

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 30 January 2019	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor John Hood, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw, Councillor Andy Steel, 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 Services); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, R McGrath, Head of Business & Customer Services, A McMahon, Chief Auditor, A Black, Managing Solicitor – Data Protection Officer, E Shields, Business Services Manager, A McNaughton, Senior Committee Services Officer and N O'Brien, Assistant Committee Services Officer (all Finance & Resources).

Apologies

Councillors Tom Begg, Jim Harte and Jim Sharkey.

Declarations of Interest

Councillor Audrey Doig declared a financial interest in item 14 of the agenda as she was an employee of Renfrewshire Leisure Limited and intimated that she would leave the meeting and not take part in any discussion or voting thereon.

1 Joint Consultative Board (Non-teaching)

There were submitted Minutes of meetings of the Joint Consultative Board (Non-teaching) held on 14 November and 12 December 2018 which form Appendices I and II hereto.

DECIDED: That the Minutes be noted.

2 Investment Review Board

There was submitted a note of the inquorate Investment Review Board meeting of 21 November 2018 and the Minute of the meeting held on 5 December 2019 which form Appendices III and IV hereto.

DECIDED: That the note of meeting and Minute be noted.

3 Revenue Budget Monitoring Report

There was submitted a revenue budget monitoring report by the Director of Finance & Resources in respect of Finance & Resources, Corporate Landlord and Miscellaneous expenditure for the period to 9 November 2018.

DECIDED: That the report be noted.

4 Revenue Budget Monitoring Report - Council Overview

There was submitted a revenue budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on general fund services and the Housing Revenue Account for the period to 9 November 2018.

DECIDED: That the report be noted.

5 Capital Budget Monitoring Report

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to capital expenditure on corporate issues for the period to 9 November 2018.

DECIDED: That the report be noted.

6 Capital Budget Monitoring Report - Council Overview

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on the Housing and Non-housing Capital Programmes to 9 November 2018.

DECIDED: That the report be noted.

7 Paisley & Renfrew Common Good Fund Budgets 2019/20

There was submitted a report by the Director of Finance & Resources relative to the estimated funding available for disbursement during 2019/20 from the Paisley and Renfrew Common Good Funds.

The report indicated that income from both Common Good Funds was used to fund ongoing projects and commitments made previously by this Board and its predecessors. In addition, an annual allocation was to be made to the relevant Local Partnerships with delegated authority to disburse grants to local organisations that had applied for grant aid and/or to use the funding to support appropriate projects. A forecast income and expenditure statement for both Common Good Funds, including the cost of recurring projects, was attached to the report.

DECIDED:

(a) That the 2019/20 budget allocations to Local Partnerships be approved as follows:

Renfrew Common Good – Renfrew Local Partnership - £67,360

Paisley Common Good – Paisley East, Ralston, Hawkhead & Lochfield, Hunterhill and Charleston Local Partnership - £11,100

Paisley Common Good - Paisley North, Ferguslie, Gallowhill, Paisley West & Central Local Partnership - £9,750

Paisley Common Good – Glenburn and Foxbar & Brediland Local Partnership - £9,150;
and

(b) That the continued funding of recurring projects, as outlined in the appendices to the report, be approved.

8 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 £57,469.52.

DECIDED: That the sum of £57,469.52 as detailed in the report, be written off.

9 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 £358,537.64.

DECIDED: That the sum of £358,537.64 as detailed in the report, be written off.

10 Sundry Income: Accounts for Write Off

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Sundry Debtor accounts where recovery was no longer viable. The value of the debt to be written off was £27,274.35.

DECIDED: That the sum of £27,274.35 as detailed in the report, be written off.

11 Customer & Business Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to the Customer & Business Services Performance Report.

The report detailed performance across key Customer & Business Service functions including revenue collection and benefit administration for the period ending 31 December 2018 and explained that £20,000 had been re-allocated from Discretionary Housing Payments to the Scottish Welfare Fund to meet an increased demand for Crisis Grants following the roll out of Universal Credit.

DECIDED:

(a) That the report be noted; and

(b) That the redistribution of Council resources from Discretionary Housing Payments to support Scottish Welfare Fund payments also be noted.

12 Operational Performance Report - Facilities Management

There was submitted an update report by the Director of Environment & Infrastructure relative to the performance of services delivered by Integrated Facilities Management (Hard & Soft Services) since November 2018.

The report provided performance information on building services; repairs over the last three years; housing repairs; gritting; street lighting; external works; compliance regime; period poverty; early years and childcare; workforce development; operational improvements; attendance at work; enquiries and complaints and free school meals.

DECIDED: That the operational performance update be approved.

13 Counter Fraud & Corruption Policy

new Counter Fraud and Corruption Policy (the Policy) to reflect the current arrangements in place for the prevention, detection and investigation of fraud risks throughout the Council and to replace both the Prevention and Detection of Fraud and Corruption Strategy and the Housing and Council Tax Benefit Counter Fraud Prevention Policy. A copy of the new Policy was attached to the report.

The Policy applied to employees, elected members, service users, contractors, agencies, suppliers and other partner organisations where the principles of “following the public pound” applied, for example organisations that received funding from the Council, including the voluntary sector and other third-party organisations where the Council had an interest.

The Policy delivered effective arrangements for tackling fraud and the content conformed to professional guidance issued by the Chartered Institute of Public Finance and Accountancy. It also took account of other professional guidance and relevant legislation such as the Bribery Act 2010.

DECIDED:

- (a) That the Counter Fraud and Corruption Policy, as appended to the report, be approved; and
- (b) That it be noted that the Counter Fraud and Corruption Policy replaced the Prevention and Detection of Fraud and Corruption Strategy and the Housing and Council Tax Benefit Counter Fraud Policy.

DECLARATION OF INTEREST

Councillor Audrey Doig, having previously declared an interest in the undernoted item, left the meeting and took no part in any discussion or voting thereon.

14 Guarantor for Renfrewshire Leisure Limited

There was submitted a report by the Director of Finance & Resources relative to authorisation for the Director of Finance & Resources to sign guarantees for and on behalf of Renfrewshire Council for the lease of sports equipment to Renfrewshire Leisure Limited (RLL).

The report advised that the transfer of the Council's leisure facilities to RLL in 2002 had highlighted that it was likely in the future that the Council would be required to act as Guarantor in relation to borrowing or capital finance arrangements.

The report explained that leases associated with current contracts for sports equipment had expired or were due to expire and RLL intended to enter into further lease contracts for new sports equipment to be used in its sports facilities. The cost of the proposed new contract for a lease period of four years was approximately £108,865 plus VAT and

RLL would retain ownership of the equipment on expiry of the lease. The Council was also required to accept various obligations relating to the provision of access to the equipment as this would be sited in Council-owned premises and therefore a landlord waiver also required to be signed.

DECIDED:

(a) That the Director of Finance & Resources be authorised to sign a Guarantee for and on behalf of Renfrewshire Council for the sports equipment lease contract, relating to sports equipment between Renfrewshire Leisure Limited and the lessor; and

(b) That the Director of Finance & Resources be authorised to sign a Landlord Waiver for and on behalf of Renfrewshire Council in order to accept and confirm appropriate obligations related to the provision of access to the equipment by the lessor during the term of the lease.

SEDERUNT

Councillor Audrey Doig re-entered the meeting prior to consideration of the following item.

15 Councillors and Data Processor Agreements

There was submitted a report by the Director of Finance & Resources relative to Councillors and Data Processor Agreements.

The report advised that in terms of current legislation and regulation councillors were deemed to be individual data controllers in relation to personal information which the Council processed on their behalf; explained the roles of data controllers and data processors; and detailed responsibility for data protection compliance, including the requirement for a Data Processor Agreement between an individual councillor as a data controller and the Council as a data processor. A copy of the Data Processor Agreement was attached to the report.

DECIDED:

(a) That the requirement for a Data Processing Agreement between each councillor and the Council in respect of personal information which the Council processed on their behalf, be noted; and

(b) That the Data Processing Agreement, attached to the report, be approved and sent to each councillor for signing.

16 Macmillan Renfrewshire Improving the Cancer Journey Project

There was submitted a report by the Chief Executive relative to the MacMillan Renfrewshire Improving the Cancer Journey Project.

The report advised that the Council had secured £500,000 from Macmillan Cancer Support to deliver the Macmillan Renfrewshire Improving the Cancer Journey Project, the main aim of which was to develop and deliver, for everyone in Renfrewshire with a

cancer diagnosis, clear, seamless and accessible pathways of care based on a robust holistic assessment of need. The project was anticipated to commence later in the year.

DECIDED:

(a) That the award of £500,000 funding for the MacMillan Renfrewshire Improving the Cancer Journey project, be noted; and

(b) That it be noted that the Chief Executive had accepted the offer of grant from Macmillan Cancer Support on behalf of Renfrewshire Council.

17 Civic Hospitality

There was submitted a report by the Director of Finance & Resources relative to requests received by the Provost for civic hospitality from individuals and 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 event and sought authorisation for the Director of Finance & Resources, in consultation with the Provost, to make the necessary arrangements.

DECIDED: That the Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for civic hospitality at the approximate cost indicated, as follows:

MND Scotland – £700

30th Paisley & District Scout Group - £1,800

Scottish Huntingdon's Association - £2,000

Paisley Philharmonic Choir - £400

Contract Authorisation Reports

As below.

18 Notification of Contract for Vehicle Leasing Authorised for Award under clause 9.1 j) of Council Standing Orders

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to notification that a contract for vehicle leasing had been awarded by the Director of Environment & Infrastructure under clause 9.1(j) of the Council's Standing Orders relating to Contracts.

The report explained the circumstances leading to the award of this specific contract to fulfil the Council's requirement to commit grant funding of £208,000 provided by Transport Scotland towards the cost of the lease or purchase of electric vehicles by 7 December 2018.

Separate contracts for two crew vans and for five vans, the values of which were under the EU threshold and therefore did not required to be authorised by this Board, had been awarded. However, one other contract for the lease of 17 electric cars was above the threshold and it was this contract that the Director of Environment & Infrastructure had awarded to LeasePlan UK Limited t/a Automotive Leasing for a period of five years, starting on the date the vehicles were delivered, at a cost of £240,291.60 excluding VAT. In accordance with the conditions of the grant, the first three years of the contract would be funded from the Transport Scotland grant and the remaining two years would be funded by the Council.

DECIDED:

- (a) That the award of a contract for vehicle leasing to LeasePlan UK Limited t/a Automotive Leasing by the Director of Environment & Infrastructure under clause 9.1(j) of the Council's Standing Orders Relating to Contracts, be noted; and
- (b) That it be noted that the grant allowed the Council to lease 17 electric cars for three years out of a five-year lease plan and the final two years would be met from the budget for Environment & Infrastructure Services.

19 Operation and Maintenance of Biomass Boilers at the Calside Estate

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing & Planning Services relative to the award of a negotiated contract for the operation and maintenance of the biomass boilers at the Calside Estate (RC-CPU-18-333).

The report explained the decision by the Council to negotiate a contract with Highland Wood Energy Limited to maintain and continue to provide heating to tenants in the Calside Estate following intimation from British Gas Trading Limited that they did not wish to extend the current contract due to realignment of their business areas. Highland Wood Energy Limited was the incumbent contractor with a working knowledge of the estate.

DECIDED: That the Head of Corporate Governance be authorised to award a negotiated contract for the operation and maintenance of the Council's biomass boilers at Calside Estate, Paisley to Highland Wood Energy Limited at a cost of £200,000 excluding VAT for a period of one year to commence on 15 February 2019 or on the date confirmed in the letter of acceptance.

20 External Upgrade Works

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing and Planning Services relative to the award of a measured term contract for external upgrade works (RC-CPU-17-093).

Following a procurement exercise conducted in accordance with the Council's procedures, nine tenders were submitted and after evaluation the tender submitted by Procast Building Contractors Limited was found to be the most economically advantageous.

DECIDED: That the Head of Corporate Services be authorised to award a measured

term contract for external upgrade works to Procast Building Contractors Limited at a maximum cost of £40,000,000 excluding VAT (£10m annually) for a period of 12 months with the option to extend for up to a further 12 months on three separate occasions, commencing 29 March 2019 or on the date confirmed in the letter of acceptance.