

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 02 June 2021	14:00	Teams - virtual meeting,

Present: Councillor Tom Begg, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor Neill Graham, Councillor Jim Harte, Councillor John Hood, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel

Chair

Councillor J Shaw, Convener, presided.

In Attendance

G McNeil, Director of Environment & Infrastructure and D Gillies, Head of Facilities Management (Environment & Infrastructure); L McIntyre, Policy & Commissioning Manager, B Lambert, Corporate Procurement Manager and D Christie, Senior Communications Officer (all Chief Executive's Service); and K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, R Cree, Organisational Development & Workforce Planning Manager, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, J Barron, Assistant Committee Services Officer, A McNaughton, C MacDonald, P Shiach and E Gray, Senior Committee Services Officers (all Finance & Resources).

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Policy Board would be recorded and that the recording would be available to view on the Council's website.

Declarations of Interest

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

1 **Joint Consultative Board (Non-teaching)**

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 31 March 2021, as attached hereto.

DECIDED: That the Minute be noted.

2 **Revenue and Capital Budget Monitoring**

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources relative to revenue and capital budget expenditure and adjustments for the period to 5 March 2021.

DECIDED:

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

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

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

3 **Revenue and Capital Budget Monitoring – Council Overview**

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources relative to an overview of revenue and capital expenditure for the period to 5 March 2021.

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 and confirmed government support to date; and

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

4 **COSLA Annual Levy**

There was submitted a report by the Chief Executive relative to annual levy applied by the Convention of Scottish Local Authorities (COSLA).

As in previous years, COSLA had applied a standard fixed sum of £10,000 per council with the balance of the subscription being determined by the number of people living in the local authority area. The Council's contribution for 2021/22 was set at £108,294 (exclusive of VAT) with a 0.55% annual increase each year to 2024/25 as agreed by

COSLA Leaders in March 2021. The 2021/22 levy was payable in June 2021.

DECIDED:

- (a) That payment of the COSLA levy of £108,294 for 2020/21 be approved; and
- (b) That payment of the COSLA levy as outlined in the report for the subsequent financial years up to and including 2024/25 be approved.

5 Customer and Business Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to the performance of Customer & Business Services including revenue collection and benefit administration for the period to 31 March 2021.

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

DECIDED: That the report be noted.

6 Facilities Management Operational Performance Report

There was submitted a report by the Director of Environment & Infrastructure relative to an operational performance update on Facilities Management (Hard and Soft Services) delivered by Environment & Infrastructure since the meeting of this Policy Board in March 2021.

DECIDED: That the operational performance update be noted.

7 Chief Executive's Service - Service Improvement Plan 2020/21 Outturn Report

There was submitted a report by the Chief Executive relative to the performance of the Chief Executive's Service Improvement Plan (the Plan) from 1 April 2020 to 31 March 2021.

The report explained that whilst the Plan had not been formally approved by the Board due to the outbreak of the Covid-19 pandemic and the cancellation of scheduled policy board meetings, it had been utilised during 2020/21 and this report provided information on all actions and indicators, including details of any actions delayed or cancelled as a result of Covid-19 restrictions and/or the need to refocus service priorities in order to manage the pandemic response.

The report highlighted key achievements in 2020/21 and appendices to the report set out the Action Plan for 2020/23 and Outturn Performance Indicators for 2020/23.

DECIDED:

- (a) That the report be noted; and

(b) That it be noted that a mid-term report on the Service Delivery Plan would be submitted to the relevant Boards in Autumn 2021.

8 Finance & Resources - Service Improvement Plan 2020/21

There was submitted a report by the Director of Finance & Resources relative to the performance of Finance & Resources Service Improvement Plan (the Plan) from 1 April 2020 to 31 March 2021.

The report explained that whilst the Plan had not been formally approved by the Board due to the outbreak of the Covid-19 pandemic and the cancellation of scheduled policy board meetings, it had been utilised during 2020/21 and this report provided information on all actions and indicators, including details of any actions delayed or cancelled as a result of Covid-19 restrictions and/or the need to refocus service priorities in order to manage the pandemic response.

The report highlighted key achievements in 2020/21, Appendix 1 to the report set out the Action Plan 2020/23 and the Service Improvement Plan 2020/23 formed Appendix 2 to the report.

DECIDED:

(a) That the report be noted; and

(b) That progress made on actions and performance as set out in Appendix 1 to the report be noted.

9 Environment & Infrastructure Service Improvement Plan: Overview of Performance 2020/21

There was submitted a report by the Director of Environment & Infrastructure relative to the performance of the Environment & Infrastructure Service Improvement Plan (the Plan) from 1 April 2020 to 31 March 2021 in respect of activity falling within this Board's remit.

The report provided a summary of performance for 2020/21 with detailed explanation of all relevant actions and performance indicators, including details of those actions, performance indicators and targets across some areas that were heavily disrupted by Covid-19 restrictions.

The Service Improvement Action Plan 2020/23 and Performance Scorecard were appended to the report.

DECIDED:

(a) That progress made by Environment & Infrastructure on actions and performance indicators as detailed in the Appendix and as specific to the areas of activity delegated to this Policy Board, be noted; and

(b) That it be noted that an outturn report had also been provided to the

Infrastructure, Land and Environment Policy Board in respect of activity falling within its remit.

10 **Report on the Voluntary Redundancy/Early Retirement Schemes**

There was submitted a report by the Director of Finance & Resources relative to the number of employees leaving the service through the voluntary redundancy or voluntary early retirement schemes and associated financial implications for the Council as detailed in the Appendix to the report.

The report provided details of the workforce planning arrangements to support the delivery of service changes, predominantly linked to the Right for Renfrewshire programme over 2020/21.

DECIDED: That the report be noted.

11 **Chief Executive's Service – Annual Health and Safety Report 2020/21 and Action Plan 2021/22**

There was submitted a report by the Chief Executive relative to the Chief Executive's Service Annual Health & Safety Report 2020/21 and Action Plan 2021/22.

The annual Health & Safety Report 2020/21 formed Appendix 1 to the report and set out the arrangements for management of health and safety with the service, demonstrated commitment to continuous improvement and summarised the achievements from 1 April 2020 to 31 March 2021. The report also provided information on the impact that the Covid-19 pandemic had had on health and safety arrangements for the service.

The Action Plan 2021/22 formed Appendix 2 to the report and set out the planned actions the service would undertake during 2021/22. This also included specific actions to be prioritised in response to the Covid-19 pandemic in order to ensure the safety and wellbeing of staff.

DECIDED:

(a) That the annual report be noted; and

(b) That the Chief Executive's Service Health & Safety Action Plan 2021/22, as detailed in Appendix 2 to the report, be approved.

12 **Conference Request**

There was submitted a report by the Director of Finance & Resources relative to attendance at an online Working effectively with Officers workshop, hosted by the Local Government Information Unit at a cost of £75 per person.

DECIDED: That attendance by Councillor James MacLaren be approved.

13 Contract Authorisation Report for Festive Lighting 2021 up to 2025 (RC-CPU-20-022)

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for festive lighting 2021 up to 2025 to Field and Lawn Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for festive lighting 2021 up to 2025 to Field and Lawn Limited;
- (b) That it be noted that the initial service term was three years and the Council had an option to extend the service term for up to 12 months, subject to contract performance;
- (c) That the anticipated start date was 28 September 2021 and that the actual start date would be confirmed in the Council's letter of acceptance; and
- (d) That a total contract value of up to £633,011.60 excluding VAT be approved, being £478,696.20 excluding VAT for the initial three years' service term and an additional £154,315.40 excluding VAT should the option to extend for up to 12 months be utilised.

14 Contract No. 1 – Surface Treatment 2021/2022 (RC-CPU-20-431)

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of Contract No. 1 Surface Treatment 2021/22 to Kiely Bros. Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award Contract No. 1 Surface Treatment 2021/22 to Kiely Bros. Limited;
- (b) That it be noted that the intended start date was 1 July 2021 with completion by 31 August 2021 and the actual start and completion dates would be confirmed in the Council's letter of acceptance; and
- (c) That a contact sum of £565,225.50 excluding VAT be approved.

15 Contract No. 2 – Pre-Patching in Advance of Surface Dressing 2021/2022 (RC-CPU-20-431)

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of Contract No. 2 for Pre-patching in Advance of Surface Dressing to Mac Asphalt Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award Contract No. 2 for Pre-patching in Advance of Surface Dressing as a Package Order under the Framework Contract for the Maintenance and Improvement of Carriageways and Footways, Lot 4 – Carriageway Defect Patching to Mac Asphalt Limited;

(b) That it be noted that the contract was for a period of three months, with the intended start date of 2 August 2021 and that the actual start date would be confirmed in the Council's letter of acceptance; and

(c) That a contract sum of £344,912.50 excluding VAT be approved.

16 Contract Award: New Street Lighting Installation at St Andrews Drive, Bridge of Weir (RC-CPU-20-388)

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 New Street Lighting Installation at St Andrews Drive, Bridge of Weir, to Lightways (Contractors) Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a works contract for New Street Lighting Installation at St Andrews Drive, Bridge of Weir, to Lightways (Contractors) Limited;

(b) That a contract sum of £200,124.25 excluding VAT be approved: and

(c) That it be noted that the starting date was 28 June 2021 and the anticipated completion date was 12 weeks from the start date and that the actual start and completion dates would be confirmed in the Council's letter of acceptance.

17 Contract Authorisation Report for a Term Contract for the Statutory Compliance and Reactive Repairs of Powered Pedestrian Access Doors (including Reactive Repairs to Door Entry and Access Control Systems)

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for Statutory Maintenance and Reactive Repairs of Powered Pedestrian Access Doors (including Reactive Repairs to Door Entry and Access Control Systems) to Robertson-Acom Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for Statutory Maintenance and Reactive Repairs of Powered Pedestrian Access Doors (including Reactive Repairs to Door Entry and Access Control Systems) to Robertson-Acom Limited.

(b) That a contract sum of up to £700,000.00 excluding VAT be approved;

(c) That a contract period of three years commencing on or around 26 July 2021,

with the Council having at its sole discretion the option to extend the contract for further periods, the length of any extension to be determined by the Council with the total of any extension periods not exceeding 24 months, be approved.

18 Contract Award: The Purchase of two (2) 18 Tonne Multi-use Unibody Gritter Vehicles (RC-CPU-20-416)

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 purchase of two 18 tonne multi-use unibody gritter vehicles as part of the Council's Vehicle Replacement Programme 2020/21 to Econ Engineering Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for the purchase of two 18 tonne multi-use unibody gritter vehicles to Econ Engineering Limited;
- (b) That a contract value of £234,088.64 excluding VAT be approved; and
- (c) That it be noted that if an order was placed with Econ Engineering Limited before 18 June 2021, Econ Engineering Limited had agreed to deliver before the end of June 2022 to the Council's Fleet Services, Underwood Road, Paisley.

19 Provision of Independent Advocacy Services – Adult Services (RC-CPU-20-268)

There was submitted a joint report by the Chief Executive and the Interim Chief Officer, Renfrewshire Health and Social Care Partnership relative to the award of a contract for the provision of Independent Advocacy Services – Adult Services to You First Advocacy.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for the provision of Independent Advocacy Services – Adult Services to You First Advocacy for an initial period of three years with the option to extend at the discretion of the Council for a further period of 12 months;
- (b) That it be noted that the start date was anticipated to be 1 September 2021 and that the actual start date would be confirmed in the Council's letter of acceptance; and
- (c) That a contract sum of up to £515,260.16 excluding VAT for the initial period and up to £687,858.12 excluding VAT should the 12 month extension period be exercised, be approved.

20 Provision of a School-Based Counselling Service (RC-CPU-20-364)

There was submitted a joint report by the Chief Executive and the Director of

Children's Services relative to the award of a contract for the provision of a School-based Counselling Service to Place2Be.

Councillor Shaw, seconded by Councillor Paterson, moved:

That the Head of Corporate Governance be authorised to award a contract for the provision of a School-based Counselling Service to Place2Be, subject to Place2Be entering into a Data Processor Agreement with the Council;

That the contract be awarded for an initial period of 12 months with the option by the Council to extend for a further period of 12 months subject to funding;

That it be noted that the start date was anticipated to be 13 August 2021 and the actual start date would be confirmed in the Council's letter of acceptance; and

That a contract sum of up to a maximum of £175,000.00 excluding VAT for the initial contract period, rising to a maximum of £350,000.00 excluding VAT should a 12 month extension period be exercised be approved.

As an amendment, Councillor Sharkey, seconded by Councillor Harte, moved that the report be not approved.

On the roll being called the following members voted for the amendment: Councillors: Harte, Hood, Sharkey and Sheridan.

The following members voted for the motion: Councillor: Begg, Provost L Cameron, Councillors Audrey Doig, K MacLaren, McNaughtan, Nicolson, Paterson, Shaw, Steel and Graham.

4 members having voted for the amendment and 10 members having voted for the motion; the motion was accordingly declared carried.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the provision of a School-based Counselling Service to Place2Be, subject to Place2Be entering into a Data Processor Agreement with the Council;

(b) That the contract be awarded for an initial period of 12 months with the option by the Council to extend for a further period of 12 months subject to funding;

(c) That it be noted that the start date was anticipated to be 13 August 2021 and the actual start date would be confirmed in the Council's letter of acceptance; and

(d) That a contract sum of up to a maximum of £175,000.00 excluding VAT for the initial contract period, rising to a maximum of £350,000.00 excluding VAT should a 12 month extension period be exercised be approved.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted that if members of the press and public were present

there would be disclosure to them of exempt information as defined in paragraphs 6 and 9 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

21 **PPP Contract Negotiations and Mediation**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);