

Minute of Meeting

Finance, Resources and Customer Services Policy Board

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

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

Chair

Councillor Shaw, Convener, presided.

In Attendance

A MacArthur, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, B Lambert, Corporate Procurement Manager, B Bradley, Senior Procurement Specialist (Housing), D Christie, Senior Communications Officer, L Gillan, Strategic Commercial Category Manager, C Henderson, Senior Planning & Policy Development Officer, A Donaldson, Strategic Commercial Category Manager, S Gibb, Procurement Operations Manager and R Park, Category Manager, (all Chief Executives); C Dalrymple, Head of Facilities & Property Services and G Hutton, Head of Operations & Infrastructure (both Environment & Infrastructure); C McCourt, Head of Finance & Business Services, M Conaghan, Head of Corporate Governance, P Murray, Head of ICT, J Lynch, Head of Property Services, E Shields, Business Services Manager, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, E Gray and P Shiach, both Senior Committee Services Officers and J Barron and D Cunningham, both Assistant Committee Services Officers (all Finance & Resources); and K Hampsey, Strategic Business Development Manager (Renfrewshire Health & Social Care Partnership).

Webcasting of Meeting

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

Apology

Councillor Gilmour.

Transparency Statements

Councillor Clark indicated that he had a connection with item 3, Revenue and Capital Budget Monitoring Council Overview Report. He indicated that he had applied the objective test and did not consider he had an interest to declare.

Councillor Mullin indicated that he had a connection with item 8, Harmonisation of Pay, Grading and Terms of Conditions of Employment for “Building Services Craft Employees” to “Local Government Provisions”. He indicated that he had applied the objective test and did not consider he had an interest to declare.

1 Joint Consultative Board (Non-Teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 15 March 2023, a copy of which forms Appendix I hereto.

DECIDED: That the Minute be noted.

2 Revenue and Capital Budget Monitoring Report

There was submitted an update report by the Director of Finance & Resources relative to Revenue and Capital budget expenditure up to 6 January 2023 for those services reporting to this Board. Tables 1 and 2 of the report detailed the projected revenue and capital outturn positions. As at 31 March 2023 there was an overspend of £1.473 million (1.5%) against the revised budget for the year, and the Capital budget was projected to break even.

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

DECIDED:

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

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

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

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

There was submitted an update report by the Director of Finance & Resources relative to an overview of Revenue and Capital Budget expenditure for the Council as at 6 January 2023. Tables 1 and 2 of the report detailed that the projected revenue and capital outturn positions for all services as at 31 March 2023 was an overspend of £7.528 million, and the projected capital outturn position for all services was an underspend of £0.100 million, split between General Fund services and the Housing Revenue Account (HRA).

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

DECIDED:

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

4 **Facilities Management Operational Performance Report**

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

DECIDED: That the operational performance update be noted.

5 **Customer Services Performance Report**

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

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

DECIDED: That the report be noted.

6 **Business Services Performance Report**

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

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

DECIDED: That the report be noted.

7 **Civic Hospitality**

There was submitted a report by the Director of Finance & Resources relative to consideration of requests received by the Provost for civic hospitality for financial years 2022/23 and 2023/24 from organisations for specific events as detailed within the report.

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

DECIDED:

(a) That the Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for civic hospitality at the approximate costs indicated below:

1st/3rd Renfrew Boys Brigade Company - £1,000

Paisley Magic Circle - £1,200

Renfrewshire Armed Forces Day events - £2,000; and

(b) That the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the contribution of £200 towards associated costs of the Scottish Provost's Association.

8 **Harmonisation of Pay, Grading and Terms and Conditions of Employment for "Building Services Craft Employees" to "Local Government Provisions"**

There was submitted a report by the Director of Finance & Resources relative to agreement on the harmonisation of pay, grading and terms and conditions of employment for approximately 200 Building Services' Craft employees, including apprentices, in line with the current local government provisions.

Details of the trades involved were provided in the report.

The report advised that following a period of negotiation between the Council and trade unions last year, and with mediation support from the Advisory, Conciliation and Arbitration Service (ACAS), a final proposal, accompanied with an equality impact assessment, had been balloted on and accepted during October 2022. Since then, Council officers had been working through an implementation plan to see the completion of this harmonisation project by the end of March 2023.

DECIDED:

(a) That the agreement reached be noted; and

(b) That the harmonisation of pay, grading and terms and conditions of employment for Building Services Craft Employees to Local Government Provisions be approved.

9 **Pensions Discretion Policy**

There was submitted a report by the Director of Finance & Resources relative to Renfrewshire Council Pension Discretions Policy which did not enable the offer of shared Additional Voluntary Contributions (AVC) for employees, which, if enabled, could result in benefits to both Renfrewshire Council colleagues and the Council in terms of financial savings. The report detailed the benefits of a shared AVC to both the employee and the employer.

The report advised that several organisations could provide this service and it was proposed to work with the Council's procurement service to identify the best partner to support the Council. To enable this, a change was required to the Renfrewshire Council Local Government Pension Scheme Discretions Policy specifically in section R17. A copy of Renfrewshire Council Policy LGPS 2017 was appended to the report.

DECIDED: That the revised Pension Discretion Policy be approved.

10 **Postal Services - Hybrid Mail**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a Contract for Postal Services – Hybrid Mail to Critiqom Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for Postal Services - Hybrid Mail which was a direct award call-off contract made under the Scottish Procurement Framework Agreement for National Postal Services Framework (SP-19-035) – Lot 2 – Hybrid, Scheduled Bulk/Planned (Print & Post) and Digital Mail Services to Critiqom Limited, subject to the Framework call-off procedures;

(b) That it be noted that the initial period of the contract was two years with the Council's option to extend the contract for one year on two separate occasions, it being anticipated the contract commencement date would be 14 April 2023, however the actual commencement date would be confirmed in the Council's letter of acceptance and the contract would be awarded in accordance with the Buyer's Guide and call-off procedures issued by Scottish Procurement; and

(c) That it be noted that the contract would be up to a value of £480,000 excluding VAT for the first two years of the contract and up to a total value of £960,000 excluding VAT, where both extension periods were utilised.

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

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to homologation of the decision of the Director of Finance & Resources to award a negotiated contract on 7 March 2023 for the License, Support and Maintenance of NEC Document Management (info@work) to NEC Software Solutions UK Limited.

DECIDED:

(a) That the decision taken by the Director of Finance & Resources to award a contract for the License, Support and Maintenance of NEC Document (info@work) to NEC Software Solutions UK Limited be homologated;

(b) That it be noted that the contract value would be up to £206,508.19 excluding VAT; and

(c) That it be noted that the contract would commence on 1 April 2023 and would expire on 31 March 2026.

12 Contract Award: Vehicle Fleet Tracking System

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a services contract for the Provision of a Vehicle Fleet Tracking System (reference RC-CPU-20-427) to UK Telematics Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Vehicle Fleet Tracking System to UK Telematics Limited;

(b) That it be noted that the contract had a call-off initial period of three years from the call-off start date and an optional extension period for up to two additional one-year periods. The anticipated starting date was 17 April 2023 with a period of transfer of any new system which would not exceed 30 May 2023;

(c) That the contract be authorised to remain in force for up to five years or until the cumulative value of business under the contract reached £400,000 (excluding VAT); and

(d) That it be noted that the award of the contract was subject to the completion of the Crown Commercial Services Telematics Hardware and Software Solutions Order Form as indicated within the tender documentation.

13 Contract Award: Supply and Delivery of three Refuse Collection Vehicles

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for the Supply and Delivery of three Refuse Collection Vehicles, contract reference RC-CPU-22-289 to Faun Zoeller (UK) Limited as part of the Council's Vehicle Replacement Programme for 2023/2024.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a Contract for the Supply and Delivery of three Refuse Collection Vehicles to Faun Zoeller (UK) Limited following a mini competition under Lot 10 of the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (ref: 03/21);

(b) That the total contract value of £601,509 excluding VAT be authorised; and

(c) That it be noted that Faun Zoeller (UK) Limited had confirmed delivery would be made for all three vehicles in the week commencing 16 October 2023. Delivery of the three vehicles would be made to Fleet Services, Underwood Road, Paisley.

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

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a Services Contract for Processing & Recycling of Mixed Paper and Card (contract reference RC- CPU-22-259) to WRC Recycling Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for Processing & Recycling of Mixed Paper and Card (RC-CPU-22-259) to WRC Recycling Limited;

(b) That it be noted the contract was for the period 1 May 2023 until 30 April 2024 with the Council having the sole right to extend this contract for up to one year until 30 April 2025. In the event the contract did not commence on 1 May 2023 the period of contract should run from the actual date of commencement as stated within the letter of acceptance;

(c) That it be noted that under the contract the Council would have the option to exercise a break clause and terminate the Contract every six months without penalty or compensation payable to the Service Provider where the Council identifies their proposed contract rate did not represent best value and did not match the emerging market conditions associated with mixed paper, card and cardboard; and

(d) That the total contract value of up to £900,000.00 excluding VAT be authorised.

15 **Contract Award: Watercourse Maintenance – RC-CPU-21-239**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a Works Contract for Watercourse Maintenance (reference RC-CPU-21-239) to John McGeady Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for Watercourse Maintenance (RC-CPU-21-239) to John McGeady Limited;

(b) That a maximum contract value of up to £800,000 excluding VAT be authorised, with the anticipated annual value of the contract being assessed as £200,000 excluding VAT and;

(c) That it be noted that the initial service period was 24 months, with the Council having the option to extend the service period for an additional 12-month period on two separate occasions, subject to contractor contract performance. The anticipated starting date was 1 May 2023. The actual starting date would be confirmed in the Council's letter of acceptance to John McGeady Limited.

16 **Design and Build for Plymuir Bridge Replacement Scheme (RC-CPU-18-415)**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for the Design and Build for Plymuir Bridge Replacement Scheme to Amalgamated Construction Ltd t/a AmcoGiffen.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for the Design and Build for Plymuir Bridge Replacement Scheme to Amalgamated Construction Ltd t/a AmcoGiffen;

(b) That it be noted that the intended starting date was 9 May 2023 with the completion date being six months from the starting date. The actual starting date would be confirmed in the Council's Letter of Acceptance; and

(c) That it be noted that the contract value was £468,242.03 excluding VAT. The cost of the contract would be met from Capital – General Services funds.

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

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of contract for the provision of a Care at Home Scheduling System (RC-CPU-22-285) to TotalMobile Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a call-off contract for the provision of a Care at Home Scheduling System (RC-CPU-22-285) to TotalMobile Limited in accordance with the award procedure under Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13;

(b) That a maximum call-off contract value of up to £1,447,056 excluding VAT (an annual contract value of £361,764 excluding VAT) be authorised; and

(c) That it be noted that the call-off term was three years with the Council having the option to extend the service (Extension Period) for up to 12 months. The proposed call-off start date was 29 April 2023, the actual date would be formally confirmed in the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 Order Form.

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

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the provision of a Registered Housing Support Service within Very Sheltered Housing Units.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a Contract for provision of a Registered Housing Support Service within Very Sheltered Housing Units to Hanover (Scotland) Housing Association Limited;

(b) That it be noted that the contract period would be three years with no extensions, the anticipated commencement date was 1 May 2023 with the exact date being confirmed in the Council's letter of acceptance; and

(c) That it be noted that the award of the contract would be for a maximum value of £975,913 (£325,304 per annum).

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

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to the award of a services contract for High Level Gutter Cleaning to three Storey Blocks and Above (RC-CPU-21-319) to Caledonian Maintenance Services Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for High Level Gutter Cleaning to Three Storey Blocks and Above (RC-CPU-21-319) to Caledonian Maintenance Services Limited;

(b) That the maximum contract value of up to £800,000.00 excluding VAT be authorised; and

(c) That the contract Period of 24 months with the Council having the option to extend for up to 12 months on two separate occasions subject to the Service Provider's satisfactory operation and performance be authorised, it being noted that the Service Provider would begin performing the Service on the date stated in the letter of acceptance and would complete it by the expiry date.

20 Contract Award: West Primary Electrical Upgrade Phase 2 (RCCPU-22-220)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a works contract for West Primary Electrical Upgrade Phase 2 to Atalian Servest AMK Limited T/A Arthur McKay & Company.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for West Primary Electrical Upgrade Phase 2 (RC-CPU-22-220) to Atalian Servest AMK Limited T/A Arthur McKay & Company;

(b) That the Tendered Total of £534,767.28 excluding VAT and an additional 10% contingency for any unforeseen works be authorised;

(c) That it be noted that the contract had sectional completion requirements, the proposed dates of possession and proposed dates for completion were noted below. Any changes to these dates would be confirmed in the Council's letter of acceptance:

Section 1 – Date of Possession – 28 June 2023 – Date of Completion – 13 August 2023

Section 2 – Date of Possession – 28 June 2023 – Date of Completion – 6 September 2023

Section 3 – Date of Possession – 14 August 2023 – Date of Completion – 22 October 2023; and

(d) That it be noted that the contract required the provision of a Performance Bond and Collateral Warranties as indicated within the tender documentation.

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

There was submitted a joint report by the Chief Executive and Director of Finance & Resources relative to the award of a works contract for Hawkhead Cemetery Civils Upgrade (RC-CPU-22-193) to John McGeady Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for Hawkhead Cemetery Civils Upgrade, (RC-CPU-22-193) to John McGeady Limited;

(b) That the Contract Sum of £230,278.55 excluding VAT be authorised; and

(c) That it be noted that the contract had sectional completion requirements and the proposed date of possession of the site and proposed dates for completion of the works for those sections are noted below. Any changes to the undernoted dates would be confirmed in the Council's letter of acceptance: -

Section 1 – Date of Possession – 1 May 2023 – Date of Completion – 2 June 2023

Section 2 – Date of Possession – 5 June 2023 – Date of Completion – 30 June 2023

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

There was submitted a report by the Chief Executive relative to notification in accordance with Standing Order 20.3 of the Standing Orders Relating to Contracts, of an increase in cost to the Design Team appointments for the Main Works at Paisley Town Hall, due to the circumstances set out in section 3.5 of the Report.

DECIDED:

(a) That the increase in the approved Fees from £738,519.00 (excluding VAT) to a revised fee of £1,282,409.78 (excluding VAT) be noted;

(b) That it be noted that the completion of the Design Team's services was aligned with the main works construction programme and was anticipated to be completed during the second quarter of 2023; and

(c) That it be noted that the modifications to the original Design Team appointments and for the design and construction of the Main Works at Paisley Town Hall had been instructed in accordance with Standing Orders Relating to Contracts 34.4 and 34.5.