **Privacy Impact** – None
 12. **CoSLA Policy Position** - None
 13. **Climate Risk** - None
-

Author: Emma Shields/Ext 6880

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 1	Not Applicable	Deceased	1993	£465.57
Debtor 1	Not Applicable	Deceased	1994	£568.94
Debtor 1	Not Applicable	Deceased	1995	£621.99
Debtor 1	Not Applicable	Deceased	1996	£710.35
Debtor 1	Not Applicable	Deceased	1997	£771.23
Debtor 1	Not Applicable	Deceased	1998	£798.93
Debtor 1	Not Applicable	Deceased	1999	£61.36
Debtor 1	Not Applicable	Deceased	1999	£755.38
Debtor 1	Not Applicable	Deceased	2000	£914.76
Debtor 1	Not Applicable	Deceased	2001	£192.00
Debtor 1	Not Applicable	Deceased	2002	£568.87

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 1	Not Applicable	Deceased	2003	£760.27
Debtor 1	Not Applicable	Deceased	2004	£1,084.33
Debtor 1	Not Applicable	Deceased	2005	£93.69
Debtor 1	Not Applicable	Deceased	2006	£1,146.75
Debtor 1	Not Applicable	Deceased	2007	£1,309.46
Debtor 1	Not Applicable	Deceased	2008	£1,321.17
Debtor 1	Not Applicable	Deceased	2009	£1,333.18
Debtor 1	Not Applicable	Deceased	2010	£1,320.35
Debtor 1	Not Applicable	Deceased	2011	£1,044.38
Debtor 1	Not Applicable	Deceased	2012	£261.81
Debtor 1	Not Applicable	Deceased	2013	£240.86

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 1	Not Applicable	Deceased	2013	£448.23
Debtor 1	Not Applicable	Deceased	2014	£370.07
Debtor 1	Not Applicable	Deceased	2015	£60.58
Debtor 1	Not Applicable	Deceased	2016	£434.29
Debtor 1	Not Applicable	Deceased	2017	£831.21
Debtor 1	Not Applicable	Deceased	2018	£682.13
Total				£19,172.14
Debtor 2	Not Applicable	Sequestrated	2009	£543.09
Debtor 2	Not Applicable	Sequestrated	2010	£1,333.18
Debtor 2	Not Applicable	Sequestrated	2011	£1,333.18
Debtor 2	Not Applicable	Sequestrated	2012	£1,333.18

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 2	Not Applicable	Sequestrated	2013	£901.12
Debtor 2	Not Applicable	Sequestrated	2013	£792.96
Debtor 2	Not Applicable	Sequestrated	2014	£1,010.97
Debtor 2	Not Applicable	Sequestrated	2015	£1,015.12
Debtor 2	Not Applicable	Sequestrated	2016	£1,019.34
Debtor 2	Not Applicable	Sequestrated	2017	£1,023.61
Debtor 2	Not Applicable	Sequestrated	2018	£1,050.43
Total				£11,356.18
Debtor 3	Not Applicable	Sequestrated	1996	£562.62
Debtor 3	Not Applicable	Sequestrated	1997	£639.00
Debtor 3	Not Applicable	Sequestrated	1998	£726.30

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 3	Not Applicable	Sequestrated	1999	£576.52
Debtor 3	Not Applicable	Sequestrated	2001	£464.09
Debtor 3	Not Applicable	Sequestrated	2003	£538.69
Debtor 3	Not Applicable	Sequestrated	2004	£581.24
Debtor 3	Not Applicable	Sequestrated	2005	£914.04
Debtor 3	Not Applicable	Sequestrated	2006	£689.31
Debtor 3	Not Applicable	Sequestrated	2007	£812.63
Debtor 3	Not Applicable	Sequestrated	2008	£990.87
Debtor 3	Not Applicable	Sequestrated	2009	£714.43
Debtor 3	Not Applicable	Sequestrated	2010	£827.83
Debtor 3	Not Applicable	Sequestrated	2012	£32.41

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 3	Not Applicable	Sequestrated	2013	£759.36
Debtor 3	Not Applicable	Sequestrated	2014	£1,079.18
Debtor 3	Not Applicable	Sequestrated	2015	£1,342.61
Debtor 3	Not Applicable	Sequestrated	2016	£1,289.13
Debtor 3	Not Applicable	Sequestrated	2017	£1,364.83
Debtor 3	Not Applicable	Sequestrated	2018	£1,400.58
Total				£16,305.67
Debtor 4	Not Applicable	Sequestrated	1999	£13.37
Debtor 4	Not Applicable	Sequestrated	2000	£43.68
Debtor 4	Not Applicable	Sequestrated	2001	£209.73
Debtor 4	Not Applicable	Sequestrated	2002	£258.13

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 4	Not Applicable	Sequestrated	2003	£149.61
Debtor 4	Not Applicable	Sequestrated	2004	£60.62
Debtor 4	Not Applicable	Sequestrated	2005	£111.61
Debtor 4	Not Applicable	Sequestrated	2006	£414.01
Debtor 4	Not Applicable	Sequestrated	2007	£591.81
Debtor 4	Not Applicable	Sequestrated	2008	£528.78
Debtor 4	Not Applicable	Sequestrated	2009	£533.73
Debtor 4	Not Applicable	Sequestrated	2010	£721.84
Debtor 4	Not Applicable	Sequestrated	2011	£745.20
Debtor 4	Not Applicable	Sequestrated	2012	£1,225.73
Debtor 4	Not Applicable	Sequestrated	2013	£1,512.48

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 4	Not Applicable	Sequestrated	2014	£426.73
Debtor 4	Not Applicable	Sequestrated	2015	£1,001.36
Debtor 4	Not Applicable	Sequestrated	2016	£586.29
Debtor 4	Not Applicable	Sequestrated	2017	£832.75
Debtor 4	Not Applicable	Sequestrated	2018	£1,128.25
Total				£11,095.71
Debtor 5	Not Applicable	Sequestrated	1997	£34.82
Debtor 5	Not Applicable	Sequestrated	1998	£360.96
Debtor 5	Not Applicable	Sequestrated	1999	£534.66
Debtor 5	Not Applicable	Sequestrated	2000	£180.88
Debtor 5	Not Applicable	Sequestrated	2006	£376.11

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 5	Not Applicable	Sequestrated	2007	£1,122.40
Debtor 5	Not Applicable	Sequestrated	2008	£1,132.43
Debtor 5	Not Applicable	Sequestrated	2009	£607.37
Debtor 5	Not Applicable	Sequestrated	2011	£461.28
Debtor 5	Not Applicable	Sequestrated	2012	£747.76
Debtor 5	Not Applicable	Sequestrated	2013	£863.53
Debtor 5	Not Applicable	Sequestrated	2014	£787.63
Debtor 5	Not Applicable	Sequestrated	2015	£916.74
Debtor 5	Not Applicable	Sequestrated	2016	£884.21
Debtor 5	Not Applicable	Sequestrated	2017	£1,023.61
Debtor 5	Not Applicable	Sequestrated	2018	£1,050.43

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Total				£11,084.82
Debtor 6	Not Applicable	Sequestrated	2003	£476.59
Debtor 6	Not Applicable	Sequestrated	2004	£764.07
Debtor 6	Not Applicable	Sequestrated	2005	£646.85
Debtor 6	Not Applicable	Sequestrated	2005	£320.44
Debtor 6	Not Applicable	Sequestrated	2006	£720.01
Debtor 6	Not Applicable	Sequestrated	2007	£426.76
Debtor 6	Not Applicable	Sequestrated	2008	£538.01
Debtor 6	Not Applicable	Sequestrated	2009	£1,045.67
Debtor 6	Not Applicable	Sequestrated	2009	£334.99
Debtor 6	Not Applicable	Sequestrated	2010	£1,138.72

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 6	Not Applicable	Sequestrated	2011	£1,134.32
Debtor 6	Not Applicable	Sequestrated	2012	£164.55
Debtor 6	Not Applicable	Sequestrated	2015	£752.29
Debtor 6	Not Applicable	Sequestrated	2016	£1,105.52
Debtor 6	Not Applicable	Sequestrated	2017	£277.52
Debtor 6	Not Applicable	Sequestrated	2018	£67.40
Total				£9,913.71
Debtor 7	Not Applicable	Sequestrated	2007	£60.00
Debtor 7	Not Applicable	Sequestrated	2008	£849.31
Debtor 7	Not Applicable	Sequestrated	2009	£211.71
Debtor 7	Not Applicable	Sequestrated	2010	£857.03

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 7	Not Applicable	Sequestrated	2011	£857.03
Debtor 7	Not Applicable	Sequestrated	2012	£857.03
Debtor 7	Not Applicable	Sequestrated	2013	£863.03
Debtor 7	Not Applicable	Sequestrated	2014	£866.54
Debtor 7	Not Applicable	Sequestrated	2015	£870.10
Debtor 7	Not Applicable	Sequestrated	2016	£1,065.23
Debtor 7	Not Applicable	Sequestrated	2017	£1,143.26
Debtor 7	Not Applicable	Sequestrated	2018	£1,173.20
Debtor 7	Not Applicable	Sequestrated	2016	£651.11
Debtor 7	Not Applicable	Sequestrated	2017	£903.97
Debtor 7	Not Applicable	Sequestrated	2018	£927.64

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Total				£12,156.19
Debtor 8	Not Applicable	Sequestrated	1997	£771.23
Debtor 8	Not Applicable	Sequestrated	1999	£831.68
Debtor 8	Not Applicable	Sequestrated	2000	£836.04
Debtor 8	Not Applicable	Sequestrated	2001	£994.50
Debtor 8	Not Applicable	Sequestrated	2002	£492.95
Debtor 8	Not Applicable	Sequestrated	2004	£261.34
Debtor 8	Not Applicable	Sequestrated	2005	£286.78
Debtor 8	Not Applicable	Sequestrated	2006	£227.52
Debtor 8	Not Applicable	Sequestrated	2007	£155.87
Debtor 8	Not Applicable	Sequestrated	2007	£48.31

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 8	Not Applicable	Sequestrated	2008	£243.53
Debtor 8	Not Applicable	Sequestrated	2009	£252.54
Debtor 8	Not Applicable	Sequestrated	2010	£252.54
Debtor 8	Not Applicable	Sequestrated	2011	£252.54
Debtor 8	Not Applicable	Sequestrated	2012	£96.34
Debtor 8	Not Applicable	Sequestrated	2013	£105.02
Debtor 8	Not Applicable	Sequestrated	2014	£234.43
Debtor 8	Not Applicable	Sequestrated	2015	£223.38
Debtor 8	Not Applicable	Sequestrated	2016	£871.39
Debtor 8	Not Applicable	Sequestrated	2017	£1,364.83
Debtor 8	Not Applicable	Sequestrated	2018	£1,400.58

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Total				£10,203.34
Debtor 9	Not Applicable	Trust Deed	2001	£25.89
Debtor 9	Not Applicable	Trust Deed	2002	£178.82
Debtor 9	Not Applicable	Trust Deed	2003	£527.84
Debtor 9	Not Applicable	Trust Deed	2004	£667.52
Debtor 9	Not Applicable	Trust Deed	2005	£106.23
Debtor 9	Not Applicable	Trust Deed	2005	£316.78
Debtor 9	Not Applicable	Trust Deed	2005	£393.13
Debtor 9	Not Applicable	Trust Deed	2006	£856.63
Debtor 9	Not Applicable	Trust Deed	2007	£704.85
Debtor 9	Not Applicable	Trust Deed	2008	£719.22

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 9	Not Applicable	Trust Deed	2009	£534.92
Debtor 9	Not Applicable	Trust Deed	2010	£606.47
Debtor 9	Not Applicable	Trust Deed	2011	£455.55
Debtor 9	Not Applicable	Trust Deed	2012	£857.03
Debtor 9	Not Applicable	Trust Deed	2013	£863.03
Debtor 9	Not Applicable	Trust Deed	2014	£866.54
Debtor 9	Not Applicable	Trust Deed	2015	£870.10
Debtor 9	Not Applicable	Trust Deed	2016	£634.34
Debtor 9	Not Applicable	Trust Deed	2016	£351.09
Debtor 9	Not Applicable	Trust Deed	2017	£1,111.55
Debtor 9	Not Applicable	Trust Deed	2018	£1,188.50

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Total				£12,836.03
Debtor 10	Not Applicable	Trust Deed	2006	£513.74
Debtor 10	Not Applicable	Trust Deed	2007	£449.58
Debtor 10	Not Applicable	Trust Deed	2008	£990.87
Debtor 10	Not Applicable	Trust Deed	2009	£999.88
Debtor 10	Not Applicable	Trust Deed	2009	£155.61
Debtor 10	Not Applicable	Trust Deed	2010	£1,034.57
Debtor 10	Not Applicable	Trust Deed	2011	£1,245.76
Debtor 10	Not Applicable	Trust Deed	2012	£1,142.72
Debtor 10	Not Applicable	Trust Deed	2013	£1,150.71
Debtor 10	Not Applicable	Trust Deed	2014	£1,155.40

Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Debtor 10	Not Applicable	Trust Deed	2016	£724.49
Debtor 10	Not Applicable	Trust Deed	2017	£218.00
Debtor 10	Not Applicable	Trust Deed	2018	£705.14
Total				£10,486.47
Overall Total				£124,610.26



To: Finance, Resources and Customer Services Policy Board

On: 04 September 2019

Report by: Director of Finance and Resources

Heading: Housing Benefit Overpayments: Accounts for write-off

1. Summary

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance and Resources Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable, and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has already pursued each of the debts summarised on the attached Appendix through its follow up cycle and it is considered prudent to write-off the outstanding balance.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

Table 1

Housing Benefit Overpayments		
Reason	No. Debtors	Value
Sequestered	6	£29,910.75
Total	6	£29,910.75

2. Recommendations

2.1 The Board is asked to authorise the write-off of £29,910.75 as detailed above.

Implications of the Report

1. **Financial** – There has been adequate provision made for these bad debts.
 2. **HR & Organisational Development** - None
 3. **Community Planning** – None
 4. **Legal** - None
 5. **Property/Assets** – None
 6. **Information Technology** – None
 7. **Equality & Human Rights** – None
 8. **Health & Safety** - None
 9. **Procurement** – None
 10. **Risk** - None
 11. **Privacy Impact** – None
 12. **CoSLA Policy Position** - None
 13. **Climate Risk** - None
-

Author: Emma Shields/Ext 6880

Finance, Resources and Customer Services Policy Board – Housing Benefit Overpayments for Write-Off

Appendix

Name	Period of Overpayment	Reason	Amount
Debtor 3 – Cross refer with previous report Council Tax Accounts for Write Off	26/10/2009 to 14/10/2012	Sequestrated	£876.54
Debtor 5 - Cross refer with previous report Council Tax Accounts for Write Off	16/06/2014 to 13/03/2016	Sequestrated	£1,255.40
Debtor 6 - Cross refer with previous report Council Tax Accounts for Write Off	08/06/2015 to 31/07/2016	Sequestrated	£2,733.00
Debtor 8 - Cross refer with previous report Council Tax Accounts for Write Off	25/07/2016 to 31/07/2016	Sequestrated	£114.38
Debtor 9 - Cross refer with previous report Council Tax Accounts for Write Off	05/02/2018 to 07/10/2018	Sequestrated	£2,106.41
Debtor 11 – Housing benefit overpayment debt only	07/07/2008 to 26/10/2018	Sequestrated	£22,825.02
Total			£29,910.75



To: Finance, Resources and Customer Services Policy Board

On: 04 September 2019

Report by: Director of Finance and Resources

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

1. Summary

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance, Resources and Customer Services Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable, and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has already pursued each of the debts summarised on the attached Appendix through its follow up cycle and it is considered prudent to write-off the outstanding balance.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

Table 1

Non-Domestic Rates		
Reason	No. Debtors	Amount
Dissolved	6	£168,122.92
Total	6	£168,122.92

2. Recommendations

2.1 The Board is asked to authorise the write-off of £168,122.92 as detailed above.

Implications of the Report

1. **Financial** – There has been adequate provision made for these bad debts.
 2. **HR & Organisational Development** - None
 3. **Community Planning** – None
 4. **Legal** - None
 5. **Property/Assets** – None
 6. **Information Technology** – None
 7. **Equality & Human Rights** – None
 8. **Health & Safety** - None
 9. **Procurement** – None
 10. **Risk** - None
 11. **Privacy Impact** – None
 12. **CoSLA Policy Position** - None
 13. **Climate Risk** - None
-

Author: Emma Shields/Ext 6880

Finance, Resources and Customer Services Policy Board – Non-Domestic Rates Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Akmh Freight Transport Ltd	Unit 3 Argyll Avenue, Renfrew, PA4 9EL	Dissolved	2011	£2,603.39
Akmh Freight Transport Ltd	Unit 3 Argyll Avenue, Renfrew, PA4 9EL	Dissolved	2012	£6,385.50
Akmh Freight Transport Ltd	Unit 3 Argyll Avenue, Renfrew, PA4 9EL	Dissolved	2013	£6,555.78
Akmh Freight Transport Ltd	Unit 3 Argyll Avenue, Renfrew, PA4 9EL	Dissolved	2014	£6,683.49
Akmh Freight Transport Ltd	Unit 3 Argyll Avenue, Renfrew, PA4 9EL	Dissolved	2015	£4,708.29
Total				£26,936.45
Exile Fitness Ltd T/A F4I Limited	C/O Milne Craig Chartered Accountants, Abercorn House, 79 Renfrew Road, Paisley, PA3 4DA	Dissolved	2017	£2,237.18
Exile Fitness Ltd T/A F4I Limited	C/O Milne Craig Chartered Accountants, Abercorn House, 79 Renfrew Road, Paisley, PA3 4DA	Dissolved	2017	£26,850.06
Total				£29,087.24
Greetings 4 U Ltd	C/O Unique Cards, Unit 12 Paisley Centre, 23 High Street, Paisley, PA1 2AF	Dissolved	2017	£19,289.20
Greetings 4 U Ltd	C/O Unique Cards, Unit 12 Paisley Centre, 23 High Street, Paisley, PA1 2AF	Dissolved	2018	£1,757.59

Finance, Resources and Customer Services Policy Board – Non-Domestic Rates Accounts for Write-Off

Appendix

Name	Address	Reason	Year	Amount
Total				£21,046.79
Mrkhan Card Industries Ltd	Unit 33 St James Shopping Centre, Edinburgh, EH1 3SJ	Dissolved	2016	£41,062.51
Mrkhan Card Industries Ltd	Unit 33 St James Shopping Centre, Edinburgh, EH1 3SJ	Dissolved	2017	£1,727.40
Total				£42,789.91
Seasons Gifts Ltd	Abercorn House, 79 Renfrew Road, Paisley PA3 4DA	Dissolved	2014	£19,976.66
Seasons Gifts Ltd	Abercorn House, 79 Renfrew Road, Paisley PA3 4DA	Dissolved	2015	£6,923.37
Total				£26,900.03
Style with Style Ltd	2/16 Clifford Place, Glasgow, G51 1NS	Dissolved	2017	£16,178.50
Style with Style Ltd	2/16 Clifford Place Glasgow, G51 1NS	Dissolved	2018	£5,184.00
Total				£21,362.50
Overall Total				£168,122.92



To: Finance, Resources and Customer Services Policy Board

On: 04 September 2019

Report by: Director of Finance and Resources

Heading: Sundry Debtors: Accounts for write-off

1. Summary

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance, Resources and Customer Services Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable, and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has already pursued each of the debts summarised on the attached Appendix through its follow up cycle and it is considered prudent to write-off the outstanding balance.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

Table 1

Sundry Debtors			
Service	Reason	No. Debtors	Amount
Communities, Housing and Planning Services	Sequestrated	2	£13,110.98
Education and Children's Services	Sequestrated	1	£1,167.11
Total		3	£14,278.09

2. Recommendations

2.1 The Board is asked to authorise the write-off of £14,278.09 as detailed above.

Implications of the Report

1. **Financial** – There has been adequate provision made for these bad debts.
2. **HR & Organisational Development** - None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** – None
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – None
12. **CoSLA Policy Position** - None
13. **Climate Risk** - None

Author: Emma Shields/Ext 6880

Finance, Resources and Customer Services Policy Board – Sundry Debtor Accounts for Write-Off

Appendix

Name	Address	Charge	Write Off Reason	Amount
Debtor 7 - Cross refer with previous report Council Tax Accounts for Write Off	Not Applicable	Common Maintenance	Sequestrated	£39.60
Debtor 9 - Cross refer with previous report Council Tax Accounts for Write Off and Housing benefit overpayment for write off	Not Applicable	Early Learning and Childcare	Trust Deed	£1,167.11
Debtor 12 – Sundry debt Only	Not Applicable	Laundry and Heating	Sequestrated	£13,071.38
Total				£14,278.09



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: Director of Finance and Resources

Heading: Annual Efficiency Statement 2018/19

1. Summary

- 1.1. Scottish Councils have agreed to publish an Annual Efficiency Statement, which reports their respective efficiency projects and activities and the level of efficiencies achieved. Annex A attached identifies the efficiencies achieved in 2018/19.
- 1.2. Efficiencies reported should comply with the definition adopted by the Scottish Government. There is also an expectation the Annual Efficiency Statement will be published on the Council's website.

2. Recommendations

- 2.1 The Board is asked to approve the Annual Efficiency Statement.
-

3. Background

- 3.1 Renfrewshire Council has a strong record of achieving and reporting efficiencies, as evidenced by the Annual Efficiency Statements published by the Council over the past few years.
- 3.2 The format of the template for the Efficiency Statement, as requested by COSLA and the Scottish Government, remains unchanged from previous years, with the template summarising the efficiencies achieved.

- 3.3 The efficiencies outlined in the Council's statement have been considered in light of the Scottish Government definition of an efficiency, which is:

Where a body manages to deliver services or functions that can be shown to result in a broadly similar (or improved) level of outcome for a lower unit input than previously, an efficiency saving has been made.

- 3.4 The 2018/19 statement highlights that efficiencies totalling £4.748m were achieved. These efficiencies have been analysed as:

Workstream	Saving
Procurement	£0.040 million
Asset Management	£0.333 million
Other Efficiencies	£4.375 million
Total	£4.748 million

- 3.5 A range of performance information is available to demonstrate that the efficiencies generated have not impacted detrimentally on performance and this is explained in the Statement. In addition to indicators such as those monitored in both service and corporate scorecards, audit activity undertaken by independent scrutiny bodies, such as Audit Scotland as part of the Council's strategic risk assessment, has resulted in a Local Scrutiny Plan that indicates no significant risks in terms of service delivery.

Implications of the Report

1. **Financial** - This statement will provide a local and national audience with information regarding the Council's efficiency programme.
2. **HR & Organisational Development** – None.
3. **Community / Council Planning** – None.
4. **Legal** – None.
5. **Property/Assets** – The statement highlights the total efficiencies attributable to improved asset management.
6. **Information Technology** – None.

7. **Equality & Human Rights** – The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required, following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – None.
 9. **Procurement** – The statement highlights the total efficiencies attributable to improved procurement practice.
 10. **Risk** – None.
 11. **Privacy Impact** – None.
 12. **Climate Risk** – None.
 13. **COSLA Policy Position** – COSLA acts as the co-ordinating body in collating all Scottish council Efficiency Statements and therefore require a copy of this submission by 23 August 2019.
-

Author Alastair MacArthur, Head of Finance, Ext 7363

CONFIRMATION OF EFFICIENCIES DELIVERED IN 2018-19

1	Local Authority Name	Renfrewshire Council
2	Total cash efficiency achieved for 2018-19 £'000	£4.748m
3	<p>Summary of efficiency activity e.g.</p> <p>The main initiatives the local authority has taken over the year to ensure a strategic approach to increased efficiency and productivity and the improvements achieved in these areas.</p> <p>The main information that the local authority uses to assess productivity, service quality and performance and how the scope, usefulness or reliability has been improved during the year.</p> <p>Specific steps the local authority has taken during the year to improve collaboration and joint working to deliver efficient and user-focussed services and the improvements achieved.</p>	<p>Renfrewshire Council has a robust performance management framework in place, which ensures that performance is monitored by corporate and service level management teams and scrutinised by elected members through appropriate governance mechanisms. Public performance reporting is also undertaken to ensure local citizens, businesses and partner organisations are able to track Council performance over time.</p> <p>The Council has a strong commitment to efficient government. The Corporate Management team (CMT) undertakes a strategic overview of savings workstreams via the "Better Council Change Programme".</p> <p>Workstreams progressed in 2018/19 include:</p> <ul style="list-style-type: none"> • projects focused on developing the customer experience and delivering digital services; • the energy efficiency improvement programme that aims to reduce energy consumption and carbon emissions, whilst reducing spend on energy; the Council's Sustainable Travel Plan provides increasing availability of electric pool cars for business travel, which will reduce carbon emissions and encourage public transport use for journeys to and from work; • the Organisational Development Strategy 2016-19, which is supporting our employees to deliver our services of the future; and • in October 2018, the organisation implemented the Business World system which represents the biggest single technology project ever undertaken by the Council and provides the platform to transform how the organisation approaches and delivers its key business and financial process. <p>Comprehensive scrutiny of performance is also undertaken through the Local Government Benchmarking Framework (LGBF). This national framework brings together performance indicators from each local authority and provides benchmarking data on 81 indicators on a wide range of key services such as education, housing and adult social care.</p>

		<p>2017/18 data on 70 indicators has now been made available. Key messages for Renfrewshire from the 2017/18 are detailed below:</p> <ul style="list-style-type: none"> • 51 indicators (73%) have improved since last year or have remained relatively unchanged (41 improved, 10 remained the same); • 19 indicators (27%) have declined in performance; • Renfrewshire Council is in the top quartile (ranked 1st to 8th) for 22 of these indicators, with consistent performance relating to trading standards indicators and in relation to the percentage of unemployed people assisted into work from Council operated / funded employability programmes; • There are nine indicators in the LGBF where Renfrewshire is ranked in the bottom quartile (25th to 32nd of all authorities).; • Performance in relation to attainment indicators has improved this year, with increases in tariff score indicators across the majority of quintiles which reflects the work being done on improving attainment; • The Council is also performing at a level above the national trend for several customer satisfaction levels, with increases in customer satisfaction with libraries, museums and street cleaning compared to reductions in satisfaction across Scotland. <p>Renfrewshire Council actively participates in shared service arrangements e.g. Waste Facilities and a shared Civil Contingencies Service as well as progressing major collaborative infrastructure investment opportunities through the Glasgow and Clyde Valley City Deal.</p> <p>Audit activity undertaken by Audit Scotland and other scrutiny organisations as part of the Council's shared risk assessment has resulted in the Local Scrutiny Plan, which highlighted no significant risks for 2018/19.</p>
4	Breakdown of efficiency saving by Procurement, Shared Services or Asset Management £'000 (only where relevant – not all efficiencies will fall into these categories, so the figures here do not have to match the overall total.	Procurement = £0.040m Shared Services = £0 Asset Management = £0.333m
5	Evidence: What performance measures and/or quality indicators are used to ensure that efficiencies were achieved without any detriment to services?	As well as the LGBF indicators mentioned above, the performance of Council services, based on considerations such as quality, cost and satisfaction of service users, is monitored through a number of mechanisms including:

		<ul style="list-style-type: none"> • external validation of services through, for example, inspections of schools, pre-5 establishments and registered care services; • six-monthly reporting to the Leadership Board on progress relating to the implementation of the Council Plan; • quarterly performance reports scrutinised by the Corporate Management Team; • six-monthly reports to relevant policy boards in relation to Service Improvement Plans and related performance scorecards; • detailed consideration of aspects of performance, such as complaints handling by the relevant policy board or Audit, Risk and Scrutiny Board; and • operational performance reporting at a service level, including business plans monitored by policy boards.
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Signed **(Chief Executive or equivalent)**

Signed (if applicable) **(Council Leader or equivalent)**

Date



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: Director of Finance and Resources

Heading: Customer & Business Services Performance Report

1. Summary

- 1.1 This report details performance across key Customer & Business Service (CBS) functions including revenue collection and benefit administration for the period ending 28 July 2019 (including an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund). This report also provides a performance update in relation to customer services provision for the same period.
-

2. Recommendations

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

3. Revenue Collection

3.1 Council Tax

- 3.1.1 This section details the collection performance as at 28th July 2019 for Council Tax. It also provides details of the total sums collected for the previous year.
- 3.1.2 The billable sum for 2019/20 is £82,974,320
- 3.1.3 The sums collected to date for 2019/20 are £34,532,155 which is 41.62% of the billable sum. This represents a reduction of 0.22% in cash collection as a proportion of net charges billed compared with the same position for 2018/19.

3.1.4 The Council Tax Reduction awarded is £12,926,144 amounting to 13.48% of the billable sum, which is 0.42% less than at the same point last year.

3.1.5 The Service continues to work to address encourage the take-up of Council tax reduction. Activities include close tracking of potential applications, data matching and the use of visiting officers to maximise Council Tax Reduction awards.

3.2 Non-Domestic Rates

3.2.1 This section details the collection performance as at 28th July 2019 for Non-Domestic Rates (NDR). It also provides details of the total sums collected for the previous year.

3.2.2 The Non-Domestic Rates (NDR) charges billed for 2019/20 amount to £132,072,202.

3.2.3 The cash receipts to date amount to £39,089,757 which is 29.60% of the sums billed. This is an increase in cash collection as a proportion of net charges billed of 0.99% compared with the same position for 2018/19. Members will note that as businesses are not due to pay their first instalment until May, leading to an unpredictable assessment on collection performance at this early point in the year.

4. Benefit administration

4.1. This section details the processing performance in relation to Housing Benefit and the Scottish Welfare Fund, as at the end of July 2019. Also provided is an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund.

4.2 The Service continues to successfully balance a significant work load along with managing the impact of the ongoing effect from the UK Government's welfare reform agenda, including Universal Credit Full Service Roll out which commenced in Renfrewshire on 19 September 2018.

4.3 Speed of Processing – Housing/Council Tax Benefit

4.3.1 As detailed in Table 1 below, processing speed for New Claims is well within target, due to a revised, improved process.

4.3.2 In relation to New Claims processed within 14 days of all information received, this measure is also within target for the period.

4.3.3 Processing of Changes in Circumstance (CIC) is within target for the period.

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

Table 1 – Performance Summary

Performance measure	4 Week Reporting Period 14 June 2019 to 11 July 2019	Year to date position	Annual Target
New Claims – processing time	13 days	16 days	24 days
New Claims - % processed within 14 days of all information received	93 %	95 %	92%
Changes in Circumstance – processing time	6 days	5 days	10 days

4.4 Discretionary Housing Payments

4.4.1 The total budget for Discretionary Housing Payments for 2019/20 is shown in table 2 below.

4.4.2 Funding for DHP was previously provided to Local Authorities by the Department for Work and Pensions, following the new social security powers devolved to the Scottish Government (SG), DHP funding is now provided entirely by SG. The total budget is detailed in table 2 below and shows the indicative spending split provided to the Council.

4.4.2 The DHP budget has been calculated to include the full Scottish Government estimate of the amount of funding required to fully mitigate the effect of the Bedroom Tax. This estimate includes a 20% reserve allocation which will be paid in May 2020, if required.

4.4.3 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.

4.4.4 Table 3 shows the performance information in relation to DHPs. The table shows that processing time in relation to DHP is within target.

Table 2 – DHP Budget

Funding – indicative allocations	amount
Financial Hardship (non Benefit Cap) – Scottish Government	£92,351
Financial Hardship (Benefit Cap) – Scottish Government	£181,684
Bedroom Tax* – Scottish Government	£1,997,109
Total budget for the year	£2,271,144

*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 2019 to 31 July 2019
Volume of DHP applications received	3,661 applications
Volume of DHP decisions made	3,522 decisions
Number of DHP awards	3,439 awards
Average processing time (target 29 days)	14 days
Total amount committed/paid	£2,028,827

4.5 The Scottish Welfare Fund

- 4.5.1 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.
- 4.5.2 The Service makes awards in 2019/20 in line with Scottish Government guidance and had spent 37% of its total budget for the Scottish Welfare Fund (SWF) by the end of July 2019.
- 4.5.3 The recent roll out of Universal Credit (UC) Full Service within Renfrewshire has led to increased customer demand for financial support from the SWF. The volume of Crisis Grant awards is up slightly on the same point last year, with Universal Credit (UC) cases now accounting for about 16% of the awards made. The average value of these UC awards is 28% higher than for non-UC customers.
- 4.5.4 It is anticipated that the SWF budget will be fully utilised by the end of the financial year. The service will continue to assess demand against the budget profile to set the priority level for applications.
- 4.5.5 The performance data relating to the Fund is presented in table 4 below. The Service has processed Crisis and Community Care Grants well within target for the month.

Table 4 – SWF Performance Summary

Measure	1 April 2019 to 31 July 2019
Number of Crisis Grant applications received	3,141
Number of Crisis Grant Awards	2/493
Total amount paid for Crisis Grants	£190,744
Average Processing time (2 working days target)	1 day
Average Processing time (within month)	1 day
Number of Community Care Grant applications received	741
Number of Community Care Grant Awards	470
Total amount paid for Community Care Grant	£244,844
Average processing time year to date (15 working days target)	6 days
Average processing time (within month)	8 days
Total amount paid/committed from the fund	£435,588
Budget provided by Scottish Government	£1,172,473

5. Customer Service Provision

5.1 This section details the performance of the customer service unit for July 2019 and the year to date position covering the period from 1st April 2019 to 31 July 2019.

5.2 The report provides an update on the overall contact centre call handling response times as well as face to face response times across the three customer service locations in Paisley, Renfrew and Johnstone.

5.3 Telephone Call handling

5.3.1 High level monthly summary – in July the contact centre received 34,097 calls and answered 93% against a primary target of 90% for the period.

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

Primary target	Year	Calls Received	July	Year to Date
90% calls answered	2019	34,097	93%	94%
	2018	30,991	95%	93%

5.3.2 The contact centre achieved the primary target of answering 90% of all calls. The percentage of calls answered has reduced slightly compared to the same period last year, mainly due to a 10% increase in total calls received.

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

Table 6 – Customer Service Unit – Secondary Target (call handling)

Secondary target	Year	July	Year to date
70% calls in 40 seconds	2019	64%	63%
	2018	63%	59%

5.3.4 The contact centre performance was below target for the month of July, mainly due to increased demand at the start of the month coinciding with the start of the main summer holiday period and the resulting impact on the resources available in the contact centre, however performance was slightly higher than for the same month last year.

5.3.5 The performance against the secondary target in the contact centre has improved compared to the same month last year. The year to date position is also higher than the previous year.

5.4 Face to face provision

5.4.1 The primary target for Face to Face customer service is to ensure average wait time for all customer visits is below 20:00 minutes. The table below outlines the performance for the period across all Customer Service locations.

5.4.2 The service received 3,626 customer visits in the period and continues to deal with these customers within target performance. This is compared to 3,923 visits for the same period last year. All locations continue to achieve target for face to face customer service visits.

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

Location	Year	July	Year to Date
Paisley	2019	09:33 mins	11:30 mins
	2018	13:55 mins	17:53 mins
Renfrew	2019	06:01 mins	05:52 mins
	2018	05:51 mins	05:55 mins
Johnstone	2019	11:55 mins	11:34 mins
	2018	12:55 mins	11:15 mins

5.4.3 Face to face wait are broadly in line in Renfrew and Johnstone with a significant reduction in wait times in Paisley compared to the same period last year, mainly due to an increase in online service availability and offering customers the ability to book specific appointment times for some service.

5.5 Factors impacting performance in the period

The service level for the contact centre was below the target of 70% of calls answered in 40 seconds. The key factors during the month which caused this are outlined below.

- The service was impacted by an increase in demand during the first week of the month as the school holiday period starts coinciding with a reduced level of resources available due to peak annual leave.
- The performance recovered and remained stable for the remainder of the month

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 – An efficient and effective Customer Service 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 Recommendation contained within this report 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

- (a) None
-

Author: **Rhona McGrath Ext 6879**

Appendix 1

RENFREWSHIRE COUNCIL

REVENUES COLLECTION STATEMENT AS AT 28TH July 2019

COUNCIL TAX		
	2018/19	2019/20
	£m	£m
Projected Yield	85.957	90.560
Gross Charges	89.713	95.900
Less rebates	12.327	12.926
Net Charges Billed	<u>77.386</u>	<u>82.974</u>
Cash Collected	73.871	34.532
Rebate Grant	12.327	12.926
	<u>86.198</u>	<u>47.458</u>
Cash collected as % of Net Charges	95.46%	41.62%
Income as % of Projected Yield	100.28%	52.41%

NON DOMESTIC RATES		
	2018/19	2019/20
	£m	£m
Projected Yield	125.355	129.431
Gross Charges	149.340	152.680
Less reliefs	21.427	20.607
Net Charges Billed	<u>127.913</u>	<u>132.072</u>
Cash Collected	127.089	39.090
Cash collected as % of Net Charges	99.36%	29.60%
Cash collected as % of Projected Yield	101.38%	30.20%

Customer & Business Services Performance Report – Appendix 2

Supplementary KPIs – Finance & Resources Policy Board

APPEALS

Where a claimant disputes a Benefits decision and also disputes a revision decision they can formally make an Appeal. The Benefits Service will prepare a detailed submission which is then considered by the Independent Tribunals Service. Preparation of a submission is a very involved process and requires significant data gathering.

Target processing speed	60		
Result: last 3 months (days)	May:29 days	June:35 days	July:32 days
Average (12 months to date)	28 days		
Average Appeals Completed	7 Appeals per month		

Comment:- Appeals have been processed well within target over the period.

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	February: 11	March: 14	April: 17
Result Last 3 months	May: 18	June: 18	July: 17

Comment:- The Service remains well within target for revisions processing

ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit 4% of all calculations. The actual level of checking for this reporting period is higher due to a number of new staff joining the Benefits team and therefore requiring 100% of their work to be checked.

	Target %	Actual %
Volume of Audits	4%	34%
Accuracy – July 19	95%	89%
Accuracy – Year to Date	95%	92%

Comment:- The Service has set a stretching target for Accuracy, during the period new employees continue with development in their roles and this is reflected in the volume of audits completed.

Customer & Business Services Performance Report – Appendix 2

Supplementary KPIs – Finance & Resources Policy Board

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. In year collections performance is detailed below.

Overpayments raised year to date	£678,243
Overpayments raised and recovered in year	£155,026
% recovery	22.86%
All recovery year to date	£321,076
All recovery vs raised in year	65.68%
All recovery vs all debt	5.41%
Total debt outstanding at end of reporting period	£7,794,572



To: FINANCE, RESOURCES AND CUSTOMER SERVICES POLICY BOARD

On: 4 SEPTEMBER 2019

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

**Heading: OPERATIONAL PERFORMANCE REPORT: INTEGRATED FACILITIES
MANAGEMENT (HARD & SOFT SERVICES)**

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 June.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board approves the operational performance update contained within this report.
-

3. Facilities Management - Hard Services

Building Services Background

- 3.1 Building Services is Renfrewshire Council's in-house property repairs and maintenance contractor. Its core function is to provide a high quality, customer focused and cost-effective property repairs and maintenance service to Renfrewshire Council.
- 3.2 As a business with a projected turnover of just over £16m for 2019/20 and a planned workforce of 186 craft operatives spanning 10 trade disciplines and 32 APT&C employees. It is one of the largest property repairs and maintenance contractors within the Renfrewshire area.

Overall Repairs Profile at 30th June 2019

3.3 HRA Repairs

The Housing repairs for the first 3 months of the financial year are shown below. Performance still exceeds the target of 94% at 95.36% for the period.

PERFORMANCE INDICATORS 2019/2020			April	May	June	Q1
NO OF REPAIRS COMPLETE			4399	3896	3830	12125
NO OF REPAIRS WITHIN TARGET			4209	3712	3641	11562
% OF REPAIRS WITHIN TARGET	Target	94%	96%	95%	95%	95.36%

3.4 Repairs & Maintenance, Council operational properties (Non Housing)

The Council's internal repairs & maintenance repairs for the first 3 months of the year are shown in the table below.

Performance measurement across the area is in the process of being developed, however the initial performance for this year covering both Internal and External Supplier repairs is shown below.

Further refinements will be developed over the next 2 quarters to report on performance internally and externally.

PERFORMANCE INDICATORS 2019/2020			April	May	June	Q1
NO OF REPAIRS COMPLETE			687	795	716	2198
NO OF REPAIRS WITHIN TARGET			552	637	640	1829
% OF REPAIRS WITHIN TARGET	Target	80%	80%	80%	89%	83.21%

3.5 The service continues to take on additional works and tasks and has completed several major projects over the Summer school recess. Substantial works were undertaken in Paisley Grammar, Newmains Primary School and Hillview Nursery.

- Paisley Grammar included substantial redecoration and modernisation to the stairs, toilets, assembly hall and many individual rooms. The works have substantially improved the educational environment;
- Newmains Primary had 6 toilet areas refurbished and modernised;
- Hillview Nursey has had many improvements across the entire property to make it a valuable new addition to the Council's asset portfolio.

Compliance Task performance 2019/2020

3.6 Compliance Task performance is monitored on a cumulative basis in line with the Service Improvement Plan. The indicator sets the target for task completion across a variety of Statutory and non-Statutory tasks. There are 4,961 tasks due for completion in the next 12 months and at the end of quarter 1 the service achieved a completion rate of 90.8% against a target of 90%.

			Cumulative	Target
Compliance Tasks	Q1		380	
	Total Compliance Tasks	No of Tasks Completed on time	345	
Repairs & maintenance Sub Contract	182	160	87.9%	
Property & Technical Sub Contract	54	54	100.0%	
Internal Service - Building Services	144	131	91.0%	
Overall Performance	380	345	90.8%	90.0%

Areas of compliance include electrical tests, powered lifts, roller shutters and legionella. The information held within the system continues to develop and is now available at site level to property users.

Housing Repairs Satisfaction Update

- 3.7 Customer feedback continues to be positive and for the first quarter, the service out turned at 96.51% overall satisfaction level, against a target of 97%.

There has been a reduction in June 2019 as the number of surveys carried out in June was around half of the normal threshold of around 7 – 8% of jobs attended. Senior management will continue to review position and address any issues identified

Customer \ Satisfaction Survey Results							
	Apr-19		May-19		Jun-19		Q1
Was the appointment met By Renfrewshire Council?	97.18%		96.07%		96.62%		96.62%
Was your repair complete at the first visit?	90.73%		94.10%		90.97%		92.17%
How satisfied are you with the appointment service?	98.48%		97.91%		96.64%		97.86%
Did the operative show identification on arrival?	95.58%		94.33%		93.29%		94.63%
workspace clean on tidy on departure?	99.69%		99.08%		99.33%		99.37%
Are you happy with the workmanship carried out in your home?	95.58%		92.24%		90.60%		93.26%
Overall Satisfaction Score (Inc. Neither/Nor /Satisfied & Very Satisfied)	307	96.24%	325	97.01%	143	95.97%	775 96.51%

Building Services Training & Development

Apprentices

- 3.8 Three operatives have now progressed from apprenticeship into full time posts and the number of apprentices remaining within Building Services now stands at 7.

Working with Asbestos

- 3.9 To date the service has trained 25 employees in carrying out work involving working with non-notifiable asbestos, which will assist in providing additional services to our clients and securing additional contracts. More operatives are programmed to be trained over the coming months.

Gas Service Engineers

- 3.10 Building services has completed a rigorous practical assessment process and identified 5 operatives who merited full interview. All 5 were rated as 'exceeding good' and it has been agreed that 3 operatives will attend the fast track training course in Domestic Gas Servicing in September and the remain 2 will commence the course next June.

Street Lighting Operational Update

- 3.11 Street Lighting Division has identified all columns across Renfrewshire that require to be replaced due to deterioration or traffic accidents. Programmes are being developed on an ongoing basis to replace these identified columns.
- 3.12 Works to identify then repair/replace underground cable faults is being dealt with as part of a programme by the in-house Street Lighting Division. This work will take several months to complete, and any new faults are logged and identified and added to the programme.
- 3.13 Work is continuing to recharge costs relating to damage to street lighting assets after road traffic incidents to ensure the council are not carrying the burden of these costs.

New and External Works

- 3.14 Building Services future strategic plans includes expanding its customer base and after winning an APSE commercialisation competition the first project is currently under development. This will set out a template for continuing to expand the services offered outside of the council's internal departments.
- 3.15 Building Services is now fully certified to carry out the installation and maintenance of electric car charging points. The service will be commencing a programme of installation across 10 locations in Renfrewshire as part of an on-going programme to expand the facilities available to the residents of Renfrewshire.
- 3.16 Building Services is working in partnership with Property Services to deliver the 1140 hours nursery provision across Renfrewshire. The works to convert Hollybush is currently well on its way. In addition, there are two further projects currently being developed and will commence on site shortly.

4. Facilities Management - Soft Services

Early Years and Childcare

- 4.1 The schools catering service continues to work in partnership with Children's Services to facilitate the phasing plan of the new Early Years' 1140 hours service provision. The service is in the process of recruiting a number of additional posts to assist in the delivery of this service and recruitment checks are ongoing. Hard FM continues to support this project by carrying out required alteration works in some premises.
- 4.2 Soft FM continues to make a strong commitment to provide opportunities through both Project Search and Traineeship programmes in the authority. These programmes are having a positive impact on all individuals, both mentors and trainees.

Operational Improvement

- 4.3 The Online Schools Payment/Cashless Catering project continues to be rolled out across the school network.

5. Free school meals in primary and secondary schools

- 5.1 School meal uptake at the end of quarter 1 was 67.3%, below the target of 75%.
- 5.2 A new menu was introduced in primary schools at the start of the autumn term. This was developed through consultation with pupil groups and provides a more traditional service which will ensure the business is ready for the implementation of the Scottish Government's revised School Food Regulations, which are due to be implemented by August 2020.

Implications of the Report

- 1. **Financial** - Any financial savings from the service redesigns referenced in this report will be progressed through the Council's financial & budget planning process.
- 2. **HR & Organisational Development** - Any staffing changes from the service redesigns referenced in this report will be progressed through the Council's HR policies, including redeployment and utilisation of VR/VER scheme.
- 3. **Community & Council Planning** - the report details a range of activities which reflect local community and council planning themes.
- 4. **Legal** - None.
- 5. **Property/Assets** - None.
- 6. **Information Technology** - IT implications are contained within 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 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** – The performance outlined within the report will continue to contribute to positive climate change.

List of Background Papers: None

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To: Finance, Resources & Customer Services Policy Board

On: 4 September 2019

Report by: Director of Finance & Resources

Heading: Public Holidays for Employees 2020

1. Summary

- 1.1 In line with the Council's statement of particulars of employment for local government employees, employees shall be granted 12 public holidays and one day of no work requirement per annum.
- 1.2 The Council approves the dates for the 12 public holidays each year, usually following a traditional 'bank holiday' pattern set over many years. However, this year, following a Royal Proclamation issued on 12 July 2019 announcing that the early May Day bank holiday would be held on Friday, 8 May 2020 instead of Monday, 4 May 2020 and coincide with VE Day celebrations, it is proposed that the early May Day public holiday for Council employees is also celebrated on Friday, 8 May 2020.
- 1.3 The appendix to this report lists the date of each of the 12 public holidays and the day of no work requirement for 2020.
-

2. Recommendation

- 2.1 That it be agreed that the early May Day public holiday be held on Friday, 8 May 2020 instead of Monday, 4 May 2020, to reflect the bank holiday arrangements and to celebrate VE Day; and

- 2.2 That the 12 public holidays and day of no work requirement for Renfrewshire Council employees for 2020, as detailed in the appendix, be approved.

3. **Background**

- 3.1 The day of no work requirement between Christmas and New Year came into effect in October 2009 following the implementation of new terms and conditions. The Council closes for all non-essential services for three days between Christmas and New Year public holidays. Employees are required to retain and use two days of their annual leave to cover the first two days of closure with the third day allocated as a day of no work requirement. The day of no work requirement can vary each year but is normally the work day preceding New Year's Day.
- 3.2 Bank holidays are set out in the Banking & Financial Dealings Act 1971 and apply directly to banks and building societies. Council employees are not automatically entitled to bank holidays, however the Council's contract of employment states that public holidays will be issued each year. Public holidays are therefore a matter for the Council to determine and past practise has been that public holidays reflect bank holidays.
- 3.3 The Board is asked to approve the proposed public holidays for 2020 as set out in the appendix to this report, including Friday, 8 May 2020 instead of Monday, 4 May 2020 to reflect bank holiday arrangements.

Implications of the Report

1. **Financial** – none.
2. **HR & Organisational Development** - approval of public holidays will assist with diary arrangements and allow Council services to plan staff cover well in advance to ensure that essential services continue to be provided over public holiday periods.
3. **Community/Council Planning** – approval of Friday, 8 May 2020 instead of Monday, 4 May 2020 will allow communities in Renfrewshire to join in celebrating the anniversary of VE Day.
4. **Legal** – none.
5. **Property/Assets** - none.
6. **Information Technology** – none.
7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Cosla Policy Position** - not applicable.
13. **Climate Risk** – not applicable.

List of Background Papers – none.

Author: Anne McNaughton, Senior Committee Services Officer
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RENFREWSHIRE COUNCIL

PUBLIC HOLIDAYS FOR EMPLOYEES 2020

Holiday	2020
New Year	Wednesday, 1 January 2020 Thursday, 2 January 2020 Friday, 3 January 2020
Good Friday	Friday, 10 April 2020
Easter Monday	Monday, 13 April 2020
Early May/VE Day	Friday, 8 May 2020
Queen's Birthday	Monday, 25 May 2020
Paisley Fair Holiday	Monday, 3 August 2020
Autumn Holiday	Friday, 25 September 2020 Monday, 28 September 2020
Christmas	Friday, 25 December 2020 Monday, 28 December 2020
Day of no work requirement	Thursday, 31 December 2020

Non-teaching staff in schools

Children's Services will issue a separate list of school holidays for term time staff.



To: Finance, Resources & Customer Services Policy Board

On: 4 September 2019

Report by: Director of Finance & Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for financial year 2019/20.

- a) A letter was received on 20th June from Captain David Hanley of the 102 Field Squadron to request civic hospitality in the form of a contribution towards a reception for the Squadron Family Day on Saturday 17th August 2019. The family day is intended to recognise the commitment of volunteers from Renfrewshire together with the support provided by their families.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to provide a contribution towards the day of £1,000 and the Board is asked to homologate the action taken.

- b) A request has been received to provide a civic reception for the German exchange programme between Gleniffer High School and a partner school in our twin town of Fürth on Tuesday 22nd October at Paisley Abbey. This will coincide with a tour of Paisley Abbey and a tour of the Council Chambers for the German Students.

Following consultation with the Provost, it is proposed that the Board agree to provide a civic reception for approximately 50 people at an estimated cost of £350 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 Renfrew Community Council in relation to a request for some civic hospitality in the form of an afternoon tea or finger buffet to accompany the reinstatement of the flag pole at Ferry Green in Renfrew.

Following consultation with the Provost, it is proposed that the Board agree to provide a reception at the Ferry Inn for approximately 80 people at the cost of approximately £800 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 2019/20 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 £26,195.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for the German school exchange visit and Renfrew Community Council and; (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 homologate the action taken in respect of the contribution towards civic hospitality for the 102 Field Squadron.

Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the 2019/20 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 – Correspondence from 102 Field Squadron
- (b) Background Paper 2 – Email correspondence Gleniffer High School
- (c) Background Paper 3 – Email correspondence from Renfrew Community Council

The foregoing background papers will be retained within Finance & Resources for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Donna Gallagher, Member Services Officer (Telephone – 0141 618 6794, e-mail – donna.gallagher-pt@renfrewshire.gov.uk

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To: Finance, Resources and Customer Services Policy Board

On: 4th September 2019

Report by: The Chief Executive and the Head of Regeneration

Heading: Business Gateway Core and Specialist Workshops and Expert Help 2020 (RC-CPU-19-002)

1. Summary

- 1.1 The purpose of this report is to seek the formal approval of the Finance, Resources and Customer Services Policy Board to award a contract for Business Gateway Core and Specialist Workshops and Expert Help 2020.
 - 1.2 The recommendation to award a contract follows a procurement exercise which was conducted in accordance with Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for an above EU Threshold for a Service using the Open Procedure.
 - 1.3 A contract strategy was approved by the Head of Regeneration and the Procurement Operations Manager on the 30th May 2019.
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2. Recommendations

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

- 2.1 Award a contract for Business Gateway Core and Specialist Workshops and Expert Help 2020 to Lanarkshire Enterprise Services Limited;

- 2.2 The Contract will be for a period of two (2) years. The Contract is intended to commence on the 1st January 2020 however, the actual commencement date will be confirmed within the Council's Letter of Acceptance;
- 2.3 The contract value will be £194,400.00 excluding VAT.

3. Background

- 3.1 Renfrewshire Council requires a single service provider with the capability to deliver a package of services to support the delivery of the core programme of Business Gateway Services in Renfrewshire and some elements of the Business Growth Renfrewshire programme. The services provided will include Core Start Up, Business Base, Specialist Workshops and Expert Help Consultations for growing businesses in areas such as Marketing, Finance, Innovation, Intellectual Property, Business Strategy, Procurement Skills, and Human Resource Management.
- 3.2 A contract notice was dispatched via the Pubic Contracts Scotland portal on the 4th June 2019 and published in the Official Journal of the European Union (OJEU) on the 6th June 2019 with a tender deadline of 12 noon on 9th July 2019.
- 3.3 During the tendering period, twenty-four (24) tenderers expressed an interest in the tender opportunity with five (5) tender submission responses submitted by the tender deadline.
- 3.4 All five (5) tenderers confirmed compliance with the minimum selection criteria set out in the European Single Procurement Document (ESPD) and the published contract notice. One (1) tenderer failed to comply with the specification and was deemed non-compliant. The four (4) compliant tenderers were then evaluated against a published set of award criteria, of 60% Quality / 40% Price, by representatives from the Corporate Procurement Unit and Economic Development.
- 3.5 The scores relative to the Award Criteria for each of the four (4) Tenderers are noted below:

Tenderer	Quality (70%)	Price (30%)	Total Score
Lanarkshire Enterprise Services Limited	51.13%	37.12%	88.24%

Enterprise North East Trust Limited T/a Elevator	42.00%	36.85%	78.85%
The Social Marketing Gateway Limited	34.13%	40.00%	74.13%
Red Kite Innovations Limited	21.25%	39.06%	60.31%

- 3.6 The Evaluation of the tender submissions received identified that the submission by Lanarkshire Enterprise Services Limited was the most economically advantageous tender.
- 3.7 Community Benefits were requested as part of the procurement process and Lanarkshire Enterprise Services Limited advised within their tender submission that the following Community Benefits would be made available to the Council during the contract:

Community Benefit Description	No of People / Activity
Business advice/support to an SME /Social Enterprise/ Voluntary organisation	2
Industry Awareness Events <ul style="list-style-type: none"> • Schools • Invest in Renfrewshire – Employability • Further Education 	2

Implications of the Report

- Financial** – The financial status of Lanarkshire Enterprise Services Limited was assessed which confirmed that they satisfy the Council's requirements in relation to financial stability.
- HR & Organisational Development** – No TUPE implications have arisen or are anticipated.
- 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 i.e. payment of the living wage, training and development opportunities.

4. **Legal** – This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for an above EU threshold Services Contract.
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** - 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** – Lanarkshire Enterprise 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** – Procurement of this Contract was conducted in accordance with the Open procedure for an above EU threshold Services Contract under the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts.
10. **Risk** – Lanarkshire Enterprise Services Limited insurances were assessed and evaluated by Corporate Risk and met the minimum requirements regarding insurable risk.
11. **Privacy Impact** – No Privacy Impact implication has arisen or is anticipated.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk - None**

List of Background Papers

- (a) None

Author: Aileen Ross, Procurement Assistant, tel. 0141 618 6631



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: The Chief Executive

Heading: Landscape Design AMIDS Core Site (Netherton Campus)

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 Landscape Design for AMIDS Core Site (Netherton Campus), Ref: RC-CPU-19-102.

1.2. The recommendation to award this Contract follows an open procedure for an above EU Threshold Services contract, which was conducted in accordance with the Council's Standing Orders relating to Contracts.

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 the Contract for the Landscape Design for AMIDS Core Site (Netherton Campus), Paisley to Optimised Environments Limited;
- (b) authorise the contract value up to £220,000.00 exclusive of VAT;
- (c) note the contract period is anticipated to be three (3) years but is subject to the programme for the construction of the landscape

associated with Netherton Campus. The Commencement Date will be confirmed in the Council's Letter of Acceptance.

3. Background

- 3.1. This Services Contract is part of a larger programme to enable delivery of the emerging Advanced Manufacturing Innovation District Scotland (AMIDS).
- 3.2. AMIDS is led by Renfrewshire Council in partnership with Scottish Enterprise and Scottish Government. The district – the only one of its kind in Scotland – will be internationally-recognised for advanced manufacturing, leading innovation and research and driving sustainable growth in the Scottish economy.
- 3.3. At the heart of AMIDS is Netherton Campus, a 52-hectare site next to Glasgow Airport which will be home to the National Manufacturing Institute Scotland and the Medicines Manufacturing Innovation Centre.
- 3.4. The vision for this core AMIDS site is to attract ambitious companies by creating a high quality, campus style environment that supports healthy working, fosters collaboration and promotes sustainability.
- 3.5. A masterplan for Netherton Campus has been in development since 2016 and has evolved into a vision to deliver an exemplar advanced manufacturing and innovation district.
- 3.6. The purpose of this Contract is to take forward two of the key projects identified in the masterplan: two linked expanses of public realm and green space at the heart of the site 'Netherton Square and Riverside Park'.
- 3.7. Netherton Square will be a flexible, attractive and active space, capable of being used for formal outdoor meetings and events as well as less formal occasions such as lunch breaks and out of hours use.
- 3.8. Riverside Park will take advantage of the site's proximity to the White Cart River, providing opportunities for healthy, sustainable green space which will allow workers and locals alike to interact with nature and the White Cart.

- 3.9. The Council require to appoint a Landscape Architect to develop a detailed design for Netherton Square and the adjoining section of the Riverside Park as well as a concept design for the remaining sections of the Riverside Park and common landscape areas in alignment with the envisaged phasing of development at the site.
- 3.10. The Council conducted this procurement as an open procedure for above EU Threshold Services Contract in accordance with the Council's Standing Orders relating to Contracts.
- 3.11. A Contract Notice was published in the Official Journal of the European Union (OJEU) and tender documentation published on Public Contracts Scotland -tender system on 5 July 2019.
- 3.12. During the tender period, there were thirty-one (31) expressions of interest in the tender and by the closing date and time of 12 noon on 8th August 2019, five (5) Tenderers submitted a tender.
- 3.13. All five (5) tender submissions met the minimum requirements as contained in the ESPD and were therefore evaluated against the specific award criteria of 40% Price/ 60% Quality set by the Council in the invitation to tender and Contract Notice.
- 3.14. The Quality criteria specified by the Council included the following:
- Project priorities and methodology
 - Project team capability
 - Community Benefits
 - Fair Working Practices
- 3.15. The specific Award criteria were applied to the tender submissions for each of the five (5) tender submissions as noted below:

	Quality (60.00%)	Price (40.00%)	Total (100.00%)
Austin-Smith: Lord LLP	38.70%	31.45%	70.15%
ERZ Limited	35.10%	20.81%	55.91%
HLMAD Ltd	35.10%	25.05%	60.15%
Ironside Farrar Limited	38.70%	10.97%	49.67%

Optimised Environments Limited	49.50%	30.13%	79.63%
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- 3.16. The evaluation of tender submissions received identified that the tender submission by Optimised Environments Limited was most economically advantageous tender.
- 3.17. Community benefits were sought and Optimised Environments Limited have committed to deliver the following Community Benefits under this contract:
- 1 x Non-financial support
 - 1 x Industry awareness day
 - 1 x Industry transfer (School and/ or other)

Implications of the Report

1. **Financial** – Funding for this commission is contained within the contribution from Scottish Enterprise for the Advanced Manufacturing Innovation District Scotland (AMIDS) as per the terms of that agreement
2. **HR & Organisational Development** - none
3. **Community/Council Planning** –
 - *Our Renfrewshire is thriving* – This commission will contribute to the creation of a high quality, campus style environment at AMIDS which will attract investors and developers to the site with potential to create thousands of new jobs in Renfrewshire.
 - *Reshaping our place, our economy and our future* – AMIDS will make Renfrewshire an economic powerhouse within Scotland's industrial heartland and create wealth and opportunities for Renfrewshire, the wider Glasgow City region and beyond.
 - *Creating a sustainable Renfrewshire for all to enjoy* – The campus will provide a high-quality environment that supports healthy working, fosters collaboration and promotes sustainability.
4. **Legal** - The procurement of this Contract was conducted in accordance with the Council's Standing Orders relating to Contracts for an above EU Services Contract and the Public Contracts (Scotland) Regulations 2015, as amended.

5. **Property/Assets** – this Contract will lead to improvements to a Council asset as well as increasing the attractiveness of the AMIDS site to potential investors, developers and local communities.
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 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** - the health and safety credentials of Optimised Environments Limited 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** - the insurances of Optimised Environments Limited were evaluated by Corporate Risk and met the Council's minimum requirements regarding insurable risk.
11. **Privacy Impact** - none
12. **Cosla Policy Position** – none.
13. **Climate Risk** - none

List of Background Papers

None

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To: The Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: The Chief Executive

Heading: Contract Authorisation Report: Paisley Learning & Cultural Hub – hub West Scotland Award of Main Works Contract

1. Summary

- 1.1 The relocation of Paisley Central Library to a new location in Paisley High Street is linked to the redevelopment of the Paisley Museum. The Paisley Museum Re-imagined project is the flagship project of the Paisley Heritage Asset Strategy which was approved by the Council meeting in January 2014.
- 1.2 The Council agreed that officers take forward commissioning of detailed studies and surveys of the building at 22 High Street between 2015- 2017. This has informed a Feasibility Study for the proposed Paisley Learning and Cultural Hub (the “Project”).
- 1.3 Following completion of the feasibility study, the Finance, Resources and Customer Services Policy Board approved the appointment of hub West Scotland (hWS) on 28 March 2018 as lead contractor and the budget of £6,686,245 for the Project.
- 1.4 On 14 November 2018 the Finance, Resources and Customer Services Policy Board authorised the award of the enabling and soft strip out works package for the Project to hub West Scotland as the main contractor with works being sub-contracted to CCG (Scotland) Limited.

- 1.5 This report seeks approval to progress with the main works phase of the project.
- 1.6 This report also includes a note in accordance with Clause 20.3 of the Standing Orders Relating to Contracts regarding additional costs incurred under the contract “Paisley Learning and Cultural Hub – Enabling Works (Hub West Scotland)”.
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2. **Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
- (a) Authorise the award of the Main Works Contract to hub West Scotland as the main contractor with works then being sub-contracted to CCG (Scotland) Ltd.
 - (b) Authorise the contract value of £4,527,654.00 excluding VAT;
 - (c) Authorise the use of a potential contingency allowance (where required) of up to £522,431.00 excluding VAT in addition to the sum detailed in 2.1(b) above.
 - (d) Note that the total construction period for the Main Works is anticipated to be 64 weeks from the date of commencement which is currently scheduled to be 2 December 2019 with completion of 22 March 2021 however this timescale is fluid and may be extended pending the completion of the Enabling Works.
- 2.2 The Finance, Resources and Customer Services Policy Board are further asked to note that due to the discovery of additional asbestos, the Enabling Works contract sum previously authorised at the Finance, Resources and Customer Services Policy Board on 14 November 2018, has increased from £433,590.00 excluding VAT, plus contingency allowance of £20,000.00 excluding VAT to £584,713.59 excluding VAT, an increase of 29%.
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3. **Background**

- 3.1 The Paisley Learning and Cultural Hub project has been developed to create a modern accessible community resource in the heart of Paisley’s High Street. This project supports the aspirations of the Council Plan and the local regeneration strategies as set out in the

Renfrewshire Local Development Plan, Community Plan and Economic Framework. The Paisley Town Centre Action Plan 2016-2026 provides the local context for this key regeneration project.

- 3.2 Following a Feasibility Stage, it was accepted that a refurbishment option (rather than a new build option) offered the most suitable and largest potential development solution in terms of new floorspace. A New Project Request (a hub West Scotland governance requirement) was submitted by the Council to hub West Scotland (hWS) which was accepted by the hWS Board on 31st May 2018 and resulted in the appointment of CCG (Scotland) Limited as the main contractor for the Project.
- 3.3 The Finance, Resources and Customer Services Policy Board on 14 November 2018, approved the recommendation to proceed with a programme of targeted enabling works consisting of asbestos removal and soft strip. The works were commissioned via a contractual arrangement with Hub West Scotland and managed and delivered by CCG and their subcontractors. These works aimed to facilitate more robust intrusive surveys, which in turn would yield better cost certainty and reduce risk to the main works.
- 3.4 During the course of the enabling works contract, it transpired that the extent of the asbestos removal required was greater than originally anticipated. There have been 2 instances of additional asbestos discovered. The first cost an additional £70,345.75 (ex VAT) to remove and the second cost an additional £131,123.59 (ex VAT) to remove. The additional spend can be funded from the client held contingency allowance within the overall Project budget.
- 3.5 This Main Works contract will refurbish and repurpose the 4 storeys, plus basement of the 22 High Street property into the Paisley Learning and Cultural Hub. The project will transform and bring back into use a vacant and historically significant town centre building and forms part of a larger suite of projects that will stimulate regeneration activity in Paisley town centre. The Project is being delivered in accordance with Paisley's Town Centre Heritage Asset Strategy, Paisley Town Centre Action Plan 2016-2026 and the Renfrewshire Local Development Plan.
- 3.6 The internal configuration of the building will be dramatically altered to accommodate Renfrewshire Leisure's library service. Accessible spaces will create an inclusive environment for service users. Distinct and characterful areas will be created to meet the needs of specific users, including bespoke areas for children, young adults and local groups. New mechanical, electrical and plumbing systems will

supplement a modern IT solution, creating a comfortable and high-quality environment that enhances service provision. Externally, the built fabric of the building will be consolidated, and condition improved. The High Street interface will be enhanced through careful retention of the upper façade, complemented by a modern intervention to the ground and first floor elevation.

- 3.7 The Project costs remain within the £6,686,245 budget funded from existing approved resources.

Implications of the Report

1. **Financial** – The Project remains within budget and the costs attributed to this Contract will be met from existing approved resources.
2. **HR & Organisational Development** – The Learning and Cultural Hub once implemented will be operated and managed by Renfrewshire Leisure. Renfrewshire Leisure will determine the human resources and organisation development requirements for the operation in due course.
3. **Community/Council Planning –**
 - Our Renfrewshire is thriving – Progressing cultural and heritage-led regeneration projects results in a stimulus to the local economy via contracts won and visitors and user numbers. The Learning and Cultural Hub can be a key partner in helping governments to achieve growth and sustainable jobs.
 - Our Renfrewshire is well – The Paisley Learning and Cultural Hub will provide improved access to all services and will promote longer, healthier lives, assisting with reducing health inequalities.
 - Our Renfrewshire is fair – The Paisley Learning and Cultural Hub will provide improved access to all services including digital support for the community.
 - Reshaping our place, our economy and our future – The Paisley Learning and Cultural Hub will secure the restoration and productive re-use of a high-profile vacant building which will house a flagship community facility which helps to support growth and sustainable jobs. This will also increase footfall and the associated increased use of the High Street offers potential benefits to traders, assisting the economy of Paisley Town Centre.
4. **Legal** - The procurement exercise to establish Hub West Scotland and the ability of the Council to enter into Contract with Hub West Scotland has been conducted in accordance with the EU Procurement Regulations.

The increase in value of the Enabling Works contract is notified under Clause 20.3 of the Standing Orders Relating to Contracts which states that where the net cumulative additional cost of a contract previously authorised for award by the Finance, Resources and Customer Services Policy Board is more than the greater of £100,000 or 25% of the approved contract value, a report on the matter should be submitted to the next meeting of the Finance, Resources and Customer Services Policy Board.

5. **Property/Assets** - The Paisley Learning and Cultural Hub is a key project within the Heritage Asset Strategy and will provide a valuable community resource as well as enabling the Paisley Museum Reimagined project to progress.
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 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. An Equality Impact Assessment is being prepared as part of the project requirements and relevant disability groups will be consulted as part of the process.
8. **Health & Safety** – A Health and Safety strategy is being developed for the project and will be applied at all relevant project stages.
9. **Procurement** – Hub West Scotland is a joint-venture organisation which is owned by both the public and private sectors and as such are not obligated to abide by public sector procurement regulations and protocol. The procurement process to establish the "hubco" for the hub West Territory was conducted by the Scottish Futures Trust (an infrastructure delivery company owned by the Scottish Government) in accordance with the above EU Threshold Competitive Dialogue Procedure for Services. On 5 March 2012 the Finance and Policy Board agreed that Renfrewshire Council could participate in the Hub West Territory Partnering Agreements co-ordinated by the Scottish Futures Trust.

The agreement with the Scottish Futures Trust allows the Council to consider a partnership with hub West as an option when developing procurement strategies for infrastructure projects which encompass an

element of design and build if it satisfies the requirement to achieve Value for Money, including adding social value through the project.

A Procurement Strategy has been prepared for the Paisley Learning and Cultural Hub by the Corporate Procurement Unit.

10. **Risk** - A Risk Register has been produced for the project and 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 Position implications have arisen or are anticipated.
 13. **Climate Risk - None**
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List of Background Papers

- (a) Report to Finance and Customer Services Policy Board; 14 November 2018, 'Paisley Learning and Cultural Hub',
 - (b) Report to Leadership Board; 20 June 2018, 'Paisley Learning and Cultural Hub',
 - (c) Report to Finance and Customer Services Policy Board; 28 March 2018, 'Paisley Learning and Cultural Hub',
 - (d) Report to Council; 15th December 2016, 'Paisley Town Centre Regeneration (Learning and Cultural Centre)',
 - (e) Report to the Planning and Property Board; 15th March 2016, 'Paisley Library Relocation'.
 - (f) Report to Leadership Board; 17th February 2016, 'Paisley Central Library Consultation Report',
 - (g) Report to Economy & Jobs Policy Board; 18 November 2015, 'The Regeneration of Paisley Town Centre – Paisley Museum',
 - (h) Report to the Economy and Jobs Board; 18 November 2015, 'Paisley Heritage Asset Strategy: Progress Report 4'.
-

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To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: The Chief Executive

Heading: Contract Award: Paisley Town Centre Public Realm Design Works – Multi Disciplinary Design Team

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 Paisley Town Centre Public Realm Design Works – Multi Disciplinary Design Team (RC-CPU-19-059) to Ironside Farrar Limited.
 - 1.2 The recommendation to award the Contract follows a procurement exercise which was conducted in accordance with the Open Procedure of the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts.
 - 1.3 A Contract Strategy was approved by the Head of Regeneration and the Strategic Commercial & Category Manager on 14 June 2019.
-

2. **Recommendations**

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

- 2.1 award a Contract for the Paisley Town Centre Public Realm Design Works – Multi Disciplinary Design Team (RC-CPU-19-059) to Ironside Farrar Limited;
 - 2.2 authorise the award of the Contract in the Sum of £299,040.00 excluding VAT;
 - 2.3 authorise the use of a potential contingency allowance (where required) of an additional 10% excluding VAT in addition to the sum detailed in 2.2 above;
 - 2.4 note that the contract period is anticipated to be 35 months with the start date anticipated to be 4th October 2019 but will be confirmed in the letter of award. The estimated completion date is during September 2022;
 - 2.5 note that the award of this Contract is subject to the provision of Collateral Warranties as indicated within the tender documentation.
-

3. **Background**

- 3.1 In September 2018, Leadership Board approved several investment projects to secure the legacy from the UK City of Culture bidding process. The main objectives of the proposed public realm improvement projects are for County Square to provide a more attractive destination gateway to the Town Centre and a more flexible event space. At Abbey Quarter, the aspiration is to provide a more flexible, accessible and attractive space for events and for town centre users to spend time in, whether planned or spontaneous, throughout the year and to complement the investment in Paisley Town Hall. To support delivery of the project, an (architect-led) multi-disciplinary design team is required to be appointed. The multi-disciplinary design team includes the (lead) architect, civil engineer, principal designer, conservation specialist, BIM manager, external lighting engineer and contract administrator
- 3.2 For the procurement of the Contract, an Open Procedure was adopted. The Contract was procured as an above EU Threshold Services Contract in accordance with the Open Procedure under the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
- 3.3 A contract notice for this project was dispatched via the Public Contracts Scotland advertising portal on Wednesday 12 June 2019 with the notice published by the Official Journal of the European Union

(OJEU) on Friday 14 June 2019. The Invitation to Tender documentation (ITT) was available for download from the Public Contracts Scotland – Tender platform from the date of publication in OJEU (14 June 2019).

3.4 During the tendering period, fifty-three (53) organisations expressed an interest in the Contract. By the closing date set for submissions, 12 noon on Monday 15 July 2019, seven (7) tender submissions had been received.

3.5 All seven (7) tender submissions were each evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Council's Corporate Procurement Unit. All seven (7) tender submissions satisfied the Council's minimum requirements within the ESPD selection criteria.

3.6 All seven (7) tender submissions were then evaluated against the published Award Criteria based on a weighting of 60% Quality and 40% Price. The scores relative to the Award Criteria of the bidders are noted below:

		Quality 60%	Price 40%	Total 100%
1	Ironside Farrar Limited	46.26	40	86.26
2	Austin-Smith:Lord LLP	36.63	38.23	74.86
3	LDA Design Consulting Ltd	42.01	25.72	67.73
4	Optimised Environments Limited	34.63	30.76	65.39
5	AECOM Limited	32	28.52	60.52
6	GROSS. MAX. Ltd.	29.38	28.62	58
7	Land Use Consultants Limited (LUC)	31.63	24.51	56.14

- 3.7 The evaluation of tender submissions received identified that the submission by Ironside Farrar Limited was the most economically advantageous tender submission.
- 3.8 The Council approved the investment in Town Centre Public Realm on 27 September 2017 and the costs for this project remain within budget and will be funded from existing approved resources.
- 3.9 A mandatory minimum of 50 Community Benefit Points were sought as part of this Contract. Ironside Farrar Limited committed 50 CBP against the following activities:

Community Benefit Description	No of People / Activity
Graduate	1
Work Experience Placement for an individual aged 16+ years of age	1
Work Experience Placement for an individual aged 14 to 16 years of age	1
Industry Awareness Events <ul style="list-style-type: none"> • Schools • Invest in Renfrewshire – Employability • Further Education 	1
Business advice / support to an SME / Social Enterprise / Voluntary organisation	1

Implications of the Report

1. **Financial** – The financial status of Ironside Farrar Limited was assessed by undertaking a Dun and Bradstreet evaluation and it confirmed that the company satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning**
 - Our Renfrewshire is fair – Bidders were assessed within this procurement process regarding their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training and development opportunities etc.

- Creating a sustainable Renfrewshire for all to enjoy – Ironside Farrar Limited has committed to deliver the Community Benefits detailed in section 3.9 of this report.
- 4. **Legal** – The procurement of this Service Contract was conducted in accordance with the Open Procedure of the Public Contracts (Scotland) Regulations 2015 and Council's Contract Standing Orders relating to Contracts for above EU Services contracts.
- 5. **Property/Assets** – The project will bring together the Abbey Quarter area as one coherent high-quality public realm space, reconnecting people with place, natural assets and cultural heritage and will transform County Square into a seamless, high quality space that is flexible and adaptable to the always varying needs albeit resilient to the changes in social fabric, the economy and the environment as well as accessible and safe for the users.
- 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 individual's 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** – Ironside Farrar Limited's health and safety credentials were evaluated by Corporate Health & Safety and met the Council's minimum 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** – Ironside Farrar Limited's insurances have been assessed and evaluated and confirm that they will 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 - None**
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List of Background Papers

- (a) Report to Leadership Board: 18 September 2018, "Cultural Regeneration - Legacy Programme Update"
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Author: Karen Grady, Assistant Category Manager, Corporate Procurement Unit, Tel: 0141 618 4338



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

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

Heading: Scottish Procurement Agency Agreement relating to the supply of Water and Waste Water Billing Services

1. **Summary**

- 1.1 The purpose of this report is to seek authorisation from the Finance, Resources and Customer Services Policy Board to enter into an Agency Agreement between The Renfrewshire Council and the Scottish Ministers to permit the Scottish Ministers to enter into a successor framework agreement with suppliers of water and waste water billing services under the terms of which the Contract (a call off contract) for water and waste water billing services will be supplied to the Council.
- 1.2 The current Scottish Government Framework for the Supply of Water and Waste Water Billing Services is due to expire on the 29 February 2020. The Scottish Procurement and Commercial Directorate are currently in the process of re-tendering its replacement.
- 1.3 The existing Agency Agreement, which allowed the Scottish Procurement and Commercial Directorate to place any Contract on the Council's behalf under the framework will also expire on 29 February 2020. The Scottish Procurement and Commercial Directorate have advised that in order to continue to act on behalf of the Council, the Council will require to sign a new Agency Agreement.

- 1.4 The new Agency Agreement has been made ‘evergreen’, which means that it will remain in force for all subsequent contracts, on this or future Framework Agreements for the Supply of Water and Waste Water Billing Services until it is terminated by either party.
- 1.5 The Scottish Ministers have asked that the Agency Agreement be signed by the Council prior to establishing the new Framework Agreement.
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2. **Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Policy and Commissioning to enter into an Agency Agreement with Scottish Ministers on the Council's behalf to allow the Scottish Procurement and Commercial Directorate acting under the terms of the Agreement acting on behalf of the Council to enter into any Contract for the supply of Water and Waste Water Billing from 1 March 2020 and until such time as the Agency Agreement is terminated in accordance with Clause 11 **Termination** of the Agreement.
- 2.2 The Finance, Resources and Customer Services Policy Board is asked to note that spend on the current contract for supply of Water and Waste Water Billing is approximately £900,000.00 per annum.
-

3. **Background**

- 3.1 The Renfrewshire Council was a participant in the Authorities Buying Consortium water and energy framework until 2010 when frameworks of this type were reclassified as “Category A” [contracts which cover a range of goods and services which can be used by central government and the wider public sector] and transferred to Scottish Government Procurement Directorate to be managed as a National Framework.
- 3.2 The current provider of the Council's water and waste water services is Anglian Water Business (National) Ltd. That contract was awarded following a previous tender conducted by Scottish Procurement, and the contract period is 1st March 2016 to 28th February 2020.

- 3.3 The current framework agreement for water and waste water services is accessible to all public bodies in Scotland and some third sector organisations. The guarantee of a high volume of business has encouraged very competitive pricing from utility providers, at a rate which would not be available to organisations tendering on their own. It is anticipated that similar benefits will be achieved from the new tendering arrangements by Scottish Procurement.
- 3.4 In addition to competitive pricing, the existing contract provides a number of benefits, including:
- An early payment discount which has historically saved Renfrewshire Council circa £20,000.00 per annum;
 - Value added services such as water efficiency surveys which help support the Council to identify opportunities to maximise savings and benefits from these services;
 - An active water management programme that highlights increases in water consumption, providing an early warning of potential leaks or burst pipes when compared to normal usage patterns.

Implications of the Report

1. **Financial - None.**
2. **HR & Organisational Development - None.**
3. **Community/Council Planning – None**
4. **Legal** –Once the Agency Agreement is signed, Scottish Ministers will have the authority to enter into a contract for the supply of Water and Waste Water Billing on the Council's behalf, therefore in accordance with Clause 27.4 of Renfrewshire Council's Standing Orders Relating to Contracts, this report recommends that the Finance, Resources and Customer Services Policy Board authorise the HOPAC to enter into this Agency Agreement. Clause 29.5 of the Standing Orders Relating To Contracts allow the Council to enter into contracts under a properly constituted Framework Agreement once established.
5. **Property/Assets - None**
6. **Information Technology**

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 - None**
9. **Procurement** - The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.
10. **Risk - None**
11. **Privacy Impact - None**
12. **Cosla Policy Position – None.**
13. **Climate Risk - None**

List of Background Papers

- (a) None

Author: Laura Gillan (Strategic Commercial Category Manager – Construction)
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To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

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

Heading: Urban Traffic Control 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 an Urban Traffic Control System to Siemens Mobility Limited.
 - 1.2 The procurement exercise was conducted in accordance with the Council's Standing Orders Relating to Contract and the above EU Threshold Open Procedure for Services Contracts.
 - 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure and the Head of Policy and Commissioning on 9 April 2019.
-

2. Recommendations

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

- 2.1 Award a Contract for an Urban Traffic Control System to Siemens Mobility Limited;
- 2.2 Authorise a cumulative spend under the contract of up to £1,900,000 excluding VAT. This is made up of £900,000 excluding VAT which will be

funded by Strathclyde Partnership for Transport (SPT) and £1,000,000 excluding VAT which will be financed from the Capital Programme; and

- 2.3 Note that the Contract is for a period of 10 years which is anticipated to start on 6 October 2019.

3. Background

- 3.1 The objective of this Contract is to provide a hosted Urban Traffic Control System (UTC) for Renfrewshire to replace the Council's life-expired system. The UTC system covers sixty-four (64) of the Council's one hundred and seventy-five (175) traffic signal installations as follows:
- 35 in central Paisley;
 - 7 in Johnstone town centre;
 - 10 in Renfrew town centre; and
 - 12 in Hillington and Braehead
- 3.2 A contract notice for the Contract was dispatched via the Public Contracts Scotland advertising portal to the Open Journal of the European Union (OJEU) on Wednesday, 10 April 2019 with the notice published on OJEU on Monday, 15 April 2019 and the tender documentation available for downloading from the Public Contracts Scotland – Tender platform.
- 3.3 During the tendering period, fourteen (14) companies expressed an interest in the Contract. By the closing date set for return of electronic tenders, 12 noon on Friday, 14 June 2019, three (3) companies submitted a response, two (2) declined to respond and nine (9) failed to respond.
- 3.4 In accordance with the Council's Standing Orders Relating to Contracts 11.5 the three (3) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit, Health and Safety and Risk against pre-determined criteria which assessed competence, expertise and economic and financial standing. All tenderers were assessed as meeting the minimum criteria following the methodology stated in the Invitation to Tender.
- 3.5 Bids were then evaluated against the published set of Award Criteria which was based on a series of pass/fail questions and a price/quality ratio of 30%/70%.
- 3.6 All tenderers passed the pass/fail questions. As detailed in section 4.3 of the Invitation to Tender, Tenderers were required to achieve a minimum of 50% of the available Quality score for technical question number 8 for their tender to

be considered. Motus Traffic Limited did not meet this requirement therefore their tender was rejected.

- 3.7 The scores relative to the Award Criteria for each of the remaining two (2) Tenderers are noted below:

	Price (30%)	Quality (70%)	Total (100%)
Siemens Mobility Limited	30.00%	66.88%	96.88%
Dynniq UK Limited	17.25%	62.50%	79.75%

- 3.8 The evaluation of tender submissions received identified that the submission by Siemens Mobility Limited was the most economically advantageous tender.
- 3.9 Community Benefits were requested as part of the procurement process and Siemens Mobility Limited have committed to the following Community Benefits:

Community Benefit Description	No of People / Activity
Work Experience Placement for an individual 16+ years of age	3
Work Experience Placement for an individual aged 14 to 16 years of age	2
Industry Awareness Events <ul style="list-style-type: none"> • Schools • Invest in Renfrewshire – Employability • Further Education 	2

Implications of the Report

1. Financial

The capital element of the costs for the supply of goods and installation of the goods will be met by grant award funding for 2019/20 from Strathclyde Partnership for Transport (SPT). The balance of the tender sum for ongoing annual costs will be met from revenue 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 Services Contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 under the Open Procedure and Renfrewshire Council's Standing Orders Relating to Contracts for over EU Threshold Services contracts.
5. **Property/Assets**
All equipment installed under this contract will be the property of Renfrewshire Council.
6. **Information Technology**
ICT staff will need to be available to provide advice and support.
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. (Report author to arrange this).
8. **Health & Safety**
Siemens Mobility 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 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**
Siemens Mobility Limited's insurances 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 arisen or are anticipated.
13. **Climate Risk - None**

List of Background Papers

None

Author: Brian Bradley, Senior Procurement Specialist, Corporate Procurement Unit, Tel: 0141 618 5638.



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: Joint Report by the Chief Executive and Director of Communities, Housing and Planning Services

Heading: Contract Award: Ferguslie Park New Build Council Housing (RC-CPU-19-067)

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 Ferguslie Park New Build Council Housing (RC-CPU-19-067) to A S Homes (Scotland) Limited.
 - 1.2 The recommendation to award the Contract follows a procurement exercise which was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 Restricted Procedure and Council's Stranding Orders relating to Contracts for above EU threshold Works Contracts.
 - 1.3 A Contract Strategy was approved by the Strategic Procurement Manager and the Head of Planning and Housing Services on 29 November 2018.
-

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 Design and Build Contract for the Ferguslie Park New Build Housing (RC-CPU-19-067) to A S Homes (Scotland) Limited;
 - (b) authorise the award of a Contract in the Sum of £13,220,000.05 excluding VAT;
 - (c) note the anticipated date of award is 9th October 2019, there will be a 32 week allowance for design and 78 weeks for construction. If there are any changes to these planned dates these will be confirmed in the Council's Letter of Award; and
 - (d) note the award of this Contract is subject to the provision of Collateral Warranties as indicated within the tender documentation.
-

3. **Background**

- 3.1 The aim of the project is to provide high quality newbuild housing for social rent in line with the housing investment strategy for the Tannahill Area in Ferguslie Park by the Communities, Housing and Planning Services Policy Board on 30 October 2018.
- 3.2 The project will provide a good opportunity to secure local community benefits such as employability, supply chain development and community engagement for the duration of the Contract. This Contract is being supported by the Council's Communities, Housing and Planning Services as part of Renfrewshire Council's housing new build programme and the Strategic Housing Investment Plan (SHIP) for Renfrewshire.
- 3.3 This Works Contract consist of the design and build construction of up to 101 new build social housing properties for the Council together with associated landscaping and infrastructure works within Ferguslie, Paisley.
- 3.4 The Contract was tendered using the two-stage Restricted Procedure. The contract notice was published in the Official Journal of the European Union on 6 June 2019 with the Invitation to Participate documents available for download from the Public Contracts Scotland – Tender portal.
- 3.5 During the Invitation to Participate (ITP) stage (stage 1), twenty (20) companies expressed an interest. By the tender return date of 8 July

2019 at 12 noon, five (5) companies submitted a Request to Participate (RTP).

- 3.6 All five (5) submissions were evaluated against a set of pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from Communities, Housing and Planning Services and the Council's Corporate Procurement Unit. All five (5) Request to Participate submissions satisfied the Council's minimum requirements within the ESPD selection criteria.
- 3.7 As part of the selection process and to ensure that all selected candidates had appropriate capacity and capability to carry out the Ferguslie Park New Build Housing development, in accordance with the Public Contracts (Scotland) Regulations 2015 Regulation 66, candidates had to respond to six (6) questions about their previous experience in context of their application.
- 3.8 The responses to those six (6) questions from each of the five (5) RTP submissions were evaluated by a panel formed of employees from the Council's Communities, Housing and Planning Services and all five (5) candidates were selected for Invitation to Tender (stage 2). The selection score for each Candidate within the RTP is noted below:

		Selection (100%)
1	A S Homes (Scotland) Limited	97.50%
2	McTaggart Construction Limited	93.00%
3	Clark Contracts Ltd	92.00%
4	Engie Regeneration Limited	92.00%
5	Mears Limited	79.00%

- 3.9 The Invitation to Tender (stage 2) documentation was made available to download by the five (5) selected candidates via the Public Contracts Scotland – Tender portal on 17 July 2019. By the closing date, 12 noon on the 13 August 2019, each of the five (5) companies had submitted a tender submission.
- 3.10 These 5 tender submissions were evaluated against the published Award Criteria which was based on a weighting of 55% Quality and

45% Price. The scores relative to the Award Criteria for each tenderer are noted below:

		Price (45%)	Quality (55%)	Total (100%)
1	A S Homes (Scotland) Limited	45.00%	36.40%	81.40%
2	Mears Limited	43.80%	30.80%	74.60%
3	McTaggart Construction Limited	37.24%	36.00%	73.24%
4	Engie Regeneration Limited	36.24%	36.00%	72.24%
5	Clarks Contracts Ltd	20.69%	37.20%	57.89%

- 3.11 The evaluation of tender submissions received identified that the submission by A S Homes (Scotland) Limited was the most economically advantageous tender submission.
- 3.12 The costs for this project will be partly met by grant funding from the Scottish Government (as provided for in Renfrewshire's Strategic Housing Investment Plan 2019/20 – 2023/24 and draft Strategic Housing Investment Plan 2020/21- 2024/25) and partly from the Council's Housing Revenue Account Capital Investment Plan.
- 3.13 Community Benefits were sought as part of this contract, A S Homes (Scotland) Limited have committed to deliver the following under this Contract:

Community Benefit Description	No of People / Activity
Job for an unemployed individual from a Priority Group	1
Modern Apprenticeship	1
Work Experience Placement for an individual 16+ years of age	2
Work Experience Placement for an individual aged 14 to 16 years of age	10
Industry Awareness Events • Invest in Renfrewshire – Schools Employability • Further Education	2
Industry Skill Transfer to Schools.	2
Event to promote supply chain opportunities	1

Financial Support for a Community Project	2
Non financial support for a Community Project	2

Implications of the Report

1. **Financial** – The financial status of A S Homes (Scotland) Limited was assessed by undertaking a Dun and Bradstreet evaluation and it confirmed that the company satisfied the Council's requirements in relation to financial stability. A S Homes (Scotland) Limited's accounts were also reviewed by Renfrewshire Council's Finance department to ensure they were deemed financially robust to contract with, due to just falling short of the requested turnover levels in the tender. It was concluded they were financially sound and should proceed through to the next tender stage.

The cost of the project will be met partly by grant funding from the Scottish Government and partly from the Council's Housing Revenue Account Capital Investment Plan.
2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning** –
 - Our Renfrewshire is fair - Tenderers were assessed within this procurement process regarding their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training and development etc.
 - Creating a sustainable Renfrewshire for all to enjoy – A S Homes (Scotland) Limited has committed to deliver the Community Benefits detailed in section 3.13 of this report.
4. **Legal** – The procurement of this Works contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 Restricted Procedure and Council's Standing Orders relating to Contracts for above EU threshold Works contracts.
5. **Property/Assets** – The contract award will provide the design and construction of 101 new build homes within Ferguslie, Paisley for social

rent.

6. **Information Technology** – No Information Technology implications 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 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** – A S Homes (Scotland) 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 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** – A S Homes (Scotland) Limited's insurances have been assessed and evaluated and confirm that they will 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** - None

List of Background Papers

- (a) None
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Author: Nicola Hainan, Assistant Procurement Operations Manager, Corporate Procurement Unit, Tel: 07958009541



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: Joint Report by the Chief Executive and Director of Communities, Housing and Planning Services

Heading: Contract Award: Johnstone South West, New Build Council Housing (RC-CPU-18-280)

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 Johnstone South West (SW) New Build Housing (RC-CPU-18-285) to McTaggart Construction Limited.
 - 1.2 The recommendation to award the Contract follows a procurement exercise which was conducted in accordance with the Restricted Procedure of the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy was approved by the Strategic Commercial & Procurement Manager and the Head of Planning and Housing Services on 28 November 2018.
-

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 Design and Build Contract for Johnstone SW, New Build Housing (RC-CPU-18-280) to McTaggart Construction Limited;
 - (b) authorise the award of this Contract in the Sum of £6,086,648.37 excluding VAT;
 - (c) note the anticipated date of award is 9th October 2019, there will be a 32 week allowance for design and 52 weeks for construction. If there are any changes to these planned dates these will be confirmed in the Council's Letter of Award; and
 - (d) note the award of this Contract is subject to the provision of Collateral Warranties as indicated within the tender documentation.
-

3. **Background**

- 3.1 The aim of the project is to provide high quality newbuild housing for social rent from the Council to meet housing need. This contract is to appoint a suitable and experienced Contractor to carry out the design and construction of 39 new build homes for rent from the Council at Auchengreoch Road Johnstone.
- 3.2 The project will provide a good opportunity to secure local community benefits such as employability, supply chain development and community engagement for the duration of the Contract. This Contract is being supported by the Council's Development and Housing Services, as part of Renfrewshire Council's housing new build programme and the Strategic Housing Investment Plan (SHIP) for Renfrewshire.
- 3.3 The Contract was tendered using the two-stage Restricted Procedure. The contract notice was published in the Official Journal of the European Union on 29 November 2018 with the Invitation to Participate (ITP) documents available for download from the Public Contracts Scotland – Tender portal.
- 3.4 During the ITP (stage 1), fourteen (14) companies expressed an interest. By the tender return date, 29 January 2019 at 12 noon, six (6) companies submitted a Request to Participate (RTP).
- 3.5 All six (6) RTP submissions were evaluated against a set of pre-determined criteria in the form of the European Single Procurement Document (ESPD) by representatives from Development and Housing Services and the Council's Corporate Procurement Unit. All six (6) RTP

submissions satisfied the Council's minimum requirements within the ESPD selection criteria.

3.6 As part of the selection process and to reduce the number of candidates, in this case to five (5) and in accordance with the Public Contracts (Scotland) Regulations 2015 Regulation 66, candidates had to respond to six (6) questions about their previous experience in context of their application.

3.7 The responses to those six (6) questions from each of the six (6) RTP submissions, were evaluated by a panel formed of employees from the Council's Communities Housing and Planning Services and the top five (5) candidates were selected for stage 2 Invitation to Tender (ITT). The selection score for each Candidate within the RTP stage 1 is noted below:

		Selection (100%)
1	Stewart and Shields Limited	94.50%
2	Cruden Building & Renewals Limited	93.00%
3	McTaggart Construction Limited	93.00%
4	Clark Contracts Limited	92.00%
5	Engie Regeneration Limited	90.50%
6	Mears Limited	79.00%

3.8 The ITT documentation was made available to download by the five (5) selected candidates via the Public Contracts Scotland – Tender portal on 18 April 2019. By the closing date, 12 noon on 20 June 2019, four (4) of the five (5) companies had submitted a response.

3.9 All four (4) tender submissions were evaluated against the published Award Criteria, based on a weighting of 55% Quality and 45% Price. The scores relative to the Award Criteria for each tenderer are noted below:

		Quality (55%)	Price (45%)	Total (100%)
1	McTaggart Construction Limited	48.50%	45.00%	93.50%
2	Clark Contracts Limited	48.00%	40.02%	88.02%
3	Engie Regeneration Limited	39.50%	40.95%	80.45%
4	Stewart and Shields Limited	33.50%	41.31%	74.81%

3.10 The evaluation of tender submissions received identified that the submission by McTaggart Construction Limited was the most economically advantageous tender submission.

3.11 The costs for this project will be partly met by grant funding from the Scottish Government (as provided for in Renfrewshire's Strategic Housing Investment Plan 2019/20 – 2023/24 and draft Strategic Housing Investment Plan 2020/21- 2024/25) and partly from the Council's Housing Revenue Account Capital Investment Plan.

3.12 Community Benefits were sought as part of this contract, McTaggart Construction Limited have committed to deliver the following Community Benefits under this Contract:

Community Benefit Description	No of People / Activity
Job for an unemployed individual from a Priority Group	2
Job for an unemployed individual	1
Work Experience Placement for an individual 16+ years of age	5
Work Experience Placement for an individual aged 14 to 16 years of age	5
S/NVQ (or equivalent) for a New Employee, or Existing Employee or Supply Chain Employee	2
Industry Awareness Events • Schools • Invest in Renfrewshire – Employability • Further Education	2
Industry Skill Transfer to Schools	2
Work Experience Placement for an individual aged 14 to 16 years of age	2
Business advice/support to an SME /Social Enterprise/ Voluntary organisation	3
Event to promote supply chain opportunities	1
Non financial support for a Community Project	2

Implications of the Report

1. **Financial** – The cost of the project will be met partly by grant funding from the Scottish Government and partly from the Council's Housing Revenue Account Capital Investment Plan.
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 – McTaggart Construction Limited has committed to deliver a number of Community Benefits as detailed within section 3.11 of this report.
4. **Legal** – The procurement of this Contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 Restricted Procedure and the Council's Standing Orders relating to Contracts for above EU threshold Works.
5. **Property/Assets** – The contract will provide the design and construction of 39 new build homes within the Johnstone SW area for social rent.
6. **Information Technology** – No Information Technology implications 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 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** – McTaggart Construction 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 – McTaggart Construction Limited's insurances were evaluated by Corporate Risk and met 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 - None

List of Background Papers

(a) Not Applicable

Author: Nicola Hainan, Assistant Procurement Operations Manager, Corporate Procurement Unit, Tel: 07958009541



To: Finance, Resources and Customer Services Policy Board

On: 4 September 2019

Report by: The Chief Executive

Heading: Lead Consultant for the Glasgow Airport Investment Area (South) [GAIA South] Project

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 Lead Consultant for the Glasgow Airport Investment Area (South) [GAIA South] Project (Ref: RC-CPU-19-081).

1.2 The recommendation to award this Contract follows a mini competition, using the *competitive selection procedure* Option 2 under the Scotland Excel Engineering and Technical Consultancy Framework Agreement (06-16) Lot 1 – Roads and Infrastructure, which was conducted in accordance with the Council's Standing Orders relating to Contracts and the framework mini-competition requirements

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 the Contract for the Lead Consultant for the Glasgow Airport Investment Area (South) [GAIA South] Project to Amey OW Limited;
- (b) authorise the contract value up to £3,000,000.00 exclusive of VAT;

- (c) note the total contract period may be up to eight (8) years subject to the GAIA South project gaining subsequent approvals from the Council's Leadership Board and progressing to the construction stage.
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3. **Background**

- 3.1. Renfrewshire Council is managing three projects identified within the Glasgow City Region City Deal. This agreement, known as City Deal, will see £1.13billion of public investment provide opportunity for private sector investment creating employment, education and other key benefits.
- 3.2. The potential for the City Deal, Glasgow Airport Investment Area (GAIA) project was radically altered following the announcement that the new National Manufacturing Institute Scotland (NMIS) and new Medicines Manufacturing Innovation Centre would both be located on the key 128 Acre GAIA site to the east of Glasgow Airport. These unique national facilities will be the anchor tenants for the new Advanced Manufacturing Innovation District Scotland (AMIDS) that the Council is now taking forward in partnership with Scottish Enterprise and Scottish Government. The development of AMIDS has the potential to create thousands of new jobs in Renfrewshire.
- 3.3. Renfrewshire Council is also progressing a dynamic and comprehensive £100million strategy of regeneration within Paisley town centre, building on a programme developed around a cultural and heritage background.
- 3.4. With the announcement in January 2017 of the closure of the Chivas plant, at Renfrew Road Paisley, and the planned investment by West College Scotland in improved facilities at the adjacent site, a unique opportunity now exists to ensure that the development of these two significant sites link better to the overall White Cart corridor, to Paisley and to the adjacent residential communities in Shortroods and Gallowhill, and also to the manufacturing and skills centres being created at NMIS/AMIDS.
- 3.5. On 1st May 2019, the Council's Leadership Board approved the Strategic Business Case for the Glasgow Airport Investment Area - South (GAIA South) project and the compilation of an Outline Business Case for the project.
- 3.6. To take forward the development of the Outline Business Case, the City Deal team identified a requirement for a Consultant to provide the following Services:
- Part A - Project Inception
 - Part B - Options Generation / Appraisal
 - Part C – Design (Outline)
 - Part D – Assisting Compilation of Outline Business Case

- 3.7. Thereafter subject to approval of the Outline Business Case by Leadership Board, the City Deal team will also require the same Consultant to provide:
- Part E - Intrusive and Additional Investigations and Surveys
 - Part F - Statutory Procedures
 - Part G – Detailed Design
 - Part H - Tender Document Preparation
 - Part I - Procurement of Contractor
 - Part J - Site Supervision
- 3.8. The procurement of a Lead Consultant for the Glasgow Airport Investment Area (South) GAIA South Project was conducted via a mini competition using the *competitive selection procedure* Option 2 of the Scotland Excel Engineering and Technical Consultancy Framework Agreement, Lot 1 Roads and Infrastructure both in accordance with the requirements for selecting a supplier as set out in the Framework and the Council's Standing Orders relating to Contracts.
- 3.9. All Eighteen (18) Consultants listed on Lot 1 were invited to tender in accordance with the Framework procedure on 27 June 2019 and by the tender return deadline at 12 noon on Thursday 8 August 2019, the Council received four (4) tender submission responses.
- 3.10. All four (4) tender submission responses met the minimum requirements as set out in the mini-competition and were then evaluated against the specific award criteria of 60% Price/ 40% Quality set by the Council in the invitation to tender for the mini competition.
- 3.11. The Quality award criteria specified by the Council included the following:
- Assessment of proposed Project Team and capability
 - Assessment of Project Management and Control methodology
 - Assessment of added value proposals
 - Community Benefits
 - Fair working practices
- 3.12. The specific Award criteria were applied to the tender submission for each of the four (4) tender submissions as noted below:

	Technical (40.00%)	Commercial (60.00%)	Total (100.00%)
Amey OW Limited	23.90%	59.26%	83.16%
Atkins Limited	30.10%	48.22%	78.32%
Fairhurst	27.30%	53.14%	80.44%
Sweco UK Limited	22.60%	59.87%	82.47%

3.13. The evaluation of tender submissions received identified that the tender submission by Amey OW Limited was the most economically advantageous tender submission.

3.14. Community benefits were sought and Amey OW Limited have committed to deliver the following Community Benefits up until completion of Part D (see paragraph 3.6):

- 1 x Modern Apprenticeship
- 1 x Work experience placement
- 1 x Industry Awareness Event

Thereafter, the contract requires specific community benefits to be committed prior to the commencement of Parts E-J (see paragraph 3.7).

3.15. The community benefits noted at 3.14 are proportionate to the services required up to Part D of the commission.

3.16. The estimated contract value stated in paragraph 2.1b is based on the rates tendered, a forecast of hours, technical disciplines and grades of staff required to undertake the services and a sum for potential increases in rates in line with the Consumer Price Index and the Contract terms and conditions.

Implications of the Report

1. **Financial** – *On 1st May 2019, Renfrewshire Council's Leadership Board approved the development of the GAIA South Project up to OBC stage (Part D). The costs for this will be contained within existing resources allocated to the development of the project. The potential funding options for delivery of the project will be explored as part of the development of the OBC. Funding proposals will be presented as part of the OBC which will be submitted to the Leadership Board for approval before further progression of the project.*

2. **HR & Organisational Development** – *none.*

3. **Community/Council Planning** –

- *Our Renfrewshire is thriving* – The GAIA South project will facilitate new development opportunities and business growth with the improved links between employment centres at AMIDS with the Cultural, Heritage, retail and hospitality offerings at Paisley Town Centre
- *Our Renfrewshire is well* - The new safer walking and cycling infrastructure will help encourage active travel by children and young people, as well as adults.

- *Reshaping our place, our economy and our future* - The completed GAIA South infrastructure will provide connectivity and access to new and existing jobs for people in our communities as well as increasing links over the White Cart and improving resilience in the local roads network. During the project construction period there will be opportunities for employment. The resulting development will create new permanent employment.
 - *Tackling inequality, ensuring opportunities for all* – delivery of the better connections for local residents to employment and skills opportunities will support inclusive growth.
 - *Creating a sustainable Renfrewshire for all to enjoy* - The completed infrastructure will include improved provision for walking and cycling, while improved road network will increase the reliability of public transport.
 - *Working together to improve outcomes* - Officers will work closely with teams on complimentary projects, stakeholders and the public to ensure the maximisation of outcomes in a collegiate manner.
4. **Legal** - The procurement of this Contract was conducted in accordance with the Council's Standing Orders relating to Contracts and in accordance with the Framework procedure for mini-competition and selection.
 5. **Property/Assets** – none at this stage. Land acquisition proposals will be set out in the OBC.
 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 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** - the health and safety credentials of Amey OW Limited 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** - the insurances of Amey OW Limited were evaluated by Corporate Risk and met the Council's minimum requirements regarding insurable risk.
 11. **Privacy Impact** – none.
 12. **Cosla Policy Position** – none.
 13. **Climate Risk** – none.
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List of Background Papers

- (a) Background Paper 1 - GAIA South Project – Strategic Business Case submitted to Leadership Board on 1st May 2019

The foregoing background papers will be retained within the Chief Executive's Services 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 *(Rebecca Park, Category Manager, 0141 618 5346, and rebecca.park@renfrewshire.gov.uk)*

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