

## Minute of Meeting Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 02 September 2020	14:00	Teams - Virtual Meeting,

### Present

Attendees

### Present

Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor James Harte, Councillor K MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor James Sheridan, Councillor Andy Steel and Councillor Jane Strang.

### Chair

Councillor J Shaw, Convener, presided.

### In Attendance

A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and B Lambert, Strategic Procurement Manager (both Chief Executive's); D Gillies, Head of Facilities Management (Environment & Infrastructure); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, A Black, Managing Solicitor – Information Governance (Data Protection Officer), R Cree, OD & Workforce Planning Manager, L Robson, Principal HR & OD Adviser, E Shields, Business Services Manager, M Conaghan, Legal & Democratic Services Manager, C MacDonald, Senior Committee Services Officer and P Shiach, Committee Services Offices (all Finance & Resources).

## **Recording of Meeting**

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

## **Apology**

Councillor Hood.

## **Declarations of Interest**

Councillor Shaw declared a non-financial interest in Item 11 of the agenda – Annual Procurement Report – as he had a family member who worked for one of the services included in the report. He intimated that he would remain in the meeting and would take part in any discussion or voting thereon.

Councillor Nicolson declared a non-financial interest in Item 11 of the agenda – Annual Procurement Report – as he had a family member who worked for one of the services included in the report. He intimated that he would remain in the meeting and would take part in any discussion or voting thereon.

Councillor Audrey Doig declared a non-financial interest in Item 11 of the agenda – Annual Procurement Report – as she had a family member who worked for one of the services included in the report. She intimated that she would remain in the meeting and would take part in any discussion or voting thereon.

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

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 29 January 2020, as attached hereto.

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

### **2 Revenue & Capital Budget Monitoring to 26 June 2020**

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 26 June 2020.

**DECIDED:**

(a) That it be noted that the projected revenue outturn position detailed in Table 1 of the report was based on a best estimates forecast and confirmed government support at this point in time, and that forecasts were likely to be subject to considerable

fluctuation as the full service implications and associated costs of the pandemic became clear;

(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 & Capital Budget Monitoring - Council Overview to 26 June 2020**

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 26 June 2020.

#### **DECIDED:**

(a) That it be noted that the projected revenue outturn position detailed in Table 1 of the report was based on a best estimates forecast and confirmed government support at this point in time, and that forecasts were likely to be subject to considerable fluctuation as the full service implications and associated costs of the pandemic became clear:

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

(c) That the details of employees leaving the Council at Appendix 4 to the report be noted.

### **4 Council Tax: Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Council Tax accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £55,712.37

**DECIDED:** That the sum of £55,712.37 as detailed in the report, be written off.

### **5 Non-domestic Rates: Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Non-domestic Rates accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £635,741.64.

**DECIDED:** That the sum of £635,741.64 as detailed within the report, be written off.

## **6 Housing Benefit Over-payments: Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Housing Benefit accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £26,668.90.

**DECIDED:** That the sum of £26,668.90 as detailed within the report, be written off.

## **7 Sundry Debtors: Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Sundry Debtors accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £18,684.58.

**DECIDED:** That the sum of £18,684.58 as detailed within the report, be written off.

## **8 Chief Executive's Service Update**

There was submitted a report by the Chief Executive relative to a Service update for the Chief Executive's Service.

The report advised that the Chief Executive's Service had played a critical role in terms of supporting the Council's response to the Covid-19 pandemic. At a strategic level this had involved coordinating activity with community planning partners and across Council services, including leading on all communications and public information activities both internally and externally. As with other Council services, the majority of staff working across the service were now doing so from home, delivering services and working in new ways to meet the needs of customers, both internal and external. Staff had responded with great commitment and flexibility to establish new services and undertake new activities required as a result of the pandemic, including the administration of new business support funds, the establishment of neighbourhood hubs and the critical focus on ensuring supply of Personal Protective Equipment (PPE) for the Council's workforce. A summary of key activities was provided within the report.

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

## **9 Finance & Resources Service Update**

There was submitted a report by the Director of Finance and Resources relative to a Service update for the Finance & Resources Service.

The report advised that the Finance & Resources Service had moved quickly to respond to the emerging coronavirus pandemic, protecting and supporting employees and communities, particularly vulnerable people across the area. The report intimated that staff working across the Council had shown great commitment and resilience during the pandemic delivering essential services, volunteering to support frontline services and

helping others to remain safe at home.

The report provided a broad overview of the key areas impacted by the Covid-19 crisis; the service areas paused and restarted, the particular areas of focus now and in the near future and specific risks and priorities.

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

## **10 Facilities Management Service Update**

There was submitted a report by the Director of Environment & Infrastructure relative to a Service update for the Environment & Infrastructure Service.

The report advised that Facilities Management had moved quickly to respond to the emerging coronavirus pandemic, protecting and supporting employees and communities and particularly vulnerable people across the area. It was noted that staff working across the Council had shown great commitment and resilience during the pandemic delivering essential services, volunteering to support frontline services and helping others to remain safe at home.

The report provided a broad overview of the key areas impacted by the Covid-19 crisis; the service areas paused and restarted and particular areas of focus now and in the near future.

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

## **DECLARATIONS OF INTEREST**

Councillors Shaw, Nicolson and Audrey Doig having previously declared an interest in the following item of business remained in the meeting.

## **11 Annual Procurement Report 2019/20**

There was submitted a report by the Chief Executive relative to the Annual Procurement Report 2019/20 (Annual Report) required by the Procurement Reform (Scotland) Act 2014. A copy of the Annual Report was appended to the report.

The Annual Report provided an update on procurement activity over 2019/20 and summarised the regulated procurements that had been completed; the community benefit fulfilled; the steps taken to facilitate the involvement of supported businesses in regulated procurements; and the regulated procurements that the Council expected to commence in the next two financial years. The Annual Report also provided an update on key indicators set out in the Corporate Procurement Strategy.

**DECIDED:**

(a) That the content of the Annual Report 2019/20 be noted; and

(b) That it be noted that an Annual Procurement Report 2020/23 would be submitted to this Board in 2021.

## **12 Inspection by the Investigatory Powers Commissioner's Office**

There was submitted a report by the Director of Finance & Resources relative to the outcome of the recent inspection by the Investigatory Powers Commissioner's Office (IPCO), (formerly Office of Surveillance Commissioners (OSC)), of the Council's covert surveillance activities and procedures under the Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA).

The report advised that since the work of the former OSC has been assumed by the IPCO there had been scope for desktop inspections if the IPCO did not consider an on-site inspection to be necessary. On this occasion, a preliminary telephone discussion took place between the Inspector and the Managing Solicitor (DPO). The discussion was structured around a detailed questionnaire about the Council's policies, procedures and guidance, which would subsequently inform the focus of the on-site inspection. Further to the telephone interview and the provision of supporting documentation, the IPCO confirmed that the remote desktop inspection would suffice and no on-site inspection was necessary.

The report on the inspection was issued to the Chief Executive which confirmed that the level of compliance demonstrated removed the need for a physical inspection, on this occasion and various positive aspects of the Council's procedures were highlighted.

**DECIDED:** That the positive outcome of the IPCO inspection be noted.

## **13 Salary Adjustment Policy**

There was submitted a report by the Director of Finance & Resources relative to the Council's new salary adjustment policy.

The report advised that the Council had a duty to pay employees accurately and timeously and to maintain effective systems of internal controls to ensure protection of public funds. It was noted that salary overpayments featured in the Audit Scotland Report, Safeguarding Public Money on 11 April 2019. As a result, the Council committed to review its procedures for recovery of overpayments and had developed a Salary Adjustment Policy, which was appended to the report. The purpose of the Policy was to outline the steps which Payroll Services would take to recover any overpayment of salaries/wages and identify the actions to be taken should an underpayment occur.

**DECIDED:**

(a) That the report be noted; and

(b) That the Salary Adjustment Policy appended to the report be approved.

## **14 Data Protection Policy**

There was submitted a report by the Director of Finance & Resources relative to a review of the Data Protection Policy that outlined roles and responsibilities for data protection compliance.

The report advised that the proposed changes were minor and mainly consisted of explicit reference to the Council's compliance with the Information Commissioner's Office (ICO) CCTV Code of Practice. A copy of the revised policy was appended to the report and a further appendix outlined the Council's approach to Special Category Data (formerly known as "Sensitive Personal Data").

**DECIDED:** That the revised Data Protection Policy, as appended to the report, be approved and thereafter reviewed every two years.

## **15 Public Holidays for Employees 2021**

There was submitted a report by the Director of Finance & Resources relative to public holidays and one day of no work requirement for Renfrewshire Council employees in 2021.

The proposed holidays followed the pattern set over previous years and were listed in an appendix to the report.

**DECIDED:** That the public holidays and day of no work requirement for Renfrewshire Council employees for 2021, as detailed in the report, be approved.

## **16 Town Twinning Arrangements with Renfrew County, Canada**

Under reference to Item 15 of the Minute of the meeting of this Board held on 13 November 2019 there was submitted a report by the Director of Finance & Resources on the outcome of discussions with representatives of Renfrew County, Ontario, Canada and setting out the terms of a proposed town twinning agreement. The proposed agreement was appended to the report.

**DECIDED:**

(a) That, following dialogue between officers on behalf of the Council and representatives from Renfrew County, Ontario, Canada, the terms of the town twinning agreement and terms of reference, appended to the report, be approved;

(b) That it be agreed that officers on behalf of the Council and representatives from Renfrew County collaborate to mark a virtual twinning between the respective Counties in lieu of an official visit;

(c) That the Director of Finance & Resources in consultation with the Provost be authorised to make the necessary arrangements to provide hospitality for the official visit on a date still to be arranged; and

(d) That it be noted that the cost of the arrangements would be met from within the 2020/21 budget provision for International Links.

## **17 Inspection of Salmon Fishings - River Clyde**

There was submitted a report by the Director of Finance & Resources relative to authority for the Provost and other representatives of the Council to take the necessary actions to maintain the Council's salmon fishing rights on the River Clyde.

The report advised that due to the coronavirus pandemic, the usual salmon fishing event with invited guests and the provision of civic hospitality had not been possible. Alternative arrangements had been made for the Provost to cast the net from the Renfrew ferry. The event had been filmed and this would be included in a short film which would encapsulate the unique history of this tradition and its importance for the town and people of Renfrew.

**DECIDED:** That the actions taken by the Director of Finance & Resources in consultation with the Provost in relation to the maintenance of the Salmon Fishing Rights, including the creation of a short film, be homologated and that the costs involved, of up to £1,000 be met from the Renfrew Common Good Fund.

### **CONTRACT AUTHORISATION**

## **18 Employee Benefits**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for employee benefits (RC-CPU-18-396).

The report explained that the recommendation to award a Contract to Edenred (UK Group) Limited followed a procurement exercise which was conducted in accordance with the Crown Commercial Services Employee Benefits Framework Agreement RM6133 and the Renfrewshire Council's Standing Orders Relating to Contracts for an above EU Threshold Services Contract. The contract strategy document was approved by the Head of Transformation, HR and OD, the Strategic Procurement Manager and the Procurement Operations Manager on 12 August 2020.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the Contract for Employee Benefits which was a direct award Call Off Contract made under the Crown Commercial Services Employee Benefits Framework Agreement (RM6133) to Edenred (UK Group) Limited, subject to the Framework Order Form procedures;

(b) That the initial Contract period of two years with the Council's option to extend for

up to a further twelve months and the anticipated contract commencement date of 21 September 2020 be noted; however if there were any changes to these dates prior to award, the actual start date would be confirmed in the Council's letter of acceptance and Order Form;

(c) That the anticipated initial two-year contract value of £2,345,500 excluding VAT; with a further anticipated value of £1,103,000 excluding VAT where the extension period was utilised be noted. If the extension period was utilised the anticipated value over the 36-month period was £3,448,500 excluding VAT;

(d) That it be noted that the anticipated value set out in decision (c) above was based on the cumulative amount of requests processed through the Contract and included Edenred (UK Group) Limited's administration fee payable by the Council for managing the online portal. There would be an initial outlay made by the Council for relevant employee benefits salary sacrifice schemes. These outlays would be recouped from employees in accordance with the relevant salary sacrifice scheme; and

(e) That it be noted that for the salary sacrifice schemes, automated pay deductions would be set up by the Council's payroll department for employees participating in the schemes to make the relevant repayments to the Council. The anticipated value was higher in the initial year as it was envisaged that the percentage uptake would be higher in the first year.

## **19 Contract to provide Advanced Automation Technology**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for advanced automation technology (RC-CPU-20-074).

The report explained that the Crown Commercial Services G-Cloud 11 Framework Agreement had been used to identify that one supplier, Blue Prism Cloud Limited (formerly known as Thoughtonomy Limited), met the Council's requirements via a call off contract.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the Call Off Contract for Advanced Automation Technology following a direct award under Lot 2 of the Crown Commercial Services G-Cloud 11 Framework Agreement (RM1557.11) to Blue Prism Cloud Limited (formerly known as Thoughtonomy Limited) and subject to the Call Off Contract award process under this Framework;

(b) That the initial contract term of 24 months with the Council option to extend on two separate occasions up to 12 months and the anticipated Call Off start date of no later than 24 September 2020 to replace the existing contract, with the actual date to be confirmed in the Order Form accompanying the Council's letter of acceptance be noted; and

(c) That the initial value for the 24-month contract, which would not exceed £207,000 excluding VAT, be noted. Where the options to extend were utilised, the additional value would not exceed £105,000 excluding VAT for each 12-month period, therefore if the

full extension was taken up, the total value excluding VAT for 48 months would be £417,000 excluding VAT.

## **20 Traffic Signal Equipment at 7 Junctions within Renfrewshire**

There was submitted a joint report by the Chief Executive and the Director of Environment and Infrastructure relative to the award of a contract for the refurbishment/upgrade of traffic signal equipment at seven junctions within Renfrewshire.

Three tenders were received and following evaluation the tender submitted by Hillhouse Quarry Group Limited T/A MacAsphalt was found to be the most economically advantageous.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the Refurbishment/Upgrade of Traffic Signal Equipment at 7 Junctions within Renfrewshire to Hillhouse Quarry Group Limited T/A MacAsphalt;

(b) That the intended starting date of 1 October 2020 with an anticipated completion date of 31 March 2021 be noted. However, the actual date would be confirmed in the Council's Letter of Acceptance; and

(c) That a cumulative spend under the Contract of up to £600,000 excluding VAT be noted.