

## Notice of Meeting and Agenda

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 02 February 2022	14:00	Teams - virtual meeting,

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Tom Begg: Councillor Bill Brown: Provost Lorraine Cameron: Councillor Karen Devine-Kennedy: Councillor Audrey Doig: Councillor Neill Graham: Councillor Jim Harte: Councillor John Hood: Councillor Kenny MacLaren: Councillor Iain Nicolson: Councillor Jim Paterson: Councillor Jim Sharkey: Councillor Andy Steel:

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

### Webcasting of Meeting

This meeting will be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed.

To find the webcast please navigate to

<https://renfrewshire.public-i.tv/core/portal/home>

### 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**

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Joint Consultative Board (Non-teaching)</b>  | <b>7 - 10</b>  |
|          | <p>Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 10 November 2021.</p> |                |
| <b>2</b> | <b>Investment Review Board</b>  | <b>11 - 14</b> |
|          | <p>Minute of the meeting of the Investment Review Board held on 17 November 2021.</p>                 |                |

## **Finance**

- |          |  |                |
|----------|--|----------------|
| <b>3</b> | <b>Revenue &amp; Capital Budget Monitoring as at 12 November 2021</b>                  | <b>15 - 28</b> |
|          | <p>Report by the Acting Director of Finance &amp; Resources.</p>                       |                |
| <b>4</b> | <b>Revenue and Capital Budget Monitoring – Council Overview as at 12 November 2021</b> | <b>29 - 42</b> |
|          | <p>Report by the Acting Director of Finance &amp; Resources.</p>                       |                |
| <b>5</b> | <b>Business Services Accounts for Write Off</b>  | <b>43 - 48</b> |
|          | <p>Report by the Acting Director of Finance &amp; Resources.</p>                       |                |
| <b>6</b> | <b>Paisley and Renfrew Common Good Fund Budgets 2022/23</b>                            | <b>49 - 54</b> |
|          | <p>Report by the Acting Director of Finance &amp; Resources.</p>                       |                |

## **Performance**

- 7      Customer & Business Services Performance Report      55 - 70**

Report by the Acting Director of Finance & Resources.

- 8      Facilities Management Operational Performance Report      71 - 78**

Report by the Director of Environment & Infrastructure.

## **Health & Safety**

- 9      Revised Corporate Health and Safety Policy      79 - 100**

Report by the Acting Director of Finance & Resources.

## **Hospitality**

- 10      Civic Hospitality      101 - 104**

Report by the Acting Director of Finance & Resources.

## **Contract Authorisation Reports**

- 11      Bishopton Primary School External Refurbishment      105 - 110**

Joint report by the Chief Executive and the Acting Director of Finance & Resources.

- 12      Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs      111 - 116**

Joint report by the Chief Executive and the Acting Director of Finance & Resources.

<b>13</b>	<b>Framework Contract for Roads Related Maintenance Works</b>	<b>117 - 126</b>
	Joint report by the Chief Executive and the Director of Environment & Infrastructure.	
<b>14</b>	<b>Multi Storey Lift Refurbishment</b>	<b>127 - 132</b>
	Joint report by the Chief Executive and the Acting Director of Finance & Resources.	
<b>15</b>	<b>Processing &amp; Recycling of Mixed Paper &amp; Card</b>	<b>133 - 138</b>
	Joint report by the Chief Executive and the Director of Environment & Infrastructure.	
<b>16</b>	<b>Provision of Functional Family Therapy</b>	<b>139 - 144</b>
	Joint report by the Chief Executive and the Director of Children's Services.	
<b>17</b>	<b>Provision of Low Level, Preventative, Health and Wellbeing Services for Older Adults in Renfrewshire</b>	<b>145 - 150</b>
	Joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership.	
<b>18</b>	<b>Provision of Street Stuff</b>	<b>151 - 156</b>
	Joint report by the Chief Executive and the Director of Communities & Housing.	
<b>19</b>	<b>Recycling &amp; Disposal of Mechanical Street Cleaning Arisings</b>	<b>157 - 162</b>
	Joint report by the Chief Executive and the Director of Environment & Infrastructure.	
<b>20</b>	<b>Telephony as a Service</b>	<b>163 - 168</b>
	Joint report by the Chief Executive and the Acting Director of Finance & Resources.	

<b>21</b>	<b>Treatment, Recycling &amp; Disposal of Mixed Waste from the Councils Household Waste Recycling Centres (HWRC's) and Waste Arisings from other Council Service Operations</b>	<b>169 - 174</b>
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Joint report by the Chief Executive and the Director of Environment & Infrastructure.



## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 10 November 2021	15:00	Microsoft Teams Platform,

**Present:** Councillor Tom Begg, Councillor John McNaughtan, Councillor Andy Steel

### Representing Trade Unions

J Boylan, S Scott, K Kernachan, S Hicks and L Cameron (UNISON)

### In Attendance

G McKinlay, Head of Schools (Children's Services) D Gillies, Head of Facilities Management and D Kerr, Service Co-ordination Manager (both Environment & Infrastructure); R Laouadi, HR Manager; R Cree, OD & Workforce Planning Manager; G Campbell, Principal HR & OD Advisor; D Pole, End User Technician, R Devine, Senior Committee Services Officer and J Barron, Assistant Committee Services Officer (all Finance & Resources) and L Kilicaslan, Senior Manager for CAH Services (Renfrewshire Health & Social Care Partnership).

### Appointment of Chairperson

It was proposed and agreed John Boylan chair the meeting.

**DECIDED:** That John Boylan chair the meeting.

### Apologies

Councillor Paterson, Steven Fanning (Principal HR & OD Advisor) and Mark Ferguson (UNISON).

### Declarations of Interest

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

## 1 **Agency Workers**

There was submitted a report by the Director of Finance & Resources relative to the number of agency staff employed within the Council as at September 2021 and detailing the capacity and Services in which they were engaged. The report advised that as at September 2021, 162 agency workers were employed across all Services, and that this was a reduction of 18 agency workers since August 2021.

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

## 2 **Details of Grievances**

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. The report indicated that there were a total of two grievances as at August 2021, which was a reduction of 6 cases since the last Board.

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

## 3 **Developments in Health, Safety and Wellbeing**

There was submitted a report by the Director of Finance & Resources relative to activity undertaken in relation to health, safety and wellbeing issues since the previous meeting of the JCB Non-Teaching on 31 August 2021.

The report focused on the actions and activities that continued to support the council's response and recovery plans. The Health and Safety team had been an integral part of the council's emergency management team, providing clear guidance as documents had been released from the UK and Scottish Governments, the HNS, and Health Protection Scotland. The team linked with fellow colleagues in other local authorities to share knowledge and introduce any new learning to local guidance and procedures.

The Health and Safety team, as part of the wider HR and OD team, had worked collaboratively with all key stakeholders, including the Trade Unions, across the council and external partners such as the NHS, to ensure that any activities being undertaken were risk assessed. More importantly the controls being reviewed in line with any changes to the guidance including COVID levels as they emerged to ensure employees and clients health, safety, and wellbeing. With the move to beyond National strategic level 0. The Team had been actively involved in work with services to assist in a planned and managed response to work in accordance with guidance. Working from home was still the preferred option for some employees wherever possible. The Corporate Health & Safety Committee meetings had been reinstated, it had met three times this year and its final meeting was planned for early December 2021. The Committee members had been consulted on several new documents including Health and Wellbeing at work, Legionella Guidance and the review of



Drones.

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

#### 4 **Timetable of Meetings 2022**

There was submitted a report by the Director of Finance & Resources relative to the proposed timetable of meetings for 2022.

The report advised that the current constitution of the JCB stipulated the frequency of meetings of the Board, currently requiring the Board to meet no less than five times per year. Following discussion with representatives of the management side and the trade union representatives it was proposed that meetings of the JCB Non-Teaching be held on 2 February, 30 March, 15 June, 31 August and 9 November 2022. It was agreed that all future meetings of the JCB Non-Teaching start at 3 pm or at the conclusion of the meeting of the Finance, Resources & Customer Services Policy Board held immediately beforehand.

**DECIDED:**

(a) That the proposed timetable for the JCB Non -Teaching meeting dates for 2022, detailed in the report, be approved; and

(b) That it be noted that future meetings of the JCB Non-Teaching would start at 3 pm or at the conclusion of the meetings of the Finance, Resources & Customer Services Policy Board held immediately beforehand.

#### 5 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the JCB Non-Teaching was scheduled to be held at 3pm on 2 February 2022.



## Minute of Meeting Investment Review Board

Date	Time	Venue
Wednesday, 17 November 2021	11:00	Remotely by MS Teams,

**Present:** Councillor John McIntyre, Councillor Iain Nicolson, Councillor Jim Sharkey, Councillor John Shaw

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

A MacArthur, Head of Finance, R Conway, Finance Manager; C MacDonald and P Shiach, both Senior Committee Services Officers (all Finance & Resources).

### Also in Attendance

D Millar, Senior Investment Analyst and K Kapitan, Investment Consultant Hymans Robertson LLP; and G Brisbane, abrdn Capital Limited.

### 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 watch on the Council's website.

### Apology

Councillor Paterson.

### Declarations of Interest

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

## 1 **Minute of Previous Meeting**

There was submitted the Minute of the meeting of the Investment Review Board held on 9 June 2021.

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

## 2 **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 Review of Investment Principles in relation to the Paisley and Renfrew Common Good Funds.

The report advised that Hymans Robertson LLP had been engaged by the Council to provide investment advice pertaining to the Paisley and Renfrew Common Good Funds, and to assess the performance of the Funds' investment managers, abrdn Capital Limited (formerly Aberdeen Standard Capital Limited).

A report by Hymans Robertson LLP was submitted for Members' consideration. The report provided an assessment of the performance of the Funds' investments and income levels during the six-month period ending 30 September 2021. Hymans Robertson LLP were represented at the meeting by Mr K Kapitan (Investment Consultant), who presented his report to Members, and by Mr D Millar (DC Consultant). Mr Kapitan also gave a presentation covering an update on markets and the current economic climate.

G Brisbane, Senior Charity Portfolio Manager, abrdn Capital Limited, gave a short presentation on the management of the fund. Members took the opportunity to question him directly in regard to his presentation and Fund performance.

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

## 3 **Paisley and Renfrew Common Good Funds: review of annual income targets and fixed interest stocks restriction**

There was submitted a report by the Director of Finance & Resources relative to a review of annual income targets and fixed interest stocks restriction.

The report advised that the Investment Review Board at its meeting on 9 June 2021 agreed that funds from the Paisley Common Good Fund and Renfrew Common Good Fund cash balance (managed by the Council) be added to the investments managed by Aberdeen Standard Capital Limited (now abrdn Capital Limited): £0.3m for the Paisley Common Good Fund and £3.3m for the Renfrew Common Good Fund.

This transfer of funds was completed on 21 June 2021 and had contributed to a material increase in the value of funds held within each of the two investment portfolios. The corresponding increase in expected yield from each of the portfolios had not yet been reflected in any increase to the annual income targets that were in

place for the Investment Manager, these targets currently being set at £113,000 for the Paisley Common Good Fund and £380,000 for the Renfrew Common Good Fund.

The report indicated that an appropriate revision to the income targets would be to apply a proportional increase in the absolute annual income target so that the target yield, based on the fund valuations prior to and subsequent to the transfer of funds that took place in June 2021, was kept relatively static.

The proposed revised annual income targets – of £125,000 for the Paisley Common Good Fund and £475,000 for the Renfrew Common Good Fund – equated approximately to a 2.4% yield, were in line with the benchmark yield and represent a demanding target, but not so much that the Investment Manager was forced to sacrifice potential capital growth in the pursuit of income.

In achieving the annual income targets set for each fund, the Investment Manager managed the funds on a discretionary basis in line with the Investment Policy Statement. The Investment Policy Statement currently contained a restriction that a minimum of 15% of the fund value should be held in fixed interest stocks. This restriction had been in place for many years and would have been established initially to ensure that income be maintained above a minimum level. However, this restriction was now forcing the manager to keep a level of fixed interest stocks which, given current market conditions, was to the detriment of overall performance.

The report intimated that since it could be demonstrated that income had compared favourably to the annual income target over several years, a minor amendment was proposed to the Investment Policy Statement that, whilst maintaining the 15% target holding in fixed interest stocks, the Investment Manager could vary from this level down to 10% or up to 20% depending on market conditions. This proposed change was reflected within an updated Investment Policy Statement appended to the report.

The report intimated that the updated Investment Policy Statement also incorporated amendments resulting from the change of name of the Investment Manager on 24 September 2021 from Aberdeen Standard Capital Limited to abrdn Capital Limited.

**DECIDED:**

(a) That the revisions proposed to the annual income targets of the two portfolios: £125,000 for the Paisley Common Good Fund and £475,000 for the Renfrew Common Good Fund be approved; and

(b) That the updated Investment Policy Statements, one for Paisley Common Good Fund, one for Renfrew Common Good Fund, appended to the report, incorporating an amendment to the restriction relating to the holding of fixed interest stocks, as described in the report, and incorporating amendments reflecting the change of name of the Investment Manager be approved.






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**To:** Finance, Resources and Customer Services Policy Board

**On:** 2 February 2022

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**Report by:** Acting Director of Finance and Resources

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**Heading:** Revenue and Capital Budget Monitoring as at 12 November 2021

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## 1. Summary of Financial Position

- 1.1. The projected Revenue outturn at 31 March 2022 for Finance, Resources and Customer Services is an overspend position of £0.592m (0.6%) against the revised budget for the year.
- 1.2. The projected Capital outturn at 31 March 2022 for Finance, Resources and Customer Services is a break-even position.
- 1.3. This is summarised over the relevant services in the table below and further analysis is provided in the Appendices.
- 1.4. For the financial year 2021/22, the projected outturn position is split into Core (or business as usual) and COVID-19 related variances to help readers understand the impact of the pandemic on service finances.

<b>Table 1: Revenue</b>						
<b>Division</b>	<b>Revised Annual Budget £000</b>	<b>Projected Outturn Core £000</b>	<b>Projected Outturn COVID-19 £000</b>	<b>Total Projected Outturn £000</b>	<b>Budget Variance (Adv)/Fav £000</b>	<b>Budget Variance %</b>
Finance and Resources	£35,742	£35,231	£451	<b>£35,682</b>	£60	-0.2%
Environment and Infrastructure	£18,077	£17,890	£839	<b>£18,729</b>	(£652)	3.6%
Miscellaneous	£38,993	£38,993	£0	<b>£38,993</b>	£0	0.0%
<b>Total</b>	<b>£92,812</b>	<b>£92,114</b>	<b>£1,290</b>	<b>£93,404</b>	<b>(£592)</b>	<b>0.6%</b>

<b>Table 2: Capital</b>						
<b>Division</b>	<b>Revised Annual Budget £000</b>	<b>Projected Outturn Core £000</b>	<b>Projected Outturn COVID-19 £000</b>	<b>Total Projected Outturn £000</b>	<b>Budget Variance (Adv)/Fav £000</b>	<b>Budget Variance %</b>
Finance, Resources and Customer Services, including Environment and Infrastructure	£5,062	£5,062	£0	<b>£5,062</b>	£0	0.0%

## **2. Recommendations**

Members are requested to:

- 2.1. Note the projected Revenue outturn position detailed in Table 1 above;
- 2.2. Note the projected Capital outturn position detailed in Table 2 above; and
- 2.3. Note the budget adjustments detailed at sections 4 and 6.

## **3. Revenue**

- 3.1. The Revenue Budget Monitoring report at Appendix 1 identifies a projected annual overspend of £0.592m (0.6% of total budget) for Finance, Resources and Customer Services. Detailed division service reports can be found at the end of this report, along with an explanation of each significant projected variance.
- 3.2. The projected outturn is based on information currently available and assumptions made by service budget holders. Any changes to these projections will be detailed in future reports to this Board.
- 3.3. The main reason for the projected outturn position are indicated below the tables showing both the subjective analysis (what the budget is spent on) and the objective analysis (which division is spending the budget).

## **4. Revenue Budget Adjustments**

- 4.1. Members are requested to note from Appendix 1 that budget adjustments totalling £0.383m have been processed since the last report. The majority of these adjustments (£0.400m) were in Miscellaneous Services and related to COVID-19 funding made available by the Scottish Government that is held centrally and not yet allocated to services.



## 5. Capital

- 5.1. The Capital Investment Programme 2021/22 to 2025/26 was approved by the Council on 4 March 2021. For Finance, Resources and Customer Services the approved capital spend for 2021/22 is £5.062m (£6.703m at Period 6).
- 5.2. The budget movement results from reprofiling in the approved capital programme for Finance, Resources and Customer Services for the year, of £1.641m. This arises from updated cashflows for ICT Infrastructure and Lifecycle Capital Maintenance. Further detail can be found at Appendix 2.

## 6. Capital Budget Adjustments

- 6.1. Since the last report, budget changes totalling £1.641m have arisen, which reflect the following:
  - Budget carried forward from 2021/22 to 2022/23 (£1.541m):
    - ICT Infrastructure and Renewal (£0.286m) to reflect revised delivery dates for digital community alarms.
    - Lifecycle Capital Maintenance Budget (£1.255m) due to updated cashflows received for various energy efficiency, roof replacement and rewiring projects expected to be completed over summer 2022
  - Budget Transfer in 2021/22 (£0.100m)
    - Greenspaces and Parks (£0.100m) for award of funding within the Environment and Infrastructure Parks Improvement Programme for Maxwellton and Lochwinnoch Play Parks.

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## Implications of this report

1. **Financial** – The projected budget outturn position for Finance, Resources and Customer Services' Revenue budget is an overspend of £0.592m. Income and expenditure will continue to be monitored closely for the rest of the financial year and, as far as possible, steps will be taken to mitigate any overspend.

The projected outturn position for Finance, Resources and Customer Services' Capital budget is break-even. The Capital programme will continue to be monitored closely for the rest of the financial year and, where necessary, steps will be taken to mitigate any overspend.

Any changes to current projections in either Revenue or Capital budgets will be reported to the board as early as possible, along with an explanation for the movement.

**2. HR and Organisational Development**

None directly arising from this report.

**3. Community/Council Planning**

None directly arising from this report.

**4. Legal**

None directly arising from this report.

**5. Property/Assets**

The Capital expenditure in this board will result in lifecycle maintenance improvements to existing properties and replacement of ICT assets and infrastructure.

**6. Information Technology**

None directly arising from this report.

**7. Equality and 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.

**8. Health and Safety**

None directly arising from this report.

**9. Procurement**

None directly arising from this report.

**10. Risk**

The potential risk that the Council will overspend its approved budgets for the year will be managed at a Council-wide level by the Chief Executive and Directors.

- 11. Privacy Impact**  
None directly arising from this report.
- 12. Cosla Policy Position**  
N/a.
- 13. Climate Risk**  
None directly arising from this report.

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### **List of Background Papers**

Revenue Budget and Council Tax 2021/22. Council, 4th March 2021.

Non-Housing Capital Investment Programme, Prudential Framework and Treasury Management Strategy, and Capital Strategy 2021/22 – 2025/26. Council, 4th March 2021.

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**Authors:** Christine McCourt / Kevin Festorazzi / Geoff Borland



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2021/22**  
**1 April 2021 to 12 November 2021**

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

Objective Summary	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Finance and Resources	35,769	(27)	35,742	35,231	451	35,682	60	0.2%	55	5
Environment and Infrastructure	18,067	10	18,077	17,890	839	18,729	(652)	(3.6%)	(615)	(37)
Miscellaneous	38,593	400	38,993	38,993	0	38,993	0	0.0%	0	0
<b>NET EXPENDITURE</b>	<b>92,429</b>	<b>383</b>	<b>92,812</b>	<b>92,114</b>	<b>1,290</b>	<b>93,404</b>	<b>(592)</b>	<b>(0.6%)</b>	<b>(560)</b>	<b>(32)</b>

Subjective Summary	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Employees	83,809	213	84,022	84,070	847	84,917	(895)	(1.1%)	(308)	(587)
Premises Related	8,649	(17)	8,632	8,621	0	8,621	11	0.1%	23	(12)
Transport Related	1,280	(7)	1,273	1,616	0	1,616	(343)	(26.9%)	(233)	(110)
Supplies and Services	19,955	12	19,967	20,389	(70)	20,319	(352)	(1.8%)	(287)	(65)
Third Party Payments	1,904	1	1,905	1,900	0	1,900	5	0.3%	5	0
Transfer Payments	52,005	227	52,232	52,380	0	52,380	(148)	(0.3%)	(184)	35
Support Services	5,639	(6)	5,633	5,591	0	5,591	42	0.7%	47	(6)
Depreciation and Impairment Losses	14,807	0	14,807	14,807	0	14,807	0	0.0%	0	0
<b>GROSS EXPENDITURE</b>	<b>188,049</b>	<b>422</b>	<b>188,471</b>	<b>189,374</b>	<b>777</b>	<b>190,151</b>	<b>(1,680)</b>	<b>(0.9%)</b>	<b>(936)</b>	<b>(744)</b>
Income	(95,620)	(39)	(95,659)	(97,260)	513	(96,747)	1,088	1.1%	376	712
<b>NET EXPENDITURE</b>	<b>92,429</b>	<b>383</b>	<b>92,812</b>	<b>92,114</b>	<b>1,290</b>	<b>93,404</b>	<b>(592)</b>	<b>(0.6%)</b>	<b>(560)</b>	<b>(32)</b>

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2021/22**  
**1 April 2021 to 12 November 2021**

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

Objective Summary	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Finance and Resources Directorate	(359)	0	(359)	(363)	0	(363)	4	1.1%	78	(74)
Corporate Governance	3,050	0	3,050	2,852	29	2,881	169	5.5%	102	67
Finance Services	3,412	0	3,412	3,398	0	3,398	14	0.4%	122	(108)
ICT Services	10,291	3	10,294	10,003	0	10,003	291	2.8%	175	116
HR, OD and Workforce Strategy	2,754	0	2,754	2,825	0	2,825	(71)	(2.6%)	(71)	0
Customer and Business Services	13,667	(30)	13,637	13,540	164	13,704	(67)	(0.5%)	(152)	85
Housing Benefits	1,659	0	1,659	1,759	0	1,759	(100)	(6.0%)	(100)	0
Property Services	(133)	0	(133)	(134)	0	(134)	1	0.8%	0	1
Social care (non-delegated)	818	0	818	756	0	756	62	7.6%	56	6
Change Fund	20	0	20	20	258	278	(258)	(1290.0%)	(170)	(88)
Finance projects	0	0	0	0	0	0	0	0.0%	0	0
Audit Services	590	0	590	575	0	575	15	2.5%	15	0
<b>NET EXPENDITURE</b>	<b>35,769</b>	<b>(27)</b>	<b>35,742</b>	<b>35,231</b>	<b>451</b>	<b>35,682</b>	<b>60</b>	<b>0.2%</b>	<b>55</b>	<b>5</b>

Objective Heading	Key Reasons for Significant Projected Variances
Corporate Governance	COVID-19 projection relates to reduced income in the Registration and Licensing functions, primarily due to a decrease in the number of weddings taking place, and a reduction in the number of taxi licences being applied for.
ICT Services	Projected underspend is primarily due to software cost savings. Anticipated overspends in telephony costs are offset by staff savings due to vacancies.
HR, OD and Workforce Strategy	It is anticipated that HR will overspend on staffing costs due to ongoing budget pressures.
Customer and Business Services	COVID-19 projection arises from Customer and Business staff overtime as well as non-staffing equipment and supplies associated with service adaptations to the pandemic across all of Finance and Resources.
Housing Benefits	An overspend is projected in relation to overpayments of Housing Benefits, based on prior year trends.
Change Fund	COVID-19 projection arises from additional staff costs and overtime across Finance and Resources that has been necessary in order to effectively respond to the pandemic.

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2021/22**  
**1 April 2021 to 12 November 2021**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES - FINANCE & RESOURCES**

Subjective Summary	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Employees	32,109	212	32,321	32,749	238	32,987	(666)	(2.1%)	(800)	134
Premises Related	2,670	(27)	2,643	2,589	0	2,589	54	2.0%	66	(12)
Transport Related	83	(7)	76	47	0	47	29	38.2%	33	(4)
Supplies and Services	9,068	(174)	8,894	8,281	20	8,301	593	6.7%	576	17
Third Party Payments	1,652	0	1,652	1,648	0	1,648	4	0.2%	4	0
Transfer Payments	51,331	14	51,345	51,455	0	51,455	(110)	(0.2%)	(152)	42
Support Services	573	(5)	568	517	0	517	51	9.0%	66	(15)
Depreciation and Impairment Losses	0	0	0	0	0	0	0	0.0%	0	0
<b>GROSS EXPENDITURE</b>	<b>97,487</b>	<b>12</b>	<b>97,499</b>	<b>97,286</b>	<b>258</b>	<b>97,544</b>	<b>(45)</b>	<b>53.8%</b>	<b>(207)</b>	<b>162</b>
Income	(61,718)	(39)	(61,757)	(62,055)	193	(61,862)	105	0.2%	262	(157)
<b>NET EXPENDITURE</b>	<b>35,769</b>	<b>(27)</b>	<b>35,742</b>	<b>35,231</b>	<b>451</b>	<b>35,682</b>	<b>60</b>	<b>0.2%</b>	<b>55</b>	<b>5</b>

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2021/22**  
**1 April 2021 to 12 November 2021**

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

Objective Summary	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Building Services	(265)	0	(265)	(61)	186	125	(390)	147.0%	(365)	(25)
Street Lighting Maintenance Work	373	0	373	535	0	535	(162)	(43.4%)	(165)	3
Public Building Repairs	3,803	12	3,815	3,815	0	3,815	0	0.0%	0	0
Soft Facilities Management Services	14,156	(2)	14,154	13,601	653	14,254	(100)	(0.7%)	(85)	(15)
<b>NET EXPENDITURE</b>	<b>18,067</b>	<b>10</b>	<b>18,077</b>	<b>17,890</b>	<b>839</b>	<b>18,729</b>	<b>(652)</b>	<b>(3.6%)</b>	<b>(615)</b>	<b>(37)</b>

Objective Heading	Key Reasons for Significant Projected Variances
Building Services	The price of materials have increased significantly, due to supply issues because of the ongoing pandemic. In addition the service is having to hire significant numbers of vehicles, due to the increased downtime of the ageing fleet. The cost of both materials and vehicle hire is fluctuating significantly, and the costs of both may increase as the year progresses.
Street Lighting Maintenance Work	There is a projected overspend on repairs and maintenance of the street lighting columns, due to increased cost of materials, which will be monitored closely throughout the year.



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2021/22**  
**1 April 2021 to 12 November 2021**

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

Subjective Summary	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Employees	24,194	0	24,194	23,815	609	24,424	(230)	(1.0%)	490	(720)
Premises Related	3,258	11	3,269	3,311	0	3,311	(42)	(1.3%)	(42)	(0)
Transport Related	1,185	0	1,185	1,557	0	1,557	(372)	(31.4%)	(266)	(106)
Supplies and Services	9,020	(1)	9,019	10,053	(90)	9,963	(944)	(10.5%)	(863)	(81)
Third Party Payments	0	0	0	0	0	0	0	0.0%	0	0
Transfer Payments	4	0	4	43	0	43	(39)	(978.4%)	(31)	(9)
Support Services	1,074	0	1,074	1,082	0	1,082	(8)	(0.8%)	(18)	9
Depreciation and Impairment Losses	0	0	0	(0)	0	(0)	0	0.0%	0	0
<b>GROSS EXPENDITURE</b>	<b>38,735</b>	<b>10</b>	<b>38,745</b>	<b>39,861</b>	<b>519</b>	<b>40,380</b>	<b>(1,635)</b>	<b>(4.2%)</b>	<b>(729)</b>	<b>(906)</b>
Income	(20,668)	0	(20,668)	(21,971)	320	(21,651)	983	4.8%	114	869
<b>NET EXPENDITURE</b>	<b>18,067</b>	<b>10</b>	<b>18,077</b>	<b>17,890</b>	<b>839</b>	<b>18,729</b>	<b>(652)</b>	<b>(3.6%)</b>	<b>(615)</b>	<b>(37)</b>

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2021/22**  
**1 April 2021 to 12 November 2021**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES - MISCELLANEOUS**

Subjective Summary	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Employees	27,506	0	27,506	27,506	0	27,506	0	0.0%	0	0
Premises Related	2,721	0	2,721	2,721	0	2,721	0	0.0%	0	0
Transport Related	12	0	12	12	0	12	0	0.0%	0	0
Supplies and Services	1,867	188	2,055	2,055	0	2,055	0	0.0%	0	0
Third Party Payments	252	0	252	252	0	252	0	0.0%	0	0
Transfer Payments	670	212	882	882	0	882	0	0.0%	0	0
Support Services	3,992	0	3,992	3,992	0	3,992	0	0.0%	0	0
Depreciation and Impairment Losses	14,807	0	14,807	14,807	0	14,807	0	0.0%	0	0
<b>GROSS EXPENDITURE</b>	<b>51,827</b>	<b>400</b>	<b>52,227</b>	<b>52,227</b>	<b>0</b>	<b>52,227</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>
Income	(13,234)	0	(13,234)	(13,234)	0	(13,234)	0	0.0%	0	0
<b>NET EXPENDITURE</b>	<b>38,593</b>	<b>400</b>	<b>38,993</b>	<b>38,993</b>	<b>0</b>	<b>38,993</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>

Subjective Heading	Key Reasons for Significant Projected Variances
Budget Adjustments	The net budget adjustment of £0.4m relates to the receipt of COVID-19 funding from the Scottish Government not yet allocated to services.

**RENFREWSHIRE COUNCIL**  
**CAPITAL BUDGET MONITORING STATEMENT 2021/2022**  
**1 April 2021 to 12 November 2021**

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

Project Title	Current Year 2021/22							Full Programme - All years			
	Prior Years Expenditure to 31/03/2021*	Approved Budget 2021/22	Budget Adjustments 2021/22	Revised Budget 2021/22	Projected Outturn 2021/22	Budget Variance (Adverse) or Favourable		Total Approved Budget to 31 March 2026	Projected Outturn to 31 March 2025	Budget Variance (Adverse) or Favourable	
	£000	£000	£000	£000	£000	£000	%	£000	£000	£000	%
<b>CORPORATE PROJECTS</b>											
ICT Infrastructure Maint & Renewal Programme	0	1,955	147	2,102	2,102	0	0%	3,988	3,988	0	0%
Strategic Asset Management Fund	0	2,500	(2,500)	0	0	0	0%	0	0	0	0%
Energy Efficiency Programme	0	147	(102)	45	45	0	0%	147	147	0	0%
Lifecycle Capital Maintenance (LCM) Fund	0	5,663	(3,734)	1,929	1,929	0	0%	9,852	9,852	0	0%
Digital Infrastructure Provision	1,936	300	(300)	0	0	0	0%	1,936	1,936	0	0%
Community Empowerment Fund	124	534	0	534	534	0	0%	951	951	0	0%
Greenspaces and Parks	396	442	(140)	302	302	0	0%	936	936	0	0%
Villages Improvement Fund	0	150	0	150	150	0	0%	150	150	0	0%
<b>TOTAL</b>	<b>2,456</b>	<b>11,691</b>	<b>(6,629)</b>	<b>5,062</b>	<b>5,062</b>	<b>0</b>	<b>0%</b>	<b>17,960</b>	<b>17,960</b>	<b>0</b>	<b>0%</b>

\*Rolling programmes have a prior year expenditure of £0 as the expenditure is not directly linked from one year to the next as a singular project.

Objective Heading	Key Reasons for Significant Projected Variances






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**To:** Finance, Resources and Customer Services Policy Board

**On:** 02 February 2022

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**Report by:** Acting Director of Finance and Resources

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**Heading:** Revenue and Capital Budget Monitoring – Council Overview as at 12 November 2021

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## **1. Summary of Financial Position**

- 1.1. The projected Revenue outturn at 31 March 2022 for all services is an overspend of £4.815m.
- 1.2. The projected Capital outturn at 31 March 2022 for all services is an underspend of £0.100m against the revised budget for the year.
- 1.3. This is split between General Fund Services and the Housing Revenue Account (HRA) in the table below, with further analysis is provided in the Appendices.
- 1.4. For the financial year 2021/22, the projected outturn position is split into Core (or business as usual) and COVID-19 related variances to help readers understand the impact of the pandemic on service finances.
- 1.5. Included in the Projected Outturn relating to COVID-19, but not detailed in the service figures in the appendices is a projected under-recovery in Council Tax income of £0.500m arising from the economic impact of the pandemic. This figure represents around 0.5% of budgeted Council Tax income in the year. This forecast will continue to be kept under close review and will be updated as the year closes.

<b>Table 1: Revenue</b>						
<b>Division</b>	<b>Revised Annual Budget £000</b>	<b>Projected Outturn Core £000</b>	<b>Projected Outturn COVID-19 £000</b>	<b>Total Projected Outturn £000</b>	<b>Budget Variance (Adv)/Fav £000</b>	<b>Budget Variance %</b>
General Fund Services	455,779	451,262	9,332	<b>460,594</b>	(4,815)	-1.1%
Housing Revenue Account	0	30	(30)	<b>0</b>	0	0.0%
<b>Total</b>	<b>455,779</b>	<b>451,262</b>	<b>9,032</b>	<b>460,594</b>	<b>(4,815)</b>	<b>-1.1%</b>

<b>Table 2: Capital</b>						
<b>Division</b>	<b>Revised Annual Budget £000</b>	<b>Projected Outturn Core £000</b>	<b>Projected Outturn COVID-19 £000</b>	<b>Total Projected Outturn £000</b>	<b>Budget Variance (Adv)/Fav £000</b>	<b>Budget Variance %</b>
General Fund Services	74,774	74,674	0	<b>74,674</b>	100	0.1%
Housing Revenue Account	21,876	21,876	0	<b>21,876</b>	0	0.0%
<b>Total</b>	<b>96,650</b>	<b>96,550</b>	<b>0</b>	<b>96,550</b>	<b>100</b>	<b>0.1%</b>

## 2. Recommendations

Members are requested to:

- 2.1. Note the projected Revenue outturn position detailed in Table 1 above, considering that the forecast position is based on best estimates and confirmed government support at this point in time; and
- 2.2. Note the projected Capital outturn position detailed in Table 2 above.

## 3. Revenue Monitoring

- 3.1. The Revenue Budget Monitoring report at Appendix 1 identifies a projected annual overspend of £4.315m (0.9% of total budget) for all Services. Details for all services can be also be found here, along with an explanation of significant projected variances. A further £0.500m of Council Tax under-recovery is anticipated by 31 March 2022.
- 3.2. The projected outturn is based on information currently available, and assumptions made by service budget holders. Any changes to these projections will be detailed in future reports to this board.
- 3.3. The main reasons for the projected outturn position are indicated in the appendix showing both the subjective analysis (what the budget is spent on) and the objective analysis (what division is spending the budget).

#### **4. Capital Monitoring**

- 4.1. The General Services Capital Investment Programme 2021/22 to 2025/26 was approved by the Council on 4 March 2021. For General Fund Services the approved capital spend for 2021/22 is £73.534m.
- 4.2. The Capital Monitoring report at Appendix 2 indicates a projected underspend of £0.100m in the approved capital programme for General Fund Services for the year.
- 4.3. The HRA Capital Investment Programme 2021/22 to 2023/24 was approved by the Council on 4 March 2021. For the HRA the approved capital spend for 2021/22 is £21.876m.
- 4.4. The Capital Monitoring report at Appendix 3 indicates a break-even position in the approved capital programme for the HRA for the year (see Appendix 3). It should be noted that due to significant pressures that are emerging in construction commodities and supply chains (in particular steel) it is anticipated that a second wave of COVID-19 driven cost pressures will emerge on capital projects. Greater clarity in the scale and reach of this emerging risk is expected to emerge over coming weeks and months, however it is expected that there will be a requirement to earmark a proportion of the Council's flexible COVID-19 reserves to manage this risk moving forward. Further details in this regard will be provided in future reports.

#### **5. Capital Overview**

- 5.1. The Council must determine and keep under review the maximum amount 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.
- 5.2. The limit on capital expenditure that the Council has set for 2021/22 is shown in the table below. The limit is based on the resources available to fund the capital programmes, split between Housing and Non-Housing Services, but excludes the Public Sector Housing Grant, as this is not considered to be capital spend.

	<b>Approved Plan £m</b>	<b>Forecast Expenditure £m</b>
Non-Housing	114.129	73.434
Housing	25.602	21.876
<b>Total</b>	<b>139.731</b>	<b>95.310</b>

- 5.3. The CFR set by the Council for 2021/22 is shown in the table below and is split between Housing and Non-Housing Services. The projected outturn at 31 March 2022 is also shown. Any significant increase in the capital expenditure limit that is not funded at point of spend will result in an increase in the CFR.

	<b>Approved CFR to 31 March 2022 £m</b>	<b>Projected CFR to 31 March 2022 £m</b>
Non-Housing	268	268
Housing	107	107
<b>Total</b>	<b>375</b>	<b>375</b>

## **6. Housing Services Programme**

- 6.1. The programme approved by the Council on 4 March 2021 totalled £25.602m. The revised programme currently stands at £21.876m, a reduction of £3.726m resulting from the net effect of budget brought forward from 2020/21 of £0.664m and projects re-profiled to 2022/23 of £4.390m. These projects relate mainly to cashflow timings for Council House New Build projects and External Improvements.
- 6.2. Capital expenditure to 12 November 2021 amounted to £10.876m and represents 50% of available resources, compared to 16% for the same period in 2020/21. Spending was lower in the early period of 2020/21 as a result of the lack of activity during the first wave of the COVID-19 pandemic.
- 6.3. Capital income totalling £3.086m has been received to 12 November 2021. This represents 59% of the total anticipated income and compares with 24% for the equivalent period in 2020/21. The difference relates to the timing of grant received from the Scottish Government for Council House New Build.
- 6.4. The projected outturn position, after budget changes, is for the Housing Services Programme to break even. However, inflationary impacts of delays to work and estimates of costs complying with new guidelines, such as social distancing sites, are still ongoing and may result in this being revised at a future date.

## **7. Non-Housing Services Programme**

- 7.1. The programme approved by Council on 4 March 2021 totalled £114.129m. The current programme totals £73.534m, a decrease of £40.595m resulting from the net effect of budget increases of £3.059m, mainly from increases to Strathclyde Passenger Transport grant and Clyde Mission Fund Grant. Net budget brought forward from 2020/21 to 2021/22 of £8.938m and projects re-profiled from 2021/22 to 2022/23 of £52.592m.



The projects re-profiled into 2022/23 centre around City Deal and the Paisley Town Centre and Infrastructure Projects due to the revised cash flows of the projects.

- 7.2. Capital expenditure to 12 November 2021 totals £24.952m and represents 34% of the available resources, compared to 36% for the equivalent period in 2020/21.
- 7.3. Capital income totalling £16.650m has been received to 12 November 2021. This represents 45% of the total anticipated income, compared to 55% for the equivalent period in 2020/21. Capital grant for Early Years Expansion and Town Centre Capital Fund had been received in advance of expenditure in 2020/21.
- 7.4. The projected outturn position after the budget changes is an underspend of £0.100m. However, as in 6.4, the full impact of COVID-19 on capital costs has not yet been determined, with increased costs through inflation and compliance expected to increase the risk of overspends within the capital programme.
- 7.5. It is anticipated that due to emerging pressures in capital building projects in relation to construction supplies costs (particularly steel) that additional funding may require to be allocated to a number of projects funded from Covid specific reserve balances. Future reports will provide further detail as discussion with contractors on these issues develops.

## **8. Private Sector Housing Grant Programme**

- 8.1. 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 capital budget monitoring procedures.
- 8.2. The Council approved expenditure up to £1.550m for 2021/22. The programme currently stands at £1.240m, a decrease in budget of £0.310m as a result of projects re-profiled into 2022/23.
- 8.3. The programme is expected to fully spend by 31 March 2022 and will be contained within the overall resources.

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## **Implications of this report**

- 1. **Financial** – The projected budget outturn position for General Fund Services Revenue budget is an overspend of £4.815m and break-even for the HRA Revenue budget. Income and expenditure will continue to be monitored closely for the rest of the financial year and, where necessary, steps will be taken to mitigate overspends.

The projected outturn position for General Fund Services Capital budget is an underspend of £0.100m and break-even for the HRA Capital budget. The Capital programme will continue to be monitored closely for the rest of the financial year and, where necessary, steps will be taken to mitigate any overspend.

Any changes to current projections in either Revenue or Capital budgets will be detailed in future reports to this board.

**2. HR and Organisational Development**

None directly arising from this report.

**3. Community/Council Planning**

None directly arising from this report.

**4. Legal**

None directly arising from this report.

**5. Information Technology**

None directly arising from this report.

**6. Equality and 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.

**7. Health and Safety**

None directly arising from this report.

**8. Procurement**

None directly arising from this report.

**9. Risk**

The potential risk that the Council will overspend its approved budgets for the year will be managed at a Council-wide level by the Chief Executive and Directors.

**10. Privacy Impact**

None directly arising from this report.

**11. Cosla Policy Position**

N/a.

**12. Climate Risk**

None directly arising from this report.

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**List of Background Papers**

Revenue Budget and Council Tax 2021/22. Council, 4 March 2021.

Non-Housing Capital Investment Programme, Prudential Framework and Treasury Management Strategy, and Capital Strategy 2021/22 – 2025/26. Council, 4 March 2021.

Housing Revenue Account Budget & Rent Levels 2021/22 and Housing Capital Investment Plan 2021/22 to 2023/24. Council, 4 March 2021.

A Prudential Framework for Capital Finance – Progress Report. Council, 16 December 2021

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**Authors:** Christine McCourt / Kevin Festorazzi / Geoff Borland



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2021/22**  
**1 April 2021 to 12 November 2021**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES - OVERVIEW**

Policy Board	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Communities, Housing and Planning Services	12,692	(197)	12,495	12,483	204	12,687	(192)	(1.5%)	(60)	(132)
Education and Children's Services	219,346	(8)	219,338	218,289	1,488	219,777	(439)	(0.2%)	(884)	445
Infrastructure, Land and Environment	32,071	26	32,097	32,078	3,445	35,523	(3,426)	(10.7%)	(3,177)	(249)
Finance, Resources and Customer Services	92,429	383	92,812	92,114	1,290	93,404	(592)	(0.6%)	(560)	(32)
Adult Services	74,356	0	74,356	73,691	0	73,691	665	0.9%	21	644
Chief Executive's Service	24,189	492	24,681	22,607	2,406	25,013	(332)	(1.3%)	(951)	619
<b>GENERAL SERVICES NET EXPENDITURE</b>	<b>455,083</b>	<b>696</b>	<b>455,779</b>	<b>451,262</b>	<b>8,832</b>	<b>460,094</b>	<b>(4,315)</b>	<b>(0.9%)</b>	<b>(5,611)</b>	<b>1,296</b>
Housing Revenue Account (HRA)	0	0	0	30	(30)	0	0	0.0%	0	0
<b>NET EXPENDITURE</b>	<b>455,083</b>	<b>696</b>	<b>455,779</b>	<b>451,292</b>	<b>8,802</b>	<b>460,094</b>	<b>(4,315)</b>	<b>(0.9%)</b>	<b>(5,611)</b>	<b>1,296</b>

Policy Board	Key Reasons for Significant Projected Variance
Communities, Housing and Planning Services	The projected year-end overspend is £0.192m. Overall, Communities and Public Protection is projecting a year-end overspend of £59k. It should be noted that within this overspend there are COVID-related costs totalling £204k, representing an under-recovery of income of £150k in rental of halls for community learning and employee costs within Public Protection of £54k, which are directly related to COVID activities. Within Economy and Development, there is a projected under-recovery of Planning Fee income. This represents a prudent estimate of income levels in the current economic and financial climate, as we follow the route map out of the COVID pandemic. COVID costs are being partially offset by underspends due to vacancies within the service.
Education and Children's Services	The projected year-end overspend is £0.439m. This is due to overspends in employee costs for Additional Support Needs and Children and Families, offset with underspends in Early Learning and Childcare.
Infrastructure, Land and Environment	<p>The projected year-end overspend is £3.426m. This is mostly due to overspends in Refuse Collection and Disposal. The pandemic continues to result in increased costs of absence and holiday cover, and additional employee and vehicle costs for adherence to social distancing measures. At present these additional measures are forecast to remain in place for the full financial year. There is also an expected overspend on the supply of household waste bins, partly due to increased prices, and an under recovery of commercial waste income.</p> <p>There continues to be a significant increase in household waste for both residual and recycling tonnages, resulting in a forecast increase in the costs of disposal, compared to pre-pandemic years. In addition there is an expected loss of income from both scrap metal and textile contracts.</p> <p>Further overspends incurred in Parking. Off-street parking charges have now been reintroduced, however on and off street parking and fine recovery income remains significantly lower due to the pandemic and this is expected to continue until the end of the financial year.</p> <p>These overspends have been offset by underspends in Social Care Transport with increased income recovery, and in Sustainability and Place due to vacancy management.</p>
Finance, Resources and Customer Services	<p>The projected year-end overspend is £0.592m, largely due the price of materials have increased significantly from supply issues related to the ongoing pandemic. In addition, the service is having to hire significant numbers of vehicles, due to the increased downtime of the ageing fleet. The cost of both materials and vehicle hire is fluctuating significantly, and the costs of both may increase as the year progresses.</p> <p>Further overspends in the repair and maintenance of street lighting columns is due to the increased cost of materials and this will be monitored closely throughout the rest of the year.</p>
Adult Services	The projected year-end underspend is £0.665m. This is due to under-occupancy in external care homes, related to the COVID pandemic.
Chief Executives	<p>The projected year-end overspend is £0.332m. This adverse variance reflects the projected costs of support for Renfrewshire Leisure with a revised level of requisition resulting from the continued limitations on service delivery over the coming year (following the Scottish Government route map out of the pandemic).</p> <p>Furthermore, overspends in the Cultural Infrastructure Programme will be drawn down from earmarked reserves as required.</p>
Housing Revenue Account (HRA)	Overall the HRA is projecting a break-even position by year-end. Underspends in employee costs, transport costs, supplies and loan debt payments are being utilised in the current year to fund additional housing property repairs/maintenance/void property works. The overspend in property repairs reflects current demands on the service from tenants and the requirement to repair void properties for re-let. In addition, there is a projected overspend on void rent loss this year, which will be offset by an underspend in the budget for irrecoverable rents/bad debt.

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2021/22**  
**1 April 2021 to 12 November 2021**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES - OVERVIEW**

Subjective Summary	Revised Annual Budget at P6	Budget Adjustments	Revised Annual Budget	Projected Outturn Core Business	Projected Outturn COVID-19	Total Projected Outturn	Budget Variance (Adverse) or Favourable		Previous Projected Outturn Variance	Movement
	£000	£000	£000	£000	£000	£000	£000	%	£000	£000
Employees	326,396	1,788	328,184	325,178	4,219	329,397	(1,213)	(0.4%)	(797)	(416)
Premises Related	36,769	36	36,805	39,538	222	39,760	(2,955)	(8.0%)	(1,407)	(1,548)
Transport Related	13,123	20	13,143	13,831	505	14,336	(1,193)	(9.1%)	(1,142)	(50)
Supplies and Services	78,835	420	79,255	79,112	1,313	80,425	(1,170)	(1.5%)	(1,850)	680
Third Party Payments	86,345	343	86,688	86,556	3,411	89,967	(3,279)	(3.8%)	(2,523)	(755)
Transfer Payments	81,408	1,551	82,959	81,428	2,615	84,043	(1,084)	(1.3%)	(2,050)	966
Support Services	10,058	(2)	10,056	10,055	0	10,055	1	0.0%	47	(46)
Depreciation and Impairment Losses	36,669	0	36,669	35,492	0	35,492	1,177	3.2%	(159)	1,336
<b>GROSS EXPENDITURE</b>	<b>669,603</b>	<b>4,156</b>	<b>673,759</b>	<b>671,189</b>	<b>12,285</b>	<b>683,474</b>	<b>(9,715)</b>	<b>(1.4%)</b>	<b>(9,882)</b>	<b>166</b>
Income	(214,520)	(3,460)	(217,980)	(219,897)	(3,483)	(223,380)	5,400	2.5%	4,271	1,130
<b>NET EXPENDITURE</b>	<b>455,083</b>	<b>696</b>	<b>455,779</b>	<b>451,292</b>	<b>8,802</b>	<b>460,094</b>	<b>(4,315)</b>	<b>(0.9%)</b>	<b>(5,611)</b>	<b>1,296</b>

**CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES**  
**1st April to 12th November 2021**  
**POLICY BOARD: FINANCE, RESOURCES & CUSTOMER SERVICES**

		Current Year 2021-22						Full Programme - All years			
	Prior Years Expenditure to 31/03/2021*	Approved Budget 2021-22	Budget Adjustments in 2021-22	Revised Budget 2021-22	Projected Outturn 2021-22	Budget Variance (Adverse) or Favourable		Total Approved Budget to 31-Mar-26 £000	Projected Outturn to 31-Mar-26 £000	Budget Variance (Adverse) or Favourable	
	£000	£000	£000	£000	£000						
<b>EDUCATION &amp; CHILDREN'S SERVICES</b>											
Education & Children's Services	73,723	13,062	(4,490)	8,572	8,472	100	1%	136,615	136,215	400	0%
<b>TOTAL</b>	<b>73,723</b>	<b>13,062</b>	<b>(4,490)</b>	<b>8,572</b>	<b>8,472</b>	<b>100</b>	<b>1%</b>	<b>136,615</b>	<b>136,215</b>	<b>400</b>	<b>0%</b>
<b>COMMUNITIES, HOUSING &amp; PLANNING</b>											
Housing(HRA)	28,128	25,602	(3,726)	21,876	21,876	0	0%	154,807	154,807	0	0%
Housing(PSHG)	0	1,550	(310)	1,240	1,240	0	0%	1,686	1,686	0	0%
Development & Housing	0	70	0	70	70	0	0%	70	70	0	0%
<b>TOTAL</b>	<b>28,128</b>	<b>27,222</b>	<b>(4,036)</b>	<b>23,186</b>	<b>23,186</b>	<b>0</b>	<b>0%</b>	<b>156,563</b>	<b>156,563</b>	<b>0</b>	<b>0%</b>
<b>INFRASTRUCTURE, LAND &amp; ENVIRONMENT</b>											
Environment & Infrastructure	19,100	14,181	2,543	16,724	16,724	0	0%	53,642	53,642	0	0%
<b>TOTAL</b>	<b>19,100</b>	<b>14,181</b>	<b>2,543</b>	<b>16,724</b>	<b>16,724</b>	<b>0</b>	<b>0%</b>	<b>53,642</b>	<b>53,642</b>	<b>0</b>	<b>0%</b>
<b>FINANCE, RESOURCES &amp; CUSTOMER SERVICES</b>											
Corporate Projects	2,456	11,691	(6,629)	5,062	5,062	0	0%	17,960	17,960	0	0%
<b>TOTAL</b>	<b>2,456</b>	<b>11,691</b>	<b>(6,629)</b>	<b>5,062</b>	<b>5,062</b>	<b>0</b>	<b>0%</b>	<b>17,960</b>	<b>17,960</b>	<b>0</b>	<b>0%</b>
<b>LEADERSHIP</b>											
Leisure Services	56,019	2,474	190	2,664	2,664	0	0%	59,937	59,937	0	0%
Chief Executives	69,202	72,651	(32,209)	40,442	40,442	0	0%	406,854	406,854	0	0%
<b>TOTAL</b>	<b>125,221</b>	<b>75,125</b>	<b>(32,019)</b>	<b>43,106</b>	<b>43,106</b>	<b>0</b>	<b>0%</b>	<b>466,791</b>	<b>466,791</b>	<b>0</b>	<b>0%</b>
<b>TOTAL ALL BOARDS</b>	<b>248,628</b>	<b>141,281</b>	<b>(44,631)</b>	<b>96,650</b>	<b>96,550</b>	<b>100</b>	<b>0%</b>	<b>831,571</b>	<b>831,171</b>	<b>400</b>	<b>0%</b>
<b>MADE UP OF :-</b>											
Non-Housing Programme	220,500	114,129	(40,595)	73,534	73,434	100	0%	675,078	674,678	400	0%
Housing Programme(HRA)	28,128	25,602	(3,726)	21,876	21,876	0	0%	154,807	154,807	0	0%
Housing Programme(PSHG)	0	1,550	(310)	1,240	1,240	0	0%	1,686	1,686	0	0%
<b>PROGRAMME TOTAL</b>	<b>248,628</b>	<b>141,281</b>	<b>(44,631)</b>	<b>96,650</b>	<b>96,550</b>	<b>100</b>	<b>0.1%</b>	<b>831,571</b>	<b>831,171</b>	<b>400</b>	<b>0%</b>



**RENFREWSHIRE COUNCIL**  
**2021/22 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO 12 NOVEMBER 2021**

	2021/22			
	Housing Services	Non Housing Services	PSHG Programme	Total
<b>A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAMME</b>	£'000	£'000	£'000	£'000
1. Prudential Borrowing	16,675	35,059		51,734
2a General Capital Grant		12,186	200	12,386
2b. Specific Capital Grant	5,201	3,936		9,137
3. Usable Capital Receipts	0	21,109		21,109
4. Contribution From Current Revenue (CFCR)	0	1,245	1,040	2,285
5 Total Resource Availability	<b>21,876</b>	<b>73,535</b>	<b>1,240</b>	<b>96,651</b>
<b>B. CAPITAL PROGRAMME</b>				
6. Resources Available	21,876	73,535	1,240	96,651
7. Current Programme	21,876 100%	73,534 100%	1,240 100%	96,650 100%
<b>C. ACTUAL EXPENDITURE VS PROJECTED</b>				
8. Resource Availability	21,876	73,535	1,240	96,651
9. Cash Spent at 12 November 2021	10,876 50%	24,952 34%	570 46%	36,398 38%
10. Cash to be Spent by 31 March 2022	11,000	48,583	670	60,253
<b>D. ACTUAL RECEIPTS VS PROJECTED</b>				
11. Current Programme (total receipts expected)	5,201	37,231	200	42,632
12. Actual Cash Received at 12 November 2021	3,086 59%	16,650 45%	122 61%	19,858 47%
13. Receipts to be received by 31 March 2022	2,115	20,581	78	22,774






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**To:** Finance, Resources and Customer Services Policy Board

**On:** 02 February 2022

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**Report by:** Acting Director of Finance and Resources

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**Heading:** Business Services Accounts for Write Off

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## 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**

<b>Non-Domestic Rates</b>		
<b>Reason</b>	<b>No. Debtors</b>	<b>Value</b>
Dissolved	7	£213,320.13
Liquidated	3	£94,744.51
<b>Total</b>	<b>10</b>	<b>£308,064.64</b>

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## **2. Recommendations**

- 2.1 The Board is asked to authorise the write-off of the **£308,064.64** 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. **Climate Risk** – None
  13. **CoSLA position** – n/a
- 

**Author:** Emma Shields/Ext 6880

# Finance, Resources and Customer Services Policy Board – Business Services Accounts for Write-Off

## Appendix

Name	Property Address	Service	Reason	Year/Period/ Invoice Date	Amount
AKMH RESTAURANT GROUP LTD	MAIN ST BAR & RESTAURANT, 37 MAIN STREET, HOUSTON, JOHNSTONE, PA6 7HA	Non-Domestic Rates	Dissolved	2018	6567.45
AKMH RESTAURANT GROUP LTD	MAIN ST BAR & RESTAURANT, 37 MAIN STREET, HOUSTON, JOHNSTONE, PA6 7HA	Non-Domestic Rates	Dissolved	2019	10083.83
<b>Total</b>					<b>£16,651.28</b>
AMBULANCE SCOTLAND TRAINING LIMITED	6-2 CARLYLE AVENUE, HILLINGTON, GLASGOW, G52 4XX	Non-Domestic Rates	Dissolved	2019	25317.60
AMBULANCE SCOTLAND TRAINING LIMITED	6-2 CARLYLE AVENUE, HILLINGTON, GLASGOW, G52 4XX	Non-Domestic Rates	Dissolved	2020	30973.95
AMBULANCE SCOTLAND TRAINING LIMITED	6-2 CARLYLE AVENUE, HILLINGTON, GLASGOW, G52 4XX	Non-Domestic Rates	Dissolved	2021	1003.24
<b>Total</b>					<b>£57,294.79</b>
ATOMIC LIMITED	UNIT B1, 55 CLARK STREET, PAISLEY, PA3 1QS	Non-Domestic Rates	Dissolved	2016	14997.92
ATOMIC LIMITED	CAR PARK, HARBOUR ROAD, PAISLEY, PA3 4DB	Non-Domestic Rates	Dissolved	2016	21037.50
ATOMIC LIMITED	CAR PARK, HARBOUR ROAD, PAISLEY, PA3 4DB	Non-Domestic Rates	Dissolved	2017	8912.22
ATOMIC LIMITED	UNIT G1, 55 CLARK STREET, PAISLEY, PA3 1QS	Non-Domestic Rates	Dissolved	2018	12887.67
ATOMIC LIMITED	10 HARBOUR ROAD, PAISLEY, PA3 4DB	Non-Domestic Rates	Dissolved	2016	4688.83
ATOMIC LIMITED	10 HARBOUR ROAD, PAISLEY, PA3 4DB	Non-Domestic Rates	Dissolved	2017	7456.00
ATOMIC LIMITED	10 HARBOUR ROAD, PAISLEY, PA3 4DB	Non-Domestic Rates	Dissolved	2018	84.16
<b>Total</b>					<b>£70,064.30</b>

# Finance, Resources and Customer Services Policy Board – Business Services Accounts for Write-Off

## Appendix

Name	Property Address	Service	Reason	Year/Period/ Invoice Date	Amount
ITS A JUNGLE OUT THERE LTD	THE HERITAGE, 23 BRIDGE STREET, LINWOOD, PAISLEY, PA3 3DL	Non-Domestic Rates	Dissolved	2018	2122.78
ITS A JUNGLE OUT THERE LTD	THE HERITAGE, 23 BRIDGE STREET, LINWOOD, PAISLEY, PA3 3DL	Non-Domestic Rates	Dissolved	2019	9648.98
<b>Total</b>					<b>£11,771.76</b>
JT CONSTRUCTION LTD	2D WELLINGTON STREET, PAISLEY, PA3 2JQ	Non-Domestic Rates	Liquidated	2017	1868.62
JT CONSTRUCTION LTD	2D WELLINGTON STREET, PAISLEY, PA3 2JQ	Non-Domestic Rates	Liquidated	2018	2653.20
JT CONSTRUCTION LTD	2D WELLINGTON STREET, PAISLEY, PA3 2JQ	Non-Domestic Rates	Liquidated	2019	2708.48
JT CONSTRUCTION LTD	2D WELLINGTON STREET, PAISLEY, PA3 2JQ	Non-Domestic Rates	Liquidated	2020	2597.34
JT CONSTRUCTION LTD	2C WELLINGTON STREET, PAISLEY, PA3 2JQ	Non-Domestic Rates	Liquidated	2017	3402.55
JT CONSTRUCTION LTD	2C WELLINGTON STREET, PAISLEY, PA3 2JQ	Non-Domestic Rates	Liquidated	2018	4831.20
JT CONSTRUCTION LTD	2C WELLINGTON STREET, PAISLEY, PA3 2JQ	Non-Domestic Rates	Liquidated	2019	4931.85
JT CONSTRUCTION LTD	2C WELLINGTON STREET, PAISLEY, PA3 2JQ	Non-Domestic Rates	Liquidated	2020	4932.17
<b>Total</b>					<b>£27,925.41</b>
MORE FOR POUND LTD	UNITS 7A/8 PAISLEY CENTRE, 23 HIGH STREET, PAISLEY, PA1 2AF	Non-Domestic Rates	Dissolved	2019	12576.66
<b>Total</b>					<b>£12,576.66</b>

# Finance, Resources and Customer Services Policy Board – Business Services Accounts for Write-Off

## Appendix

Name	Property Address	Service	Reason	Year/Period/ Invoice Date	Amount
PREMIUM WINDOWS AND CONSERVATORIES LIMITED LIMITED	21 WATT ROAD, HILLINGTON, GLASGOW, G52 4RY	Non-Domestic Rates	Liquidated	2018	2270.40
PREMIUM WINDOWS AND CONSERVATORIES LIMITED LIMITED	21 WATT ROAD, HILLINGTON, GLASGOW, G52 4RY	Non-Domestic Rates	Liquidated	2019	11588.50
PREMIUM WINDOWS AND CONSERVATORIES LIMITED LIMITED	21 WATT ROAD, HILLINGTON, GLASGOW, G52 4RY	Non-Domestic Rates	Liquidated	2020	5888.44
<b>Total</b>					<b>£19,747.34</b>
T N R EXPORT PACKING LTD	BLOCK A1, 35 PORTERFIELD ROAD, RENFREW, PA4 8DJ	Non-Domestic Rates	Liquidated	2018	5041.30
T N R EXPORT PACKING LTD	BLOCK A1, 35 PORTERFIELD ROAD, RENFREW, PA4 8DJ	Non-Domestic Rates	Liquidated	2019	14822.50
T N R EXPORT PACKING LTD	BLOCK A1, 35 PORTERFIELD ROAD, RENFREW, PA4 8DJ	Non-Domestic Rates	Liquidated	2020	3533.27
T N R EXPORT PACKING LTD	BLOCK A2, 35 PORTERFIELD ROAD, RENFREW, PA4 8DJ	Non-Domestic Rates	Liquidated	2018	4063.70
T N R EXPORT PACKING LTD	BLOCK A2, 35 PORTERFIELD ROAD, RENFREW, PA4 8DJ	Non-Domestic Rates	Liquidated	2019	14056.50
T N R EXPORT PACKING LTD	BLOCK A2, 35 PORTERFIELD ROAD, RENFREW, PA4 8DJ	Non-Domestic Rates	Liquidated	2020	5554.49
<b>Total</b>					<b>£47,071.76</b>
THE VENUE PAISLEY LTD	THE BUNGALOW, 15 SHUTTLE STREET, PAISLEY, PA1 1YD	Non-Domestic Rates	Dissolved	2018	4510.68

# Finance, Resources and Customer Services Policy Board – Business Services Accounts for Write-Off

## Appendix

Name	Property Address	Service	Reason	Year/Period/ Invoice Date	Amount
THE VENUE PAISLEY LTD	THE BUNGALOW, 15 SHUTTLE STREET, PAISLEY, PA1 1YD	Non-Domestic Rates	Dissolved	2019	6002.50
<b>Total</b>					<b>£10,513.18</b>
VENTURA GLOBAL LTD	11 EARL HAIG ROAD, HILLINGTON, GLASGOW, G52 4JU	Non-Domestic Rates	Dissolved	2017	14865.40
VENTURA GLOBAL LTD	11 EARL HAIG ROAD, HILLINGTON, GLASGOW, G52 4JU	Non-Domestic Rates	Dissolved	2018	15312.00
VENTURA GLOBAL LTD	11 EARL HAIG ROAD, HILLINGTON, GLASGOW, G52 4JU	Non-Domestic Rates	Dissolved	2019	4270.76
<b>Total</b>					<b>£34,448.16</b>
<b>Overall Total</b>					<b>£308,064.64</b>






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**To: Finance, Resources and Customer Services Policy Board**

**On: 2 February 2022**

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**Report by: Director of Finance and Resources**

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**Heading: Paisley and Renfrew Common Good Fund Budgets 2022/23**

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**1. Summary**

1.1 The level of funding available to disburse annually from the Paisley and Renfrew Common Good Funds is dependent upon the income received by the Funds during the year. For each Fund, income is derived from its respective investment portfolio and is received in the form of property rental payments, interest payments or dividends, with the latter two being particularly sensitive to financial market fluctuations.

1.2 The level of income available for 2022/23 has been estimated along with existing annual commitments and assessments made of the affordability of existing funds delegated to Local Partnerships on an annual basis

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**2. Recommendations**

2.1 The Board is asked to:

i) **Approve** the 2022/23 budget allocations to Local Partnerships as follows:

<b>Common Good Fund</b>	<b>Local Partnership</b>	<b>Budget 2022/23</b>
Renfrew	Renfrew	£71,740
Paisley	Paisley East	£11,820
Paisley	Paisley North, West and Central	£10,380
Paisley	Gleniffer	£9,740

ii) **Approve** the continuing funding of recurring projects as outlined in Appendix 1.

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### 3. **Background**

- 3.1 The Common Good Funds of both Paisley and Renfrew are used each financial year to fund ongoing projects and commitments made by the Finance, Resources and Customer Services Policy Board. In addition, an annual allocation is made to relevant Local Partnerships, which have delegated authority to disburse grants to local organisations from which they receive bids for funding and/or to use the funding themselves to support appropriate projects. The proposed allocations are based on the current Local Partnership arrangements.
- 3.2 Income received by the Common Good Funds is derived from rental income from Common Good property and, principally, from dividend income and interest payments. Subject to maintaining tenancies, rental income remains fairly stable and predictable on a yearly basis. However, in terms of investment income from dividends and interest, it is necessary to make an informed estimate each year of the income that will be available to the Common Good Funds in the following year.
- 3.3 Rental income to both Common Good Funds is expected to remain unchanged in 2022/23.
- 3.4 In recent years, and particularly over the course of 2020 and 2021, investment income has held up well in a difficult financial market, exceeding the targets set for the Funds' investment managers. However, a degree of caution has been applied to income budgets to reflect the continued uncertainty in the markets and the anticipated sustainability of the current level of investment income, which continues to be monitored closely by both officers and the Investment Review Board.
- 3.5 During 2021-22 the Investment Review Board agreed that funds from the Paisley Common Good Fund and Renfrew Common Good Fund cash balance (managed by the Council) be added to the investments managed by the Funds' investment managers: £3.3m for the Renfrew Common Good Fund and £0.3m for the Paisley Common Good Fund. This increase in the level of managed funds, coupled with the appreciation in the underlying market value the funds during the previous year, has resulted in an increase for 2022/23 in the estimates of investment management fees (which are directly linked to the funds' market value).
- 3.6 Taking these projections into account, a forecast Income and Expenditure Statement for each Common Good Fund has been prepared on a cash basis (i.e. excluding non-cash movements, such as depreciation) and is attached for Members' consideration. These forecasts presume that in-year expenditure will not exceed income. There is a requirement to ensure that the ongoing commitments of each Common Good Fund remain affordable and sustainable.
- 3.7 It should be noted by Members that the Annual Accounts for the Common Good Funds are prepared on an accruals basis and therefore will include non-cash items, such as depreciation and unrealised gains

or losses on the market value of investments. This means that the surplus or deficit published in the Annual Accounts will differ from the Funds' cash position and could result, for example, in an in-year deficit being reported in the Annual Accounts despite no cash losses being made.

- 3.8 Due to the COVID-19 pandemic, some of the events for which funding was approved in 2021/22 from the Common Goods Funds could not go ahead. If the event was cancelled the payment from the funds has not been made. The assumption for the next financial year is that these events will occur and the funding remains within the 2022/23 budgets.
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### **Implications of the Report**

1. **Financial** – The proposed budgeted allocations will ensure the general principle of only spending the income available each year.
2. **HR & Organisational Development** – None.
3. **Community Planning** –  
***Our Renfrewshire is well*** – Many of the projects funded by Local Partnerships contribute to the promotion of more active pursuits for all age groups.  
***Our Renfrewshire is thriving*** - The funding allocated from the Common Good Funds supports local community groups and projects.  
***Our Renfrewshire is safe*** – The community projects funded by Local Partnerships, as well as recurring funding for events and community services supports communities to be safer and stronger.
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** – There is a risk investment income will not be realised as forecast, however this risk will be monitored through regular discussion with the Council's investment manager and adviser.

11. **Privacy Impact – None.**
  12. **COSLA Policy Position – None.**
  13. **Climate Risk – None.**
- 

**Author**

Richard Conway, Ext 7377

## Renfrew Common Good - Income &amp; Expenditure Forecast

	Approved 2021/22 £	Proposed 2022/23 £
Estimated Net Annual Income available:		
Income receivable from Loans Fund	-23,000	-18,000
Investment Income	-450,000	-540,000
Property Rental Income	-260,000	-260,000
	<b>-733,000</b>	<b>-818,000</b>
Less costs:		
Investment Management Fees	62,000	90,000
Council Administration Fee	45,000	45,000
External Audit Fees	2,300	2,300
Renfrew Town Hall - lifecycle maintenance	8,000	8,000
Property Costs	15,000	15,000
<b>Total Available for Disbursement</b>	<b>-600,700</b>	<b>-657,700</b>
Cost of Recurring Projects approved in prior years:		
Christmas lights: operating costs	15,900	15,900
Christmas lights: switch-on event	10,000	10,000
Repair to War Memorial	285	285
Repair to Public Clocks	205	205
Maintenance Benches - Robertson Park	640	640
Cherrie Centre Support	79,330	79,330
Renfrew Gala Week	5,000	5,000
CCTV Operations	11,000	11,000
<b>Total Cost of Recurring Projects</b>	<b>122,360</b>	<b>122,360</b>
<b>Local Partnership Allocations</b>		
Renfrew	67,360	71,740
<b>(Surplus)/Deficit on cash basis</b>	<b>-410,980</b>	<b>-463,600</b>

## Paisley Common Good - Income & Expenditure Forecast

	Approved 2021/22 £	Proposed 2022/23 £
Estimated Net Annual Income available:		
Income receivable from Loans Fund	-4,000	-2,000
Investment Income	-150,000	-155,000
Property Rental Income	-48,000	-48,000
	<b>-202,000</b>	<b>-205,000</b>
Less costs:		
Investment Management Fees	18,000	24,000
Council Administration Fee	15,000	15,000
External Audit Fees	2,300	2,300
Property Costs	5,500	5,500
<b>Total Available for Disbursement</b>	<b>-161,200</b>	<b>-158,200</b>
Cost of Recurring Projects approved in prior years:		
Christmas lights	52,340	52,340
Repair to War Memorial	430	430
Fireworks Display	5,000	5,000
Barshaw Gala	5,000	5,000
CCTV Operations	18,600	18,600
<b>Total Cost of Recurring Projects</b>	<b>81,370</b>	<b>81,370</b>
<b>Local Partnership Allocations</b>		
Paisley East	11,100	11,820
Paisley North, West and Central	9,750	10,380
Gleniffer	9,150	9,740
	<b>30,000</b>	<b>31,940</b>
<b>(Surplus)/Deficit on cash basis</b>	<b>-49,830</b>	<b>-44,890</b>



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**To:** Finance, Resources and Customer Services Policy Board

**On:** 02 February 2022

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**Report by:** Acting Director of Finance and Resources

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**Heading:** Customer & Business Services Performance Report

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**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 December 2021 (including an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund) as well as a final update on delivery of the Low Income Pandemic Payment. This report also provides a performance update in relation to customer services provision for December and year to date.

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**2. Recommendations**

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

### **3. Revenue Collection**

#### **3.1 Council Tax**

- 3.1.1 This section details the collection performance as at 28<sup>th</sup> December 2021 for Council Tax. It also provides details of the total sums collected for the previous financial year.
- 3.1.2 The billable sum for 2021/22 is £89,063,219.
- 3.1.3 The sums collected to date for 2021/22 are £77,719,797 which is 87.26% of the billable sum. This represents an increase of 1.24% in cash collection as a proportion of net charges billed compared with the same position for 2020/21. Aligned with other local authorities, recovery action had been suspended during the earlier part of the previous financial year leading to reduced/delayed income.
- 3.1.4 The Council Tax Reduction awarded is £13,538,667 amounting to 13.20% of the billable sum, which is 1.09% less than at the same point last year.
- 3.1.5 The Service continues to encourage the take-up of Council Tax Reduction. Activities include close tracking of potential applications and data matching to maximise Council Tax Reduction awards.

#### **3.2 Non-Domestic Rates**

- 3.2.1 This section details the collection performance as at 28<sup>th</sup> December 2021 for Non-Domestic Rates (NDR). It also provides details of the total sums collected for the last financial year.
- 3.2.2 The Non-Domestic Rates (NDR) charges billed for 2021/22 amount to £89,418,318, this is significantly higher than the levied amount of £77,862,114 for 2020/21. Reduced take-up of Covid-19 reliefs by larger retailers largely accounts for the increase.
- 3.2.3 The cash receipts to date amount to £68,681,857 which is 76.81% of the sum billed. This is an increase in cash collection as a proportion of net charges billed of 13.48% compared with the same position for 2020/21.
- 3.2.4 During 2020/21 the introduction of Covid-19 reliefs, and delays in the provision of software changes to deal with these, delayed the billing of Non-Domestic Rates till July. Consequently, payment collection only commenced in August 2020 as opposed to the normal May date.

### **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 December 2021. 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 balance the varied and changing workload resulting from the impact of the pandemic, in particular the significant resources required to support Self-Isolation Support Grants.
- 4.3 **Speed of Processing – Housing/Council Tax Benefit**
- 4.3.1 As detailed in Table 1 below, processing speed for New Claims is within target for the period.
- 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 well within target for the year to date but slightly over the target for the reporting period, this was due to resources being utilised to support a significant spike in Self Isolation Support Grant applications during December.

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

**Table 1 – Performance Summary**

Performance measure	4 Week Reporting Period 05 November 2021 to 02 December 2021	Year to date position	Annual Target
New Claims – processing time	17 days	16 days	24 days
New Claims - % processed within 14 days of all information received	94%	93 %	92%
Changes in Circumstance – processing time	12 days	7 days	10 days

#### 4.4 **Discretionary Housing Payments**

- 4.4.1 The total budget for Discretionary Housing Payments for 2021/22 is shown in table 2 below, this includes an additional amount of £100k allocated by the Council and £90,000 added in January from Flexible Funding for Financial Insecurity resources which were provided to the Council by the Scottish Government.
- 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 2022, 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**

<b>Funding – indicative allocations</b>	<b>amount</b>
Renfrewshire Council	£100,000
Financial Insecurity Winter Funding	£90,000
Financial Hardship (non-Benefit Cap) – Scottish Government	£230,932
Financial Hardship (Benefit Cap) – Scottish Government	£180,862
Bedroom Tax* – Scottish Government	£2,468,924
<b>Total budget for the year</b>	<b>£3,070,718</b>

\*This figure represents the maximum amount required to cover the estimated shortfall of customers impacted by the Bedroom Tax.

**Table 3 – DHP Performance Summary**

<b>Measure</b>	<b>1 April 2021 to 31 December 2021</b>
Volume of DHP applications received	4,903 applications
Volume of DHP decisions made	4,732 decisions
Number of DHP awards	4,643 awards
Average processing time (target 29 days)	12 days
<b>Total amount committed/paid</b>	<b>£2,625,855</b>

## **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 2021/22 in line with Scottish Government guidance and had spent 70% of its total budget for the Scottish Welfare Fund (SWF) by the end of December 2021.
- 4.5.3 The Scottish Government allocated additional resources of £22 million across Scotland to meet additional demand for Crisis Grants and Community Care Grants, arising because of COVID-19. This resulted in an additional £0.782M being allocated to Renfrewshire, £0.424M of which is available in the 2021/22 budget.
- 4.5.4 The budget was further increased in January with £160k from Flexible Funding for Financial Insecurity resources which were provided to the Council by the Scottish Government.
- 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 within target, however due to exceptional demand levels were not able to meet the extremely stretching 1 day target for SISGs.
- 4.5.6 From October 2020, the Scottish Government committed to providing a grant of £500 to individuals who are in receipt of low-income benefits and who lost income because they are required to self-isolate to prevent the spread of COVID-19.
- 4.5.7 The Scottish Welfare Fund was determined to be the legislative and delivery mechanism for Self-Isolation Support Grants (SISGs) in the form of Crisis Grants, as they are designed to provide occasional support to people facing immediate financial need which poses a risk to their health and wellbeing.
- 4.5.8 The Service made necessary operational arrangements to support the assessment, processing, and payment of SISGs. During December 1,875 applications were received which represents a 311% increase compared to the applications received during November. Table 5 below outlines the key performance information.

**Table 4 – SWF Performance Summary (Crisis & Community Care Grants)**

Measure	1 April 2021 to 31 December 2021
Number of Crisis Grant applications received	6,825
Number of Crisis Grant Awards	4,834
<b>Total amount paid for Crisis Grants</b>	<b>£493,673</b>
<b>Average Processing time (2 working days target)</b>	<b>2 days</b>
<b>Average Processing time within December</b>	<b>2 days</b>
Number of Community Care Grant applications received	1,926
Number of Community Care Grant Awards	1,077
<b>Total amount paid for Community Care Grant</b>	<b>£783,899</b>
<b>Average processing time year to date (15 working days target)</b>	<b>10 days</b>
<b>Average processing time within December</b>	<b>8 days</b>
<b>Total amount paid/committed from the fund</b>	<b>£1,277,572</b>
<b>Flexible Funding for Financial Insecurity</b>	<b>£160,000</b>
<b>Budget provided by Scottish Government</b>	<b>£1,675,804</b>
<b>Total Budget</b>	<b>£1,835,804</b>

**Table 5 – SWF Performance Summary (Self-Isolation Support Grants) (SISG)**

Measure	1 April 2021 to 31 December 2021
Number of SISG applications received	7,107
Number of SISG Awards	3,874
<b>Average Processing time (1 working day target)</b>	<b>4 days</b>
<b>Average Processing time within December</b>	<b>4 days</b>
<b>Total amount paid/committed from the fund</b>	<b>£1,937,000</b>
<b>Budget provided by Scottish Government</b>	<b>£1,937,000</b>

## **5. Low Income Pandemic Payment**

- 5.1 Scottish Government and COSLA agreed that local authorities would act as the Scottish Government delivery agent for the Low Income Pandemic Payment; a £130 Low Income Pandemic Payment (LIPP) was to be made to each household in receipt of Council Tax Reduction in April 2021 and to additional households who are either exempt from Council Tax or who have no liability.
- 5.2 It was anticipated that around 20,000 Renfrewshire households would benefit from this payment. The payment was intended to support the wellbeing of people living on low incomes and help them to manage the ongoing impacts of the pandemic on their household finances.
- 5.3 The payment could be used by recipients as they saw fit and there was no requirement or expectation that payments received were used for a particular purpose. Common uses may have included purchasing essentials, such as food and fuel.
- 5.4 Eligible households were lettered advising that they would be entitled to the payments and outlining the application process. Follow up letters were then issued to each customer giving detailed guidance on how to apply online. The letters also explained how customers could request assistance to apply.
- 5.5 By 31 December 2021 15,052 payments, totalling £1,956,760, had been issued to customers. An additional 5,061 customers who hadn't applied, despite being issued with reminder letters, received a credit of £130 to their Council Tax account.

## **6 Customer Service Provision**

- 6.1 This section details the performance of the customer service for December 2021, and the current year to date position. The report provides an update on the overall contact centre call handling volumes and service level.

Face to Face services were once again limited during December, due to COVID restrictions, to the registration of births, deaths and marriages and the collection of taxi / private hire licensing plates. Details of customer volumes are provided in this report.

Demand for Digital Services continues, and this report will update members on the level of online transactions being completed.

- 6.2 Telephone Call handling
  - 6.2.1 High level monthly summary – for the month of December, the contact centre received 19,619 calls and answered 98% against a primary target of 90% for the period.

**Table 6 – Customer Service Unit – Primary Target (call handling)**

Primary target	Year	Calls Received	December Performance	Year to Date
90% calls answered	2021	19,619	98%	97%
	2020	22,897	97%	96%

6.2.3 The contact centre achieved the primary target of answering 90% of all calls. The percentage of calls answered remains higher for the month and year to date compared to the same period last year. Although calls for the month were below December 2020 levels, year to date the calls received are at a similar level to the same period last year.

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

**Table 7 – Customer Service Unit – Secondary Target (call handling)**

Secondary target	Year	December Performance	Year to Date
70% calls in 40 seconds	2021	70%	62%
	2020	65%	70%

6.2.5 The contact centre achieved the secondary target for the month and performed better than the same period last year.

Year to date, the service level remains below target however this has recovered in the last quarter due to ongoing recruitment and training activity across the team.

### **6.3 Face to face provision**

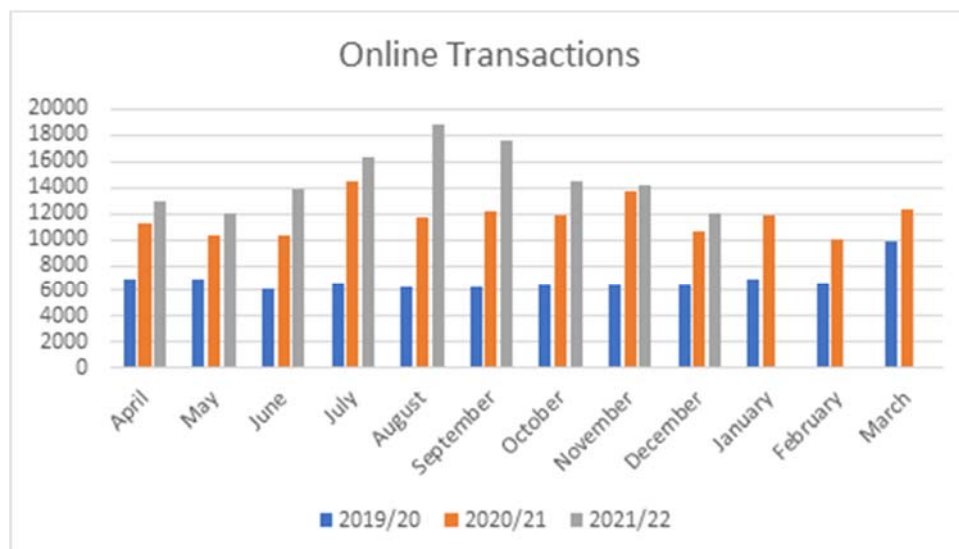
6.3.1 The Customer Service Centre in Paisley continues to offer face to face support to customers, however this was limited again in December due to the re-introduction of COVID restrictions as a result of the Omicron variant.

6.3.2 The following table shows the volume of customers who received face to face service in Paisley during the month of December 2021.

Service	Total Customers
Birth Registration	77
Marriage Registration	22
Licensing	88
<b>TOTAL</b>	<b>187</b>

## 6.4 Digital Services

- 6.4.1 The council continues to see an increase in the use of their online services with a further 6,560 new users registered on the platform since 1<sup>st</sup> April 2021. This continues the trend seen throughout last year, with a total of 20,476 new users since the start of the pandemic. The Council's MyAccount service is now used by 95.1% of all households in Renfrewshire, compared to 69% of households in March 2020.
- 6.4.2 The level of online transactions also continues to rise, with a 126% increase in customers using the MyAccount platform to request Council Services compared to the same period in 2019. The graph below shows the level of online transactions per month since the start of April 2019.
- 6.4.3 Since the start of this financial year there have been 132,111 transactions supported on the MyAccount platform, compared to 106,603 the during the same period last year.



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## 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. In relation to the LIPP, Scottish Ministers have committed to fully fund the payments and committed to an allocation of administration funding for local authorities in recognition of the administration overhead that will be required to deliver the payments. The administration funding allocated to Renfrewshire Council is £147,820.
2. **HR & Organisational Development** –temporary resources are being recruited to provide support to customers who require it to access the LIPP. The recruitment and recruitment mechanism have been agreed with the Council's HR team.
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 recommendations contained within this report in relation to performance updates 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. In terms of the LIPP, Renfrewshire Council is acting as delivery agent for Scottish Government policy and is following Scottish Government guidance on how to implement and delivery the LIPP. As such the equality and human rights impacts of this policy are a matter for Scottish Government.



8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – – A Privacy Impact Assessment will be developed as part of the delivery arrangements for the Low Income Pandemic payment and privacy notices included on the form used to gather information from eligible customers
12. **Cosla Policy Position** – COSLA leaders have agreed that councils will act as the Scottish Government delivery agent for payment of the Low Income Pandemic Payment to those that meet the SG eligibility criteria
13. **Climate Risk** – None

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### **List of Background Papers**

- (a) None

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**Author:** Emma Shields/Gary Innes



## Appendix 1

### RENFREWSHIRE COUNCIL

#### REVENUES COLLECTION STATEMENT AS AT 28<sup>th</sup> DECEMBER 2021

<b>COUNCIL TAX</b>		
	<b>2020/21</b>	<b>2021/22</b>
	<b>£m</b>	<b>£m</b>
Projected Yield	97.740	98.307
Gross Charges	100.810	102.602
Less rebates	14.306	13.539
Net Charges Billed	<u>86.504</u>	<u>89.063</u>
Cash Collected	82.203	77.720
Rebate Grant	14.306	13.539
	<u>96.509</u>	<u>91.258</u>
Cash collected as % of Net Charges	95.03%	87.26%
Income as % of Projected Yield	98.74%	92.83%

<b>NON DOMESTIC RATES</b>		
	<b>2020/21</b>	<b>2021/22</b>
	<b>£m</b>	<b>£m</b>
Projected Yield	76.305	87.630
Gross Charges	145.225	145.649
Less reliefs	67.363	56.230
Net Charges Billed	<u>77.862</u>	<u>89.418</u>
Cash Collected	73.720	68.682
Cash collected as % of Net Charges	94.68%	76.81%
Cash collected as % of Projected Yield	96.61%	78.38%

## 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.

<b>Target processing speed (number of days)</b>	60		
<b>Result: last 3 months (days)</b>	October: Nil	November: 100 days	December: 104 days
<b>Average (12 months to date)</b>	81 days		
<b>Average Appeals Completed</b>	3 Appeals per month		

**Comment:-** Appeals volumes very low, which is expected due to reducing Housing Benefit caseload. Monthly targets were missed due resources being spread to support Self-Isolation Support Grants.

#### 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.

<b>Target</b>	28 days		
<b>Result last report</b>	July 21: 29	August 21: 33	September 21: 37
<b>Result Last 3 months</b>	October 21: 32	November 21: 47	December 21: 49

**Comment:-** The Service has missed target for revisions processing as a result of balancing workloads, including the processing of Self-Isolation Support Grants.

#### 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 %
<b>Volume of Audits 2021/22</b>	4%	29%
<b>Accuracy – December 21</b>	95%	93%
<b>Accuracy – 2021/22</b>	95%	91%

**Comment:-** The Service has set a stretching target for Accuracy with current performance being slightly below target. The service continues to analyse errors and action trends/patterns by providing additional guidance/training where needed.

## 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 and shows an improved position since the last report with slightly less outstanding total debt and improved

<b>Overpayments raised 2021/22</b>	£664,641
<b>Overpayments raised and recovered in year</b>	£226,864
<b>% Recovery</b>	34.13%
<b>All recovery in year</b>	£843,046
<b>All recovery vs raised in year</b>	126.84%
<b>All recovery vs all debt</b>	10.32%
<b>Total debt outstanding at end of reporting period</b>	£7,328,746






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**To:** Finance, Resources and Customer Services Policy Board

**On:** 2 February 2022

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**Report by:** Director of Environment & Infrastructure

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**Heading:** Facilities Management Operational Performance Report

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**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 September 2021.
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**2. Recommendations**

It is recommended that members of the Finance, Resources and Customer Services Policy Board:

- 2.1 Approves the content of this report
- 

**3. Facilities Management - Hard Services**

**Building Services**

- 3.1 Building Services continue to actively manage a normal repair service within the constraints of the Scottish Government guidance.
- 3.2 In conjunction with Housing Services it was agreed that the backlog of repairs on hold would be targeted from those repairs with the longest waiting time to the most recent.

This targeted approach has been used to reduce the number of outstanding repairs on the system. This is now complete and only current repairs reported by the tenants

will be on the system.

#### 4. Operational Update

- 4.1 **Gas** – The domestic gas servicing and repair team have been working actively through the back log of works.

From 28 June 2021 all diaries were opened for tenants to make appointments for new repairs. From 1<sup>st</sup> April 2021 – 26<sup>th</sup> November 2021 the domestic gas servicing and repairs team carried almost 17,000 appointments.

- 4.2 **Aids and Adaptations** - The service is working with Housing and Social work to actively programme accessible adaptations. Bespoke risk assessments are required to be carried out for vulnerable tenants. This is to ensure tenants needs and considerations are being met while the work is being carried. There remains a backlog of works at various stages of assessment to be carried out. We are working with housing to prioritise these works whilst accommodating smaller more recent requests.

From the end of May 2021 until 26<sup>th</sup> November 2021 Building Services has completed 53 full adaptations and currently have 17 live jobs at various stages.

- 4.3 **Renewal of UPVC Doors & Windows** – The supplier of UPVC doors and windows has now confirmed that they are unable to fulfil any UPVC door orders that have been made. This has meant that the service has had to search for other suppliers across the country that are able to supply 30 min and 60 min UPVC fire doors. Work is underway to secure suppliers and this has been highlighted to Scotland Excel as they now have no suppliers for these goods.

Reordering the doors that have been waiting some considerable time will again increase the timeline for these works to be completed.

- 4.4 **Voids**  
Building Services continues to work on void houses and undertake full compliance checks for the Homeless Persons Units (HPU). This has allowed people presenting as homeless to be accommodated.

A total of 576 voids completed from 1<sup>st</sup> April to 26<sup>th</sup> November 2021.

Void Returns from 1 <sup>st</sup> April – 26 <sup>th</sup> November 2021			
Full Void Works*	*Inclusive Gas Central Heating (GCH) install	*Inclusive Asbestos Removal (ASB RE)	Preliminary Works
596	76	72	561

SHQS Voids - Building Services has been allocated additional SHQS Voids, which were previously carried out by an external contractor. This has increased from 2 to 4 properties a week since 26 April 2021.



The number of SHQS voids completed from 26<sup>th</sup> April – 26<sup>th</sup> November 2021 is 68.

- 4.5 **PPE Hub** - Building Services has been managing the Renfrewshire HSCP distribution hub for PPE at Unit 5 in Underwood Road since July 2020. In partnership with HSCP we are now servicing 60 care facility properties per week and supplying Lateral Flow test kits to care homes. Arrangements were made to provide a 3 week supply prior to the holiday period.
- 4.6 **Water Management** - Building Services operatives have continued to carry out water management testing throughout the pandemic. They test and inspect various water outlets within any school or public building. Works carried out from 1<sup>st</sup> April to 26<sup>th</sup> November 2021.
- 73,855 tests
  - 263 properties for samples taken
  - Over 108 remedial repairs completed
  - Shower Cleaning programme has restarted in November 2021, all sites completed by 3/12/21 (73 sites, approximately 900 showers)
- 4.7 **Commercial Gas** - Specialist facilities engineers carry out all compliance works which include gas servicing, F-Gas servicing (air conditioning), AHU servicing and the cleaning of kitchen canopies and filters.
- Gas servicing is carried out in schools, public buildings and domestic properties this can also lead to various faults being found with boiler parts and subsequent maintenance requirements.
- 4.8 **Streetlighting** - Throughout lockdown the street lighting maintenance service has continued to provide a 24-hour emergency service to Renfrewshire residents. The Street Lighting team has been fully operational and has completed the following works during 01 April 21- 30 Nov 21
- 635 Emergencies attended during working hours
  - 28 Emergencies attended out of hours
  - 2636 Dark lamps put in lighting (attended)
  - 1068 Planned maintenance completed
  - 100 Excavations completed

#### Performance Indicators

Reported street lighting faults which were attended within the 7-day timescale – 01 April 21 – 30 Nov 21

100% were attended within the 7day period against a target of 95%.

- 4.9 **Contracts** - The delivery of several larger scale construction projects was severely impacted by the COVID-19 pandemic and were suspended during the lockdown lock down periods. However, these have recommenced, and work has been on going to complete these projects.

#### School Toilet Upgrades.

Works have commenced on the large toilet upgrade plans for schools across

Renfrewshire.

- West Primary – complete
- St Mary's Primary - complete
- Williamsburgh Primary - complete
- Our Lady of Peace Primary is complete, with the exception of the nursery toilet, which is programmed for the Feb holiday break due to the access arrangements required.
- Langcraigs Primary commenced on 6<sup>th</sup> of January 2022
- Bushes Primary commenced on 6<sup>th</sup> January 2022

The service is actively working to maintain the programme of works, but due to uncertainty of the material market across the whole of the United Kingdom there may be delays to the delivery of sanitary ware.

#### Kitchen Upgrades for new provision.

Work to prepare the plumbing and electrics for the new catering equipment to ensure the delivery of the Primary 5 School Lunch Extension programme, in Ralston Primary School, Paisley Grammar and Mary Russell School, was completed in readiness for the schools returning on 6<sup>th</sup> January 2022.

An electrical data logger has been fitted in Paisley Grammar to analyse the electrical draw within the catering facilities this will then be reviewed, and any upgrades required carried out.

- 4.10 **Apprentice Programme** - Building Services working in partnership with Housing Services recruited new youth and adult apprentices during July and August. All 9 new apprentices have now started. The 2 adult apprentices and 7 youth apprentices have settled in well to the work environment and college, their first statutory review meetings took place at the beginning of November with our Facilities Managers and the Apprentice Training Officer.
- 4.11 **Stores and Materials** - The service is facing daily issues as competition for construction material across all trades increases is proving problematic due to the volatile market conditions. Work is continuing to ensure materials are procured in order to keep services running.

## 5. **Soft FM (Facilities Management)**

- 5.1 The service continues to work closely with Children's Services and Health and Safety to ensure that it provides a safe and clean environment for pupils and staff in all educational establishments. The service works closely with Health & Safety colleagues to ensure that it meets the requirements detailed within the Scottish Government's published Coronavirus (COVID-19): guidance on reducing the risks in schools.
- 5.2 The Universal Free School Meal Provision, has now been extended to all primary 4 and primary 5 pupils from January 2022. However, the implementation for primary 6 and 7 pupils, originally targeted for August 2022 has currently been delayed by the Scottish Government. The Council awaits further guidance on future implementation

dates.

- 5.3 There are significant capital works required across the school estate to ensure that there is capacity for the preparation and serving of these additional meals. The service has been working closely with colleagues from: Building Services; Hard FM; Property Services; and Procurement, to ensure these works are carried out as efficiently as possible.
- 5.4 The service is also working on plans for the additional staffing and for other resource requirements arising from the delivery of these additional free school meals. An additional recruitment exercise is underway to ensure there are adequate Facilities Operative resources in schools to ensure the effective delivery of this increase in service. The service continues to work closely with Head Teachers to address the logistical challenges in the delivery of these additional meals across the lunch service, such as lunch breaks being staggered or additional dining locations being identified to ensure all children can be accommodated for lunch service.
- 5.5 A revised Primary School menu has been developed from January 2022. The service met with pupil groups and Head Teachers, in a number of schools to help develop the revised menu. This consultation will continue over the coming months in preparation of a full new menu from August 2022. We continue to ensure we meet the requirements of the revised Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020, which were introduced earlier in the year. These menus are aligned more closely to the Scottish Government's Scottish Dietary Goals and are centred around four key themes to make school meals even healthier. As these regulations apply to the whole of the school day and not just to the lunch service, an informative training package on the guidelines has been developed to raise awareness to all staff working in schools.
- 5.6 The remodelled Soft FM service has now been fully integrated into schools and Early Learning Centres. Training plans continue to be delivered to ensure that all employees have the skills and knowledge to enable them to carry out their new roles. Regular meetings continue to take place with head teachers to address any issues or concerns which may arise.
- 5.7 Recruitment continues to be a challenge for the service. A Recruitment Event designed as a 'One-Stop Shop' approach planned for 16 December 2021 in Park Mains High School was designed to encourage applicants from the local area to apply for vacancies across the service. However, due to updated Covid Guidance, the event took place virtually. This event was designed to help speed up the recruitment process and resulted in a number of successful applicants being recruited who joined the service in January 2022. Due to the success of this event, once Covid Guidance is relaxed, it is intended this model would be used going forward to support faster and easier recruitment and align with the private sector.
- 5.8 Soft FM continues to support the delivery of the Community Meals' service. This service supports around 500 vulnerable residents on a daily basis.

- 5.9 The service is working closely with colleagues from HSCP to ensure that the housekeeping service delivery in care homes meets all national guidelines relating to COVID-19. Additional temporary management and housekeeping staff are in place until the end of the financial year to ensure the service can maintain safe levels of service delivery, whilst ensuring that all changes in national guidelines are addressed.
- 5.10 Soft FM is actively involved in a number of Right for Renfrewshire projects. The service is providing ongoing managerial input to ensure the successful delivery of these corporate projects.
- 5.11 The service continues to work with CoSLA to ensure the provision of free sanitary products within education premises across Renfrewshire, as part of the Scottish Government's Period Poverty programme.
- 5.12 Work has commenced on the installation of a new suited lock system across the school estate. This will ensure that keys for all schools are controlled centrally and that the service can ensure that all schools can be opened on time in the event of any staff absence. The roll-out of this installation will continue over the coming months.
- 5.13 The service has expanded the use of the Corporate Asset Management Information System (CAMIS) to include the reporting of cleaning equipment repairs. This will be managed by the service's Compliance and Repairs Operatives who continue to service and maintain this equipment. This service provision will be developed further over the coming months to incorporate other areas of the service, ensuring our frontline staff have equipment which is fit for purpose and that we achieve a reduction in the cost of repairs.
- 5.14 The Scottish Government introduced the Good Food Nation (Scotland) Bill in October 2021 to support the ambition of the Scottish Government that Scotland becomes a Good Food Nation by 2025. The expansion of the school meals' service is a key factor in this Bill and Soft FM will work with other services to ensure that Renfrewshire publishes its Good Food Nation Plans to contribute to this national strategy.

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## Implications of the Report

1. **Financial** – Any financial impact from COVID-19 referenced in this report will be progressed through the Council's financial & budget planning process.
2. **HR & Organisational Development** – Any staffing changes from COVID-19 referenced in this report will be progressed through the Council's HR policies, including home working and flexible working.
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** - as facilities start to open in line with the Scottish Government Routemap, adjustment may have to be made to physical spaces to allow for physical distancing and to comply with relevant guidance.
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** – Advice and guidance is being given to protect the health and safety of employees and service users when carrying out priority services for the Council in line with government and health guidance.
9. **Procurement** – The ongoing COVID-19 pandemic and possible issues arising from Brexit has and will continue to have a significant impact on existing contractual obligations and on the procurement of future goods and services required by the Council.
10. **Risk** – As noted in section 5, the CRMG are currently reviewing the Council's risk profile in light of the coronavirus pandemic.
11. **Privacy Impact** – None
12. **COSLA Policy Position** – None
13. **Climate Change** – The installation of electric vehicle charging points will support the Council's climate change goals. Building Services repairs in line with new standards for renewable energy.

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**List of Background Papers** - none

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**Author:** Diane Gillies, Head of Facilities Management (Hard & Soft Services)





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**To:** Finance, Resources and Customer Services Policy Board

**On:** 02 February 2022

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**Report by:** Acting Director of Finance and Resources

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**Heading:** Revised Corporate Health and Safety Policy

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## **1 Summary**

- 1.1 The Council recognises the importance of effective identification, evaluation, and control of any risks which employees and others affected by the Council's undertakings may be exposed to. It is therefore necessary to ensure the continued application of an effective Health and Safety Management system within the Council. The Corporate Health and Safety Policy has been revised to reflect legislative changes and best practice and to continue to meet the requirements of the Health and Safety at Work etc. Act 1974.
- 1.2 The aim of this revised policy is to continue to provide a health and safety framework which defines corporate responsibly and assists directors to:
- control the risks to employees and others who may be affected by their Service 's undertakings.
  - comply with current legislation.
  - promote best practice; and
  - continually improve on health, safety, and well-being.
- 1.3 In line with the Councils' health and safety system review process, this policy updates and replaces the Renfrewshire Council Health and Safety Policy approved and adopted in March 2018.

The health and safety policy continues to promote the Council's approach towards a management-led health and safety culture that embraces and complements the Council and Community plans and also promotes and encourages Service ownership of health and safety.

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## **2 Recommendations**

- 2.1 That the Board approve the revised Corporate Health and Safety Policy document.
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## **3 Background**

- 3.1 The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) place duties on the Council to ensure, so far as is reasonably practicable, the health, safety, and welfare of their employees at work.
- 3.2 The Health and Safety at Work etc. Act 1974:
- Section 2(1) states "It *shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees*"
  - Section 2(3) requires *that an employer with five or more employees must prepare, and revise as appropriate, a written health and safety policy statement, together with the organisation and arrangements for carrying it out, and to bring this to the notice of the employees.*

## **4 Key Changes**

- 4.1 The most significant change to the policy is the signature by the new chief executive, other changes throughout the document include revised and modernised wording, linking to other key documents such as the People Strategy and refreshed terminology.
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## **Implications of the Report**

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health and associated costs.
2. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and wellbeing of employees and the People Strategy.



3. **Community/Council Planning** – This policy provides arrangements to ensure the safe delivery of our services
4. **Legal** – *This policy ensures legal compliance with The Health and Safety at Work etc. Act 1974 and all subsequent legislation*
5. **Property/Assets** - The safe working arrangements for Services promoted by this policy should assist to protect assets and property.
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 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** – This document demonstrates the council's commitment to ensuring effective health and safety management.
9. **Procurement** -
10. **Risk** - minimal impact as legal and statutory requirements, including health surveillance, are being maintained.
11. **Privacy Impact** - minimal impact as legal and statutory requirements are being maintained.
12. **Cosla Policy Position** – not applicable
13. **Climate Risk** – none directly arising from this report.

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### List of Background Papers

- (a) Corporate Health and Safety Policy Document

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Revision : Rev 9.0  
Issued : Dec. 2021  
HR /Circ : 04/ 21

# ***Renfrewshire Council Corporate Policy on Health, Safety and Welfare***

**Corporate Policy Document  
Health & Safety**



## **Corporate Policy on Health, Safety and Welfare**

### **FOREWORD**

This Health and Safety policy document is designed to contribute to the business performance of Renfrewshire Council as part of a demonstrative commitment to the continuous improvement in health and safety performance.

**Managers are responsible for motivating and empowering employees to work in a safe and healthy manner and to demonstrate and encourage a positive attitude towards health, safety and welfare being in the workplace.**

This document requires the commitment, support and action from everyone working within Renfrewshire Council and will be central to the ongoing effective management of health and safety.

To this end, I commend this document to you.



Chief Executive  
Renfrewshire Council

22<sup>nd</sup> December 2021

## **INTRODUCTION**

**This policy updates and replaces the Renfrewshire Council Health and Safety Policy approved and issued March 2018**

The policy reflects the legal obligations placed upon Renfrewshire Council by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

It is supported by other Corporate and Service Policies. These policies detail the organisation and arrangements in force and the procedures in place for its successful implementation at a local level.

The policy is also linked with the Council's People Strategy, Health, safety and welfare Strategy Document which sets out objectives both Corporately and requires action by Services.

The enforcement authority for Health and Safety legislation for Renfrewshire Council lies with the Health and Safety Executive (HSE).

## **PART 1**

### **RENFREWSHIRE COUNCIL**

#### **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

Renfrewshire Council will take all reasonably practicable steps to ensure the health safety and welfare at work of its employees and all other persons who may be affected by its undertakings.

The Council is committed to the objective of continually improving health and safety performance in the delivery of its Services.

This standard will be achieved by:

- a) Creating and maintaining a positive health and safety culture which ensures the commitment and participation of all employees;
- b) Meeting its responsibilities to employees, other persons and to the environment in a way which recognises that legal requirements are the minimum standard;
- c) Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure:
  - i) The provision and maintenance of plant and systems of work that are, so far as reasonably practicable, safe and without risks to health;
  - ii) Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances and recognise the impact of any biological or chemical agent which may affect employees and service delivery;
  - iii) The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees and other persons;
  - iv) Any place of work under the Council's control must provide safe access and egress, without risks to health, so far as is reasonably practicable; and
  - v) The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health (including biological risk), and adequate as regards facilities and arrangements for their well being at work.
- d) Identifying and assessing the risks associated with all undertakings of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable;

- e) Allocating resources to meet the requirements of the Council's Health and Safety Policy;
- f) Planning for health and safety including the setting of realistic short- and long-term objectives, deciding priorities and establishing adequate performance standards;
- g) Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained; and
- h) Maintaining an effective system of joint consultation with trade union appointed safety representatives and, where elected, non-trade union representatives of employee safety, as appropriate, and providing safety representatives with appropriate resources to enable them to carry out their functions.

The effectiveness of this policy relies on all employees accepting responsibility for its implementation and adhering to the relevant policies, procedures and standards.

**Signed:**   
**Chief Executive**

**Date: 22<sup>nd</sup> December 2021**

## **PART 2**

### **THE ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY**

This Health and Safety Policy is supported by Service Health and Safety Policies and associated guidance. Safe systems of work will be implemented across the Council as a result of an effective health, safety and strategic risk management process.

#### **Health and Safety Assistance/ Advice**

The Director of Finance and Resources (FAR) and Head of People and Organisational Development (HP and OD) have overall responsibility to ensure that advice on matters relating to health safety and welfare at work is provided throughout the Council.

The FAR Health and Safety Section and Occupational Health Professionals, as competent persons, will provide support through the HP and OD in order to achieve this.

#### **Organisational Responsibilities**

An outline of the responsibilities of the Chief Executive, Directors and Employees are set out below.

#### **Chief Executive**

The Chief Executive, so far as is reasonably practicable, is responsible for ensuring the health, safety and welfare at work of Council employees and others who may be affected by Renfrewshire Council's undertakings. This will be achieved by:

- a) Detailing the organisation in the Council through which the policy will be implemented and delegating the duty for implementation of the policy to the Directors of each Service;
- b) Ensuring adequate resources are available to enable the Council's Health and Safety Policy to be implemented;
- c) Visibly demonstrating management's commitment towards **maintaining** a positive health and safety culture by promoting and encouraging high standards of health and safety performance;
- d) Appointing competent persons to assist the Council in overseeing the application and provision of health and safety legislation. Under the Management of Health and Safety at Work Regulations 1999 (as amended), the FAR Health and Safety Section will provide such advice, guidance and assistance to Services with regard to the implementation of this policy.



- e) Ensuring the maintenance of effective health, safety and welfare management systems within Services to reduce and control risks: and
- f) Monitoring and reviewing health, safety and welfare performance on a regular basis to ensure that high standards are maintained.
- g) Demonstrate a visible commitment to health and safety leadership by setting a good personal example to employees, service users and others.
- h) The Chief Executive gives executive authority to authorised Health and Safety Officers (in the event of an imminent risk or danger to the health and safety of employees, contractors or others including members of the public) to prohibit any such work activity undertaken on or on behalf of the council. Any such action must be notified to the Chief Executive and Head of Service.

## **Directors**

Directors are, so far as is reasonably practicable, responsible for ensuring the health safety and welfare at work of employees and others who may be affected by the undertakings in their respective Services. They will:

- a) Prepare and revise, in accordance with legislative requirements, their Service Health and Safety Policy, which identifies the key risks related to Service undertakings;
- b) Set out the organisational responsibilities within their Service through which the Policy will be implemented;
- c) Set out the arrangements which will assist to control Service risks, as outlined in the Service Health and Safety Policy;
- d) Ensure adequate resources are available to enable the Service Health and Safety Policy to be implemented;
- e) Implement and introduce measures to achieve and continually improve standards of health and safety performance within their Services in order to develop a positive attitude to health and safety amongst employees, contractors and service users;
- f) Implement and maintain an effective health and safety management system, which will include assessing, planning, organising, monitoring and reviewing the measures required to eliminate, reduce or control service risks;
- g) Monitor and review health and safety performance on a regular basis to ensure that high standards are maintained and compile reports on a quarterly basis to the Corporate Health and Safety Committee (CHSC).

- h) Prepare a bi-annual report in accordance with the Council's Health and Safety Plan, evaluating the health, safety and welfare at work performance of their Service and setting future objectives and measurable targets including performance indicators;
- i) Demonstrate a visible commitment to health and safety leadership by setting a good personal example to employees, Services users and others; and
- j) Bring to the attention of Heads of Service, Managers and Supervisors that health safety and welfare is a shared responsibility, and that they will be accountable for the health safety and well being of employees or others who may be affected by the work of the Service.

## **Employees**

All employees are reminded that health, safety and welfare is everyone's responsibility and that co-operation is required to implement Council and Services' Health and Safety Policies, procedures and safe systems of work by:

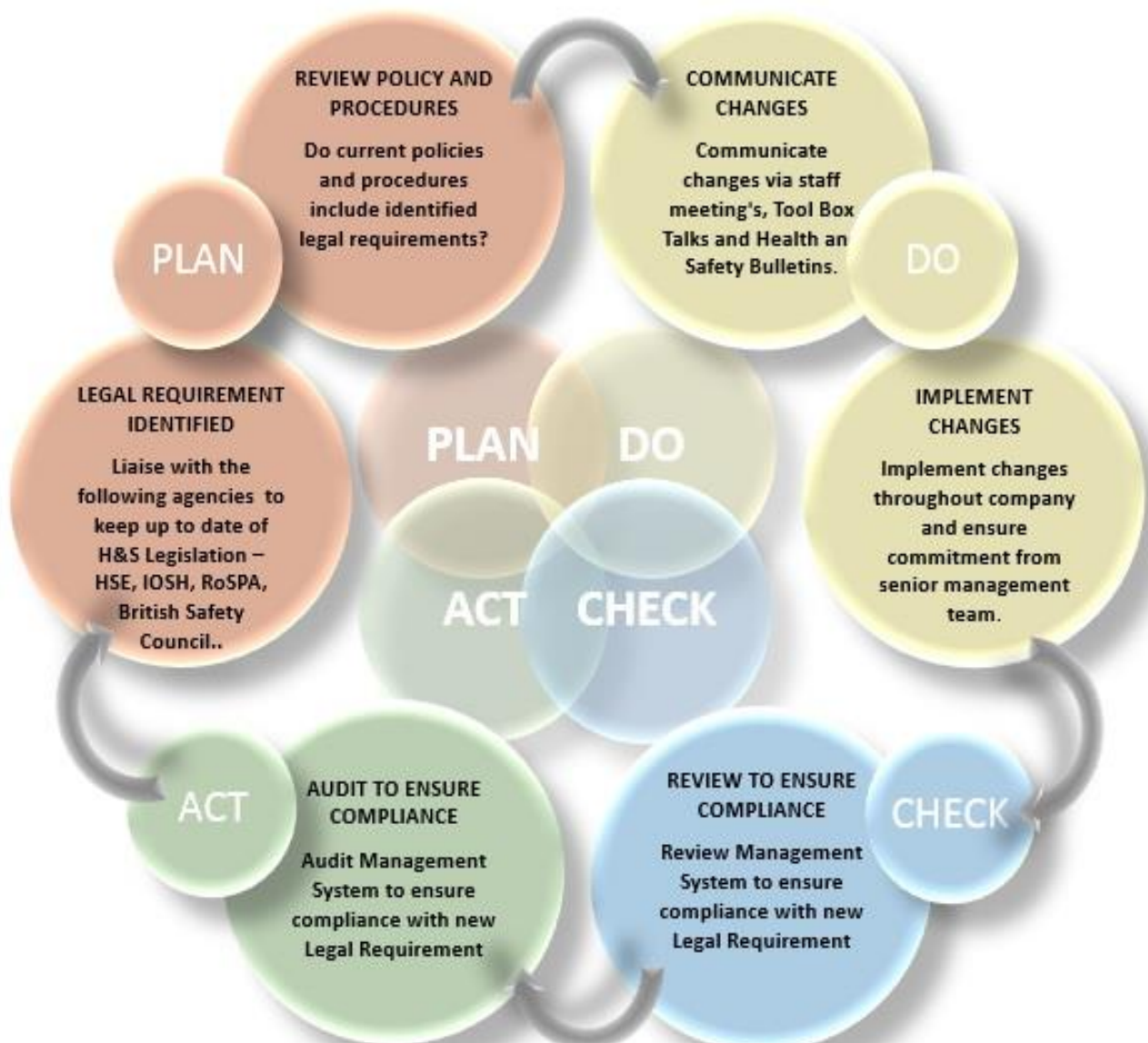
- a) Acting in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work;
- b) Co-operating, so far as is necessary, to enable the Council to perform any duty or to comply with any arrangement, as a result of health and safety legislation which may be in force (for example correct use of personal protective equipment or attending health surveillance);
- c) Using work equipment correctly, safely and in accordance with appropriate training and instruction; and
- d) Bringing to the attention of their manager or supervisor, any situation they would reasonably consider, that represents a concern about health, safety and welfare whilst at work including reporting any incident timeously.

### PART 3

## ARRANGEMENTS

The following arrangements will be incorporated into Service's own Health and Safety Policies where necessary. They should be expanded or altered to meet the specific requirements of the Service concerned and developed with the support of the FAR Health and Safety Section.

Arrangements will be based on the HSE publication '**Successful Health and Safety Management (HSG65)**' **Plan – Do – Check – Act** methodology (illustrated below). The HSE states that "The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system".



Services will pursue progressive improvements which should lead to reduction of injury and ill health. This will be achieved by the implementation and management of an effective health and safety management system.

## **1.0 Health and Safety Culture**

### **1.1 Leadership, Commitment and Involvement**

Leadership and commitment are critical to the success of the health and safety management system within the Council and requires the involvement of everyone. Visible leadership and commitment of management at all levels is an essential component to create the required positive health and safety culture. Managers must:

- set a personal example;
- communicate the importance of health, safety and welfare considerations into business decisions;
- openly discuss health, safety and welfare matters and include this as a standard item on meeting agendas;
- encourage employees to suggest health, safety and welfare performance improvement measures;
- reward positive behaviours and the achievement of health, safety and welfare objectives; and
- take disciplinary action where considered appropriate for breaches of health, safety and welfare guidelines, procedures and rules.

### **1.2 Commitment**

Council services recognise that employees have an important contribution to make to the overall organisational health, safety and welfare culture. The Council will ensure that health and safety **remains to be an** integral part of the management system. **The Council will drive** to maintain a positive attitude to health, safety and welfare amongst employees by:

- visibly demonstrating a clear commitment to improving health, safety and welfare performance by setting and monitoring measurable objectives;
- promoting co-operation and consultation across Services by identifying common work interfaces and sharing and agreeing best practice;
- ensuring the communication and dissemination of necessary health, safety and welfare information throughout the Council and confirming understanding and acceptance of the information;
- ensuring and encouraging participation of employees at health and safety groups and meetings; and
- securing the competence of employees by including health, safety and welfare information within the recruitment process and systematically identifying and providing appropriate training.

### 1.3 Health and Safety advice

The FAR Health and Safety Section will provide guidance, advice and support to assist in ensuring the health safety and welfare of employees and anyone who may be affected by the Council's undertakings.

The Occupational Health Service is overseen by the FAR Health and Safety Section and is committed to the identification, assessment and management of work-related health risks, and as appropriate, non-work-related health risks.

### 1.4 Health and Safety Training

Health and safety training is an important factor in the reduction of accidents and prevention of ill health. Services will actively support training by providing the necessary resources and organisation to carry out such training. All new employees will receive a service in-house induction course and, in addition, be offered the opportunity to access online the ilearn course 'First Impressions' developed by FAR, HR and OD. Where health and safety training needs are identified by a Service, suitable training can be arranged through Organisation and Development. Health and safety training courses available are included within the FAR Training Course Planner, which is available from Organisational Development and on the Council's intranet site.

The FAR Health and Safety Section may provide bespoke health and safety training on request, at times and locations suitable to the Services' requests.

### 1.5 Service Health and Safety Link Person

The Service Health and Safety Link Person is not a Health and Safety Officer but supports their own service internally.

The role of a Health and Safety Link Person is to:

- co-ordinate health, safety and welfare activities within each service;
- represent their service at the Corporate Health and Safety Committee;
- to champion health, safety and welfare across their service.

Further guidance on the role is available from the FAR Health and Safety Section.

### 1.6 Safety Representatives

Safety Representatives appointed by recognised Trade Unions are entitled to inspect work places every three months and if necessary, more frequently. These inspections can be accompanied by an appropriate management representative.

Safety Representatives appointed by recognised Trade Unions will be allowed to inspect any statutory document which the Service is required to maintain. On request, they will also be given information necessary to carry out their functions as defined under the Safety Representatives and Safety Committees Regulations 1977.

Services will consult the relevant Safety Representatives in accordance with the current Council policy as it relates **to staff, health, safety and welfare**.

## **1.7 Raising Health and Safety Concerns**

Should an employee feel that they need to raise a health, safety and welfare concern, the procedure detailed below should be followed in line with service procedures:

- STAGE 1.      Raise concern with their Supervisor. If not resolved;**
- STAGE 2.      Raise concern with the Supervisor's Manager. If not resolved:**
- STAGE 3.      Raise the concern with the Safety Representative. If not resolved;**
- STAGE 4.      Safety Representative can raise concerns at the relevant Service health and safety management forums. If not resolved;**
- STAGE 5.      Raise the concern at the Corporate Health and Safety Committee. If not resolved.**
- STAGE 6.      Raise at Joint Consultative Board (Non-teaching) or Joint Negotiating Committee for Teaching Staff**

At any stage during this process, **or if there is an immediate concern**, any employee/safety representative can contact FAR Health and Safety Section for further advice and guidance.

## **2.0 Planning and Implementation**

### **2.1 Corporate Health and Safety Strategy / Service Health and Safety Plans**

A Corporate Health and Safety Strategy is in place which will achieve and support effective health and safety management systems across the Council.

Services will prepare a Health and Safety Plan outlining specific service health and safety objectives, which are measurable, with realistic timescales for their accomplishment. These objectives will be developed in collaboration with the FAR Health and Safety Section.

All health and safety plans must be regularly monitored by the Service health and safety planning groups and reviewed on a regular basis.

## **2.2 Bi-Annual Health and Safety Reports**

Services will prepare a bi-annual health and safety report that evaluates their health, safety and welfare performance for the previous 6 months period. Such reports should include information on the following issues:

- A brief profile of the Service and its main functions and undertakings.
- Management of Health and Safety within the Service. This should include a report detailing the progress of the health and safety plan objectives from the previous year.
- Risk management, planning and progress including percentage of risk assessments reviewed.
- Number and type of service specific health and safety training courses undertaken.
- Percentage of total number of establishments carrying out joint management/trade union health and safety inspections and percentage of satisfactory remedial actions completed.
- Service accident/incident statistics and identified causes for lost time.
- Issues identified by internal and/or external audits and recommendations completed.
- Service Health and Safety objectives for the coming year.

Services' bi-annual reports must be submitted to the FAR Health and Safety Section in advance of submitting them to the appropriate Council Boards.

Guidance on preparing a bi-annual health, safety and welfare report is available from the FAR Health and Safety Section.

## **2.3 Health, Safety and Welfare Planning Groups**

The Director and nominated Head of Service requires to retain, at Service level, a health and safety planning group to assist in the formulation and implementation of the service health and safety policy and plan. Planning for health and safety is also suitable for inclusion as a standing agenda item within the remit of senior management team meetings.

The Service group should identify and prioritise actions and agree key performance indicators including achievable targets that are measurable for implementation of the various elements of the health and safety plan. The group should also monitor implementation of the health and safety plan.

The operational planning group can also serve as a service liaison meeting, safety group or health and safety committees involving employee representation.

For further clarification on Health and Safety planning groups contact FAR Health and Safety Section.

## **2.4 Significant Risks**

The Council recognise that Service health and safety planning groups require to implement an effective risk control strategy to minimise employees and service users' exposure to significant risks. Detailed below is a list of risks (not in order of priority and not exhaustive) that, by the very nature of service provision, may be encountered:

- Biohazards including COVID-19
- Musculoskeletal disorders
- Slips, Trips and Falls
- Working at heights
- Traffic management
- Lone working
- Occupational Illness such as hand arm vibration/noise induced hearing loss /skin conditions/ asbestosis
- Occupational driving
- Violence and aggression (including acts relating to a physical or psychological conditions)
- Contractors working on Council premises
- Work related stress (this can be influenced by non-work-related stress)
- Council managed public events
- Fire safety and management

Services must identify any significant service-related health and safety risks in addition to those listed above.

## **2.5 Emergency Procedures**

The following issues should also be given due consideration by Service health and safety planning groups as part of their ongoing oversight of health and safety.

- a) Fire Safety and emergency evacuation procedures
- b) First Aid provision
- c) Security measures
- d) Welfare arrangements
- e) Health and Wellbeing
- f) Mental Health First Aiders

For further guidance contact the FAR, Health and Safety Section.



### **3.0 Active Monitoring**

#### **3.1 Audits**

An audit is a systematic examination of the health and safety management systems in place, including implementation of policies, procedures, training and safety awareness of staff.

FAR Health and Safety Section will actively monitor the implementation of the Council's Health and Safety Policy and Plan. This will be achieved by auditing the health and safety management systems within Services over a 3-year period, relevant to their risk profile, and on a timescale agreed with their respective health and safety planning groups.

#### **3.2 Inspections**

A safety inspection is the physical examination of the workplace including tools and equipment.

Safety inspections, preferably joint management and union safety representative's inspections shall be undertaken within all Services as part of their service health and safety plan and to support the audit programme.

A corporate wide health and safety inspection programme will continue to be developed over a rolling 3-year period

To ensure health and safety standards are maintained, Services should have arrangements in place to undertake inspections of their premises, on an annual basis.

### **4.0 Re-active monitoring**

#### **4.1 Accident , Incident and Ill-health data**

Accidents, incidents and ill-health data will be analysed by service management, FAR health and safety section, service planning groups, safety groups and safety committees involving employee representation, with a view to determining and where possible eliminating the causes of:

- Major injury/dangerous occurrence;
- Lost time accidents of 7 days or more;
- Work related ill health and diseases;
- Injury/ ill health claims.

#### **4.2 Accident Investigation and Reporting Investigation**

Every accident, incident or near miss must be investigated by the injured person's supervisor or line manager to the degree required to prevent a recurrence. A report completed on the Business World and shall contain outlined recommendations to

prevent a recurrence; however, further investigation may also be carried out by the FAR Health and Safety Section.

Further advice can be obtained from the FAR Health and Safety Section as required.

#### **4.3 Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (as amended)**

Every employee who suffers personal injury or ill-health at work must give notice to their supervisor of any accidents or incident, as soon thereafter as is practicable. The employee must ensure that details of the incident is entered on Business World system or in line with Service local procedures. The FAR Health and Safety Section will be responsible for reporting any relevant incidents to the Health and Safety Executive (HSE) under RIDDOR.

### **5.0 Statutory Compliance of Domestic and Non-Domestic Properties**

Services that manage and maintain domestic and non-domestic properties, are the first point of contact in providing advice and guidance, prior to any works carried out for individual property users and services. They must ensure, so far as is reasonably practicable, that statutory compliance is met in accordance with Corporate Guidance and appropriate records are available for inspection. Further advice can be obtained from the FAR Health and Safety Section as required.

### **6.0 Contractors**

When appointing a contractor the health and safety risks should be considered. Services should follow corporate guidance. Further advice can be obtained from the FAR Health and Safety Section as required.

All contractors shall be assessed in terms of health and safety at procurement stages by the employing service. Only contractors who can demonstrate their ability to meet the standards set by the Council will be employed.

The undertakings and activities of any contractor should be monitored by the employing service, to ensure that any risks presented to employees, members of the public, service users or visitors are minimised. Commissioning officers must monitor contractor's activities throughout the duration of the contract, heavily scrutinising areas of high risk. Any contractor's activities that cause Health and Safety concerns may require the commissioning officer's intervention although immediate action may be necessary by the responsible person for the premises. Works should be discussed with the responsible person for premises.

### **7.0 Supplementary Policies and Guidance**

This Health and Safety Policy is supplemented by specific policies and related guidance, such as Accident and Incident Reporting, Risk Assessments, Statutory Inspection and Maintenance, Asbestos, Legionella, Stress as well as additional health, safety and welfare topics.

All supplementary corporate health and safety policies and guidance are available on the intranet. Further advice can be obtained from the FAR Health and Safety Section as required.

## **8.0 Policy Review**

The FAR Health and Safety Section shall monitor this policy for its effectiveness.

This policy and accompanying documentation contained within will be reviewed and where necessary revised on a three-yearly cycle, unless an earlier revision is prompted by significant changes in legislation, procedures or best practice.

Any changes or amendments to this policy will be done in consultation with the trade unions and employees where appropriate.

This policy and any revision of it will be drawn to the attention of every employee of the Council.






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**To:** Finance, Resources and Customer Services Policy Board

**On:** 02 February 2022

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**Report by:** Acting Director of Finance and Resources

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**Heading:** Civic Hospitality

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## 1. Summary

1.1 The following requests for civic hospitality have been received for financial year 2022/23.

- a) Correspondence has been received from MND Scotland to take a table at their 40<sup>th</sup> Anniversary Ball being held in the Hilton Hotel, Glasgow on Friday 26<sup>th</sup> August 2022. MND Scotland are charity organisation, supporting people living in Renfrewshire and beyond who have Motor Neurone Disease.

Following consultation with the Provost, it is proposed that the Board agree to take a table at MND's charity event at a cost of £800 and that it be delegated to the Acting Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- b) Correspondence has been received from the 2<sup>nd</sup> Renfrew Trinity Scout Group in relation to their 100<sup>th</sup> anniversary and to mark the end of their centenary year. They have suggested the possibility of a civic reception for 150 people at the Glynhill Hotel, Renfrew.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality in the form of a carvery buffet in November 2022 at the cost of approximately £4000; and that it be delegated to the Acting Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- c) Correspondence has been received from Hawkhead Bowling Club in relation to their 100<sup>th</sup> Anniversary. The club plan to run a series of events throughout their centenary year and would like civic hospitality in the form of a buffet lunch to accompany their 'All Star Bowling Day' on Saturday 4<sup>th</sup> June.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality in the form of a buffet for 100 people at the cost of approximately £1200 at Hawkhead Bowling Club; and that it be delegated to the Acting Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- d) Correspondence has been received from Erskine Rotary club in relation to their 20<sup>th</sup> Anniversary. The club plan to hold a dinner in Ingleston Country Club on 22<sup>nd</sup> April for approximately 70 people to celebrate this event.

Following consultation with the Provost, it is proposed that the Board agree to provide hospitality as detailed above at the cost of approximately £2,600, and that it be delegated to the Acting Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- 1.2 The budget provision for 2022/23 for Civic Hospitality (including international Links) has not yet been agreed, however it is anticipated it will remain unchanged from the 2021/22 budget.

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## **2. Recommendations**

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for the 2<sup>nd</sup> Renfrew Trinity Scout Group, Hawkhead Bowling Club and Erskine Rotary Club; (b) that the Board agree to take a table of 10 for MND Scotland's 40<sup>th</sup> Anniversary Ball and; (c) that it be delegated to the Acting Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

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## Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the 2022/23 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 – Email correspondence from MND Scotland
- (b) Background Paper 2 – Email correspondence from 2<sup>nd</sup> Renfrew Trinity Scout Group
- (c) Background Paper 3 – Email correspondence from Hawkhead Bowling Club
- (d) Background Paper 4 – Email correspondence from Erskine Rotary Club

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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**Author:** Donna Gallagher – Member Services Officer. Tel: 0141 618 6794  
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**To: Finance, Resources and Customer Services Policy Board**

**On: 2<sup>nd</sup> February 2022**

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

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**Heading: Contract Award: Bishopton Primary School External Refurbishment (RC-CPU-20-434)**

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**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 Bishopton Primary School External Refurbishment (RC-CPU-20-434) to Hugh LS McConnell Limited.
- 1.2 The recommendation to award the Contract follows a procurement exercise conducted in accordance with the Council's Standing Orders Relating to Contracts for a below Regulated Threshold (Works) Contract using the Open Tender Procedure.
- 1.3 A Contract Strategy was approved by the Head of Property Services and the Strategic Commercial and Procurement Manager on 13th October 2021.
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**2. Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board:

- (a) Authorise the Head of Corporate Governance to award a works contract for Bishopton Primary School External Refurbishment (RC-CPU-20-434) to Hugh LS McConnell Limited;
- (b) Authorise the Contract Sum of £815,851.14 excluding VAT;
- (c) Note the works are for a period of 5 months with an anticipated Date for Commencement for the Works of 21<sup>st</sup> March 2022. The actual Date for Commencement for the Works will be confirmed in the Council's Letter of Acceptance to Hugh LS McConnell Limited; and
- (d) Note Hugh LS McConnell Limited requires to provide a Performance Bond as part of this Contract.

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### 3. **Background**

- 3.1 This procurement exercise is for the appointment of a suitably experienced contractor to carry out the external refurbishment works at Bishopton Primary School (the "Contract"). The required works were identified following a programme of inspections carried out by Property Services and the main works to be carried out include roof covering replacement, external wall panel replacement and render repairs and form part of the Contract.
- 3.2 For the procurement of this Contract, a contract notice was published on the Public Contracts Scotland advertising portal on 13<sup>th</sup> October 2021 with the tender documentation available for downloading from the Public Contracts Scotland-Tender platform on this date.
- 3.3 During the live tender period, twenty (20) organisations expressed an interest in the Contract. By the closing date set for the return of electronic tender submissions, 12noon on Wednesday 17<sup>th</sup> November 2021, five (5) companies submitted a tender response, two (2) declined to respond and thirteen (13) did not submit a response.
- 3.4 In accordance with Standing Orders Relating to Contracts 11.5, Tenderers were required to complete an SPD to be submitted with their tender submission. All five (5) tender submissions were evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) by representatives from Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety. The five (5) tender submissions received complied with the minimum criteria of the SPD.

- 3.5 All 5 tender submissions progressed to evaluation against the award criteria weighting of 40% Price and 60% Quality.
- 3.6 During the commercial evaluation stage (Price) of the process, one (1) tenderer opted to withdraw from the process as they were unable to provide information as detailed in, and required by, the ITT.
- 3.7 The scores relative to the award criteria of the four (4) remaining tenderers are noted below:

		<b>Price (40%)</b>	<b>Quality (60%)</b>	<b>Total (100%)</b>
<b>1</b>	<b>Hugh LS McConnell Ltd</b>	39.78%	51.00%	<b>90.78%</b>
<b>2</b>	<b>Clark Contracts Ltd</b>	37.28%	52.75%	<b>90.03%</b>
<b>3</b>	<b>Procast Building Contractors Ltd</b>	40.00%	45.00%	<b>85.00%</b>
<b>4</b>	<b>PMC Commercial Ltd</b>	31.64%	33.50%	<b>65.14%</b>

- 3.8 The evaluation of tender submissions received identified that the submission by Hugh LS McConnell Ltd was the most economically advantageous tender.
- 3.9 The form of Contract will be the SBCC Standard Building Contract With Quantities for use in Scotland (SBC/Q/Scot), 2011 Edition, amended and/or supplemented by Employer's Amendments.
- 3.10 This Contract is funded from the Capital – General Services, Lifecycle Maintenance budget, project code EU000BISHRF.
- 3.10 Community Benefits were requested as part of this procurement process and Hugh LS McConnell Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Modern Apprenticeship	1
S/NVQ (or equivalent) for <ul style="list-style-type: none"> <li>• New Employee</li> <li>• Existing Employee</li> <li>• Supply Chain Employ</li> </ul>	1
Financial Support for Community Project	1

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## Implications of the Report

1. **Financial** - The cost for these works will be met by the Capital - General Services budget as noted in 3.9 above.
2. **HR & Organisational Development** - No TUPE implications
3. **Community/Council Planning** –
  - *Our Renfrewshire is well – the refurbishment works will result in an improved school environment which supports health and wellbeing.*
  - *Our Renfrewshire is safe – an improved school environment provides a safer educational experience.*
  - *Building strong, safe and resilient communities - an improved school environment supports learning and achievement.*
  - *Creating a sustainable Renfrewshire for all to enjoy – greener, sustainable approaches to ensure high quality assets will be developed and maintained.*
4. **Legal** - The procurement of this Contract was conducted as a below Regulated (Works) Open Procurement Procedure in accordance with the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** – This contract will assist the Council in its legal obligation to ensure that all properties under its control are safe to use.
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 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** - Hugh LS McConnell 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 ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern government.
10. **Risk** - Hugh LS McConnell Limited's insurances were assessed and evaluated to confirm that they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** – No Privacy implications have been identified or are anticipated.
12. **Cosla Policy Position** - No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of these works has been assessed using the Scottish Government Sustainability Test and is considered to be low risk. **Energy Consumption** - there is an opportunity to reduce energy consumption by replacing the roof insulation and external wall panels, offering better insulation and reducing heat loss. The contractor will be required to consider energy saving measures where possible. **Vehicle Emissions** - the contractor will take full cognisance of the site to ensure full consideration is taken on environmental issues, energy implications and access to site. Contractor will be required to demonstrate full consideration to vehicle emissions whilst operating in a live school environment. **Waste Production** - Contractors are required to provide documented procedures for dealing with waste, including the implementation of a site waste management plan. This requirement was evaluated within the quality section of the tender.

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**To: Finance, Resources and Customer Services Policy Board**

**On: 2<sup>nd</sup> February 2022**

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

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**Heading: Contract Award: Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs (RC-CPU-21-106)**

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**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 Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs (RC-CPU-21-106) to Robertson-Acom Limited.
- 1.2 The recommendation to award the Contract follows a procurement exercise conducted in accordance with the Public Contracts (Scotland) Regulations 2015 for an above GPA Threshold contract using the Open Tender Procedure and the Council's Standing Orders Relating to Contracts.
- 1.3 A Contract Strategy was approved by the Head of Property Services and the Strategic Commercial and Procurement Manager on 27<sup>th</sup> October 2021.
- 

**2. Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board:

- (a) Authorise the Head of Corporate Governance to award a Services Contract for Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs (RC-CPU-21-106) to Robertson-Acom Limited;
- (b) Authorise the award of a Contract up to a total contract value of £425,000.00 excluding VAT for the contract period (where the initial and both extension periods are utilised);
- (c) Note the service contract is for a period of three (3) years with the option to extend for two further twelve (12) month periods. The anticipated Date of Commencement is 1<sup>st</sup> April 2022. The actual Date of Commencement will be confirmed in the Council's Letter of Acceptance to Robertson-Acom Limited; and
- (d) Note that Robertson-Acom Limited is required to enter into a Data Processor Agreement with the Council as a requirement of this Contract.

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### 3. **Background**

- 3.1 This procurement is for the appointment of a suitably experienced contractor to contract to carry out the maintenance and reactive repairs of the door entry, CCTV & digital aerial systems within specific Council properties ( the " Contract").
- 3.2 For the procurement of this Contract, a contract notice was published via the Public Contracts Scotland advertising portal to the Find a Tender Service ("FTS") on 27th October 2021 with the tender documentation available for download from the Public Contracts Scotland-Tender platform on this date once published on FTS.
- 3.3 During the live tender period, fifteen (15) organisations expressed an interest in the Contract. By the closing date set for the return of electronic tender submissions, 12noon on Monday 6<sup>th</sup> December 2021, four (4) companies submitted a tender response, three (3) declined to respond and eight (8) did not submit a response.
- 3.4 Tenderers were required to complete an SPD to be submitted with their tender submission in accordance with Regulation 60 of the Public Contracts ( Scotland ) Regulations 2015. The four (4) tender submissions received contained a completed Single Procurement



Document (SPD) which was evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) by representatives from the following Council services: Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety. The four (4) tender submissions received complied with the minimum criteria of the SPD.

3.5 All four (4) tenderer submissions progressed to evaluation against the award criteria weighting of 60% Price and 40% Quality.

3.6 The scores relative to the four (4) tenderers are noted below:

	<b>Price (60%)</b>	<b>Quality (40%)</b>	<b>Total (100%)</b>
<b>Robertson-Acom Limited</b>	60.00%	38.75%	<b>98.75%</b>
<b>SPIE Scotshield Limited</b>	22.60%	37.50%	<b>60.10%</b>
<b>Invincible Security Ltd.</b>	27.20%	29.25%	<b>56.45%</b>
<b>King Communications &amp; Security Limited</b>	4.94%	29.25%	<b>34.19%</b>

3.7 The evaluation of tender submissions received identified that the submission by Robertson-Acom Limited was the most economically advantageous tender.

3.8 The form of Contract will be SBCC Measured Term Contract, for use in Scotland (MTC/ Scot), 2011 Edition supplemented and/or amended by the Employers Amendments.

3.9 This Contract is funded from the Revenue – General Services Budget, Cost Centre: DHM001 Account Code: R2011.

3.10 Community Benefits were requested as part of this procurement process and Robertson-Acom Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Job for an unemployed individual	1
Work Experience Placement for an individual aged 14 to 16 years of age	1
S/NVQ (or equivalent) for	1

<ul style="list-style-type: none"> <li>• New Employee</li> <li>• Existing Employee</li> <li>• Supply Chain Employee</li> </ul>	
Industry Awareness Events	2
Business advice/support to an SME /Social Enterprise/ Voluntary organisation	1
Financial Support for a Community Project	2

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## Implications of the Report

1. **Financial** – The cost for the services arising from this contract will met by the Revenue – General Services Budget.
2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning** –
  - ***Building strong, safe and resilient communities*** –
    - Working with partners to keep people safe – properly maintained and secure door entry and CCTV systems will help to keep Renfrewshire residents safe.
    - Supporting vulnerable people – keeping vulnerable residents safe in their homes with effective security measures.
    - Supporting independent living and social isolation – a safe living environment will provide a more secure way for residents to retain a level of independence.
4. **Legal** – The procurement of this Contract was conducted as an above GPA Regulated (Services) Open Procurement Procedure in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council’s Standing Orders Relating to Contracts.
5. **Property/Assets** - This contract will assist the Council in its legal obligation to ensure that all properties under its control are safe to use.
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 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** – Robertson-Acom 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 ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern government.
10. **Risk** – Robertson-Acom Limited's insurances were evaluated by Corporate Risk and met the Council's minimum requirements regarding insurable risk.
11. **Privacy Impact** – Property Services will liaise with the Information Governance team to complete a Data Protection Impact Assessment (DPIA).
12. **Cosla Policy Position** - No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of these works has been assessed using the Scottish Government Sustainability Test and is considered to be low risk. **Energy Consumption** - The contractor will be required to consider energy saving measures where possible. **Vehicle Emissions** – The contractor will be required to demonstrate full consideration to vehicle emissions particularly when delivering on site. As part of the tender process, tenderers were mandated to provide environmental details on the vehicles that will be used to service this contract. **Materials – Scarcity** – The contractor will be required to repair/recycle/repurpose parts where possible. **Waste Production** – The contractor will be required to provide documented procedures for dealing with waste, including a site waste management plan.

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**To:** Finance, Resources and Customer Services Policy Board

**On:** 02 February 2022

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**Report by:** Report by the Chief Executive and the Director of Environment and Infrastructure

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**Heading:** Contract Authorisation Report for a Framework Contract for Roads Related Maintenance Works (RC-CPU-20-172)

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## 1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to enter into a Framework Contract with a number of suitably qualified and experienced Suppliers for Roads Related Maintenance Works (RC-CPU-20-172).
  - 1.2 The tendering procedure for this Works Framework 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 Government Procurement Agreement (GPA) threshold Works contracts
  - 1.3 A Contract Strategy was approved by the Head of Operations and Infrastructure and the Procurement Manager in February 2021.
- 

## 2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:-
- 2.1.1 Authorise the Head of Corporate Governance to enter into a multi-Supplier Framework Contract for Roads Related Maintenance Works (RC-CPU-20-172) ( "Framework Contract") with the Suppliers listed in Appendix 2 to this report.
  - 2.1.2 Note the cumulative spend made under this Framework Contract will be up to the maximum value of £40,000,000 excluding VAT.
  - 2.1.3 Note that the Framework Contract is intended to commence on 3 March 2022 or alternatively, the date confirmed in the Council's Letter of Acceptance issued to each Supplier and will be for a period of two years with the Council having the option to extend on two (2) separate occasions for a period of up to twelve (12) months on each occasion.
  - 2.1.4 Note Call -Off Contracts made under this Framework Contract will be awarded by way of a Package Order using the selection procedure or the quotation procedure contained in the Framework Contract. For Lots 1 to 4 and 7 to 9 selection of the most appropriate procedure is at the discretion of the Council and will be subject to Council Standing Orders Relating to Contracts, the requirements of the individual Package Order ( Call-off Contract) for the works and the need to secure best value. Lots 5 and 6 will follow the quotation procedure only.
  - 2.1.5 Grant delegated authority to the Strategic Commercial and Procurement Manager to approve the award of Call-off contracts exceeding the GPA threshold for services to the most economically advantageous tenderer. A Contract Authorisation Report will be submitted to the Finance, Resources and Customer Services Policy Board at the next available meeting advising of any contracts that exceed the GPA threshold for services with details of each exercise and outcome.
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### **3. Background**

- 3.1 Renfrewshire Council has a statutory obligation to maintain and improve all public roads and roads related structures within the Council boundary.
- 3.2 This Framework Contract includes maintenance and improvements of roads related maintenance works for the Council's road maintenance programme.
- 3.3 The Framework Contract will have nine (9) Lots as detailed below:
  - Lot 1 – Carriageway Resurfacing

- Lot 2 – Footway Resurfacing
- Lot 3 – Environmental Improvements
- Lot 4 – Carriageway Defect Patching
- Lot 5 – Surface Treatment
- Lot 6 – Pre-Patching in Advance of Surface Dressing
- Lot 7 – Works to Roads Related Structures
- Lot 8 – Road Markings
- Lot 9 – Minor Traffic Improvement Works

- 3.4 The Framework Contract will be formed under the NEC3 Framework Contract April 2013 edition with bespoke Z Clauses. Call-off Contracts awarded under Lots 1, 2, 5 and 6 of the Framework Contract will be formed using the NEC3 Engineering and Construction Short Contract April 2013 with bespoke Z Clauses. Call-off Contracts awarded under Lots 3, 4, 7, 8 and 9 of the Framework Contract will be formed using the NEC3 Term Service Short Contract April 2013 with bespoke Z Clauses.
- 3.5 The Framework Contract was tendered as an above GPA Threshold Works Contract using the Open Procedure in accordance with the Public Contracts (Scotland) Regulations 2015, as amended. The contract notice was dispatched via the Public Contracts Scotland portal on 3 December 2021 and advertised in the Find a Tender Service (FTS) on the same date. The tender documents were available for download through the Public Contracts Scotland – Tender portal.
- 3.6 During the tendering period, thirty-five (35) companies expressed an interest in the Framework Contract. By the closing date set for return of electronic tenders, 12 noon on Monday, 10 January 2022, fifteen (15) companies provided a response, two (2) declined to respond and eighteen (18) failed to respond. Of the fifteen (15) bids received, One (1) bid was received after the tender deadline and was rejected as a result of being a later submission. The remaining fourteen (14) Tender Submissions received were evaluated by a panel comprising representatives from Environment and Infrastructure, Health and Safety, Risk and the Corporate Procurement Unit.
- 3.7 The Tenderers were evaluated against a pre-determined set of criteria in the form of the Single Procurement Document, SPD (Scotland). All fourteen (14) Tenderers satisfied the Council's requirements in respect of their responses to the SPD (Scotland).
- 3.8 The technical and commercial responses contained in the Tender Submission were each scored against the award criteria of 30% technical (Quality) and

70% commercial (Price). The scores achieved by each Tenderers per Lot are as set out in Appendix 1 (attached to this report).

- 3.9 The Invitation to Tender stipulated that it was anticipated that four (4) Suppliers would be approved for inclusion in each Lot but the Council reserved the right to increase or decrease the number of Suppliers per Lot as deemed appropriate by the Council.
- 3.10 The Framework Contract ordering procedures contains the selection procedure and the quotation procedure. Where the selection procedure is applied then the Supplier ranked first per each Lot will be invited to apply for the Package Order (Call-Off Contract). Should the first ranked Supplier reject the invitation, the second ranked Supplier will be invited to apply for the Package Order (Call-Off Contract) and so on until the Package Order has been awarded. Where the quotation procedure is used the Package Order will be awarded to the most economically advantageous tenderer.
- 3.11 The Supplier ranking information detailed in Appendix 2 will be fixed for the first year of the Framework Contract. From the end of the first year and no later than 2 months prior to each anniversary of the Letter of Acceptance, Suppliers may submit an application for price increase or decrease in accordance with the terms of the Framework Contract for the purpose of re-evaluating the Suppliers' competitiveness. This annual re-evaluation will be in respect of prices and rates only. Where the revised prices and rates are accepted by the Council these will replace any earlier prices and rates quoted by the Supplier. The Council shall evaluate the new prices and rates and add this score to the quality score achieved by each Supplier in the original evaluation of Tenders for the Framework Contract. Suppliers will be re-ranked in accordance with the revised score. Where ranking positions are amended, the Council will notify all Suppliers awarded under this Framework Contract of their new ranking position prior to the commencement of the next year of the Framework Contract. The new ranking will apply for Package Orders (Call-Off Contracts) awarded after that anniversary of the Framework Contract.
- 3.12 All Suppliers accepted onto this Framework Contract have committed to providing Community Benefits. The level of Community Benefits provided will be based on the value of any Package Orders (Call-Off Contracts) awarded to each Supplier. The Community Benefits to be delivered will be in line with the Council's Community Benefits Outcome Menu.

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## **Implications of the Report**

### **1. Financial**



The cost of all Package Orders (Call-Off Contracts) issued under this Framework Contract will be met by the individual Service budgets.

2. **HR & Organisational Development**

Not applicable.

3. **Community/Council Planning**

Reshaping our place, our economy and our future – the Framework Contract proposed will support the delivery of this outcome.

4. **Legal**

The tendering procedure for this Works Framework Contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015, as amended under the Open Procedure and Renfrewshire Council's Standing Orders Relating to Contracts for over GPA threshold Works contracts.

5. **Property/Assets**

The Council's roads infrastructure will be maintained to a high standard.

6. **Information Technology**

No Information Technology implications have been identified 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**

All Suppliers health and safety credentials were evaluated by Corporate Health and Safety and met the Council's 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**

All Suppliers 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 anticipated.

13. **Climate Risk**

The level of impact associated with works connected with the Framework Contract has been assessed using the Scottish Government Sustainability Test and is considered to be high risk. Suppliers awarded Package Orders (Call-off Contracts) under the Framework Contract will be required to organise their activities in such a way that the impact they have on the environment is minimised.

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**List of Background Papers**

None

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**Author:** Brian Bradley, Senior Procurement Specialist, Corporate Procurement Unit, [brian.bradley@renfrewshire.gov.uk](mailto:brian.bradley@renfrewshire.gov.uk)

## Appendix 1 Evaluation scoring

<b>Lot 1 – Carriageway Resurfacing</b>			
Tenderer	Price	Quality	Total
Finco Contracts Ltd	70.00%	30.00%	100.00%
Hillhouse Quarry Group Limited t/a MacAsphalt	67.68%	30.00%	97.68%
John McGeady Limited	58.51%	30.00%	88.51%
JH Civil Engineering Limited	54.00%	27.50%	81.50%
Tarmac Trading Limited	49.75%	30.00%	79.75%
Luddon Construction Limited	48.92%	30.00%	78.92%
Hamilton Tarmac	46.54%	26.25%	72.79%

<b>Lot 2 – Footway Resurfacing</b>			
Tenderer	Price	Quality	Total
Hillhouse Quarry Group Limited t/a MacAsphalt	70.00%	30.00%	100.00%
Finco Contracts Ltd	69.38%	30.00%	99.38%
John McGeady Limited	62.88%	30.00%	92.88%
JH Civil Engineering Limited	56.67%	27.50%	84.17%
Luddon Construction Limited	43.16%	30.00%	73.16%
Hamilton Tarmac	36.69%	26.25%	62.94%

<b>Lot 3 – Environmental Network Improvement</b>			
Tenderer	Price	Quality	Total
Hillhouse Quarry Group Limited t/a MacAsphalt	70.00%	30.00%	100.00%
JH Civil Engineering Limited	55.55%	27.50%	83.05%
John McGeady Limited	45.85%	30.00%	75.85%
Luddon Construction Limited	40.19%	30.00%	70.19%

<b>Lot 4 – Carriageway Defect Patching</b>			
Tenderer	Price	Quality	Total
Finco Contracts Ltd	70.00%	30.00%	100.00%
Hillhouse Quarry Group Limited t/a MacAsphalt	61.15%	30.00%	91.15%
JH Civil Engineering Limited	52.48%	27.50%	79.98%
John McGeady Limited	44.67%	30.00%	74.67%
Luddon Construction Limited	25.40%	30.00%	55.40%

<b>Lot 5 – Surface Treatment</b>			
Tenderer	Price	Quality	Total
Kiely Bros. Limited	70.00%	22.50%	92.50%
John McQuillan (Contracts) Limited	51.73%	22.50%	74.23%

<b>Lot 6 – Pre-Patching in Advance of Surface Dressing</b>			
Tenderer	Price	Quality	Total
Hillhouse Quarry Group Limited t/a MacAsphalt	70.00%	30.00%	100.00%
Finco Contracts Ltd	59.05%	30.00%	89.05%
John McGeady Limited	45.66%	30.00%	75.66%
JH Civil Engineering Limited	43.42%	27.50%	70.92%
Luddon Construction Limited	37.42%	30.00%	67.42%
John McQuillan (Contracts) Limited	29.66%	22.50%	52.16%

<b>Lot 7 – Works to Roads Related Structures</b>			
Tenderer	Price	Quality	Total
WI&A Gilbert Limited	70.00%	22.50%	92.50%
Chemcem Scotland Limited	59.83%	18.75%	78.58%

<b>Lot 8 – Road Markings</b>			
Tenderer	Price	Quality	Total
Finco Contracts Ltd	70.00%	30.00%	100.00%
Hillhouse Quarry Group Limited t/a MacAsphalt	50.26%	30.00%	80.26%
Luddon Construction Limited	42.36%	30.00%	72.36%
Markon Limited	52.65%	17.50%	70.15%
Tim Doody & Co. Limited	57.46%	12.50%	69.96%
WJ North Limited	48.21%	20.00%	68.21%

<b>Lot 9 – Minor Traffic Improvement Works</b>			
Tenderer	Price	Quality	Total
John McGeady Limited	70.00%	30.00%	100.00%
Hillhouse Quarry Group Limited t/a MacAsphalt	54.32%	30.00%	84.32%
Luddon Construction Limited	53.56%	30.00%	83.56%
Finco Contracts Ltd	47.27%	30.00%	77.27%

## Appendix 2 Places on the Framework to be awarded for Year One

<b>Lot 1 – Carriageway Resurfacing</b>	
Tenderer	Ranking on Lot
Finco Contracts Ltd	1st
Hillhouse Quarry Group Limited t/a MacAsphalt	2nd
John McGeady Limited	3rd
JH Civil Engineering Limited	4th

<b>Lot 2 – Footway Resurfacing</b>	
Tenderer	Ranking on Lot
Hillhouse Quarry Group Limited t/a MacAsphalt	1st
Finco Contracts Ltd	2nd
John McGeady Limited	3rd
JH Civil Engineering Limited	4th

<b>Lot 3 – Environmental Network Improvement</b>	
Tenderer	Ranking on Lot
Hillhouse Quarry Group Limited t/a MacAsphalt	1st
JH Civil Engineering Limited	2nd
John McGeady Limited	3rd
Luddon Construction Limited	4th

<b>Lot 4 – Carriageway Defect Patching</b>	
Tenderer	Ranking on Lot
Finco Contracts Ltd	1st
Hillhouse Quarry Group Limited t/a MacAsphalt	2nd
JH Civil Engineering Limited	3rd
John McGeady Limited	4th

<b>Lot 5 – Surface Treatment</b>	
Kiely Bros. Limited	
John McQuillan (Contracts) Limited	

<b>Lot 6 – Pre-Patching in Advance of Surface Dressing</b>	
Hillhouse Quarry Group Limited t/a MacAsphalt	
Finco Contracts Ltd	
John McGeady Limited	
JH Civil Engineering Limited	

<b>Lot 7 – Works to Roads Related Structures</b>	
Tenderer	Ranking on Lot
WI&A Gilbert Limited	1st
Chemcem Scotland Limited	2nd

<b>Lot 8 – Road Markings</b>	
Tenderer	Ranking on Lot
Finco Contracts Ltd	1st
Hillhouse Quarry Group Limited t/a MacAsphalt	2nd
Luddon Construction Limited	3rd
Markon Limited	4th

<b>Lot 9 – Minor Traffic Improvement Works</b>	
Tenderer	Ranking on Lot
John McGeady Limited	1st
Hillhouse Quarry Group Limited t/a MacAsphalt	2nd
Luddon Construction Limited	3rd
Finco Contracts Ltd	4th



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**To: Finance, Resources and Customer Services Policy Board**

**On: 2<sup>nd</sup> February 2022**

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

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**Heading: Contract Award: Multi Storey Lift Refurbishment (RC-CPU-20-208)**

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**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 Multi Storey Lift Refurbishment (RC-CPU-20-208) to Jackson Lift Services Limited.
- 1.2 The recommendation to award the Contract follows a procurement exercise conducted in accordance with The Council's Standing Orders Relating to Contracts for a below Regulated Threshold (Works) Contract using the Open Tender Procedure.
- 1.3 A Contract Strategy was approved by the Head of Property Services and the Strategic Commercial and Procurement Manager on 5th October 2021.
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**2. Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board:

- (a) Authorise the Head of Corporate Governance to award a Contract for the Multi Storey Lift Refurbishment (RC-CPU-20-208) to Jackson Lift Services Limited;
  - (b) Authorise the Contract Sum of £486,741.40 excluding VAT and an additional 5% contingency for any unforeseen works;
  - (c) Note the works are for a total period of two (2) years with an anticipated starting date of 1<sup>st</sup> March 2022. The actual starting date will be confirmed in the Council's Letter of Acceptance to Jackson Lift Services Limited.
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### 3. **Background**

- 3.1 This procurement is for the appointment of a suitably experienced contractor to carry out the refurbishment of lifts at fourteen (14) Residential Multi Storey properties throughout Renfrewshire.

As part of the routine/programmed inspections carried out by Property Services, a survey identified that remedial works were required to be undertaken, in order to maintain the lifts to domestic dwellings within 14 of the multi storey properties which form part of the Council's housing stock. The Contract programme is for works to be carried out in each of the 14 multi storey blocks and will be carried out on a single lift at a time.

- 3.2 For the procurement of this Contract, a contract notice was published on the Public Contracts Scotland advertising portal on 6<sup>th</sup> October 2021 with the tender documentation available for downloading from the Public Contracts Scotland-Tender platform on this date.

During the live tendering period, fourteen (14) companies expressed an interest in the Contract. By the closing date set for the return of electronic tender submissions, 12 noon on Wednesday 27<sup>th</sup> October 2021, four (4) companies submitted a tender response, four (4) declined to respond and six (6) did not submit a response.

- 3.3 In accordance with Standing Orders Relating to Contracts 11.5, Tenderers were required to complete a Single Procurement Document (SPD) to be submitted with their tender submission. All four (4) tender submissions were evaluated against a pre-determined set of criteria in the form of the Single Procurement Document (SPD) by representatives from Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.



3.4 All four (4) tenderers confirmed compliance with the minimum criteria of the SPD and progressed to evaluation under the award criteria weighting of 60% Price and 40% Quality.

3.5 The scores relative to the award criteria of the four (4) tenderers are noted below:

		<b>Price (60%)</b>	<b>Quality (40%)</b>	<b>Total (100%)</b>
<b>1</b>	<b>Jackson Lift Services Ltd</b>	60.00%	29.50%	<b>89.50%</b>
<b>2</b>	<b>Consult Lift Services Ltd</b>	42.71%	36.25%	<b>78.96%</b>
<b>3</b>	<b>ADL Lift Services Ltd</b>	47.13%	27.75%	<b>74.88%</b>
<b>4</b>	<b>Saltire Lift Services</b>	48.73%	17.00%	<b>65.73%</b>

3.6 The evaluation of tender submissions received identified that the submission by Jackson Lift Services Limited was the most economically advantageous tender.

3.7 The form of Contract will be the SBCC Minor Works Building Contract (MW/Scot) 2011 Edition, supplemented/amended by the Employer's Amendments.

3.8 This project is funded from Revenue – General Services budget, Project Code HG321LIFTRE (KXD86/601002)

3.9 Community Benefits were requested as part of this procurement process and Jackson Lift Services Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Job for an unemployed individual	1
Modern Apprenticeship	1
S/NVQ (or equivalent) for <ul style="list-style-type: none"><li>• New Employee</li><li>• Existing Employee</li><li>• Supply Chain Employee</li></ul>	1
Financial Support for a Community Project	1

## Implications of the Report

1. **Financial** – The cost for these works will be met by the Revenue – General Services budget.
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 etc.
  - *Our Renfrewshire is safe* – A central requirement of the Property Services department is to ensure that Council property, facilities and assets are properly maintained in a manner that complies with existing statutory legislation (Statutory Compliance) and that appropriate records are retained. This lift refurbishment work will ensure safe entry and exit for domestic residents within Renfrewshire Multi Storey blocks.
  - *Creating a sustainable Renfrewshire for all to enjoy* – Jackson Lift Services Limited has committed to deliver a number of Community Benefits as detailed within section 3.8 of this report.
4. **Legal** - The procurement of this Contract was conducted as a below Regulated (Works) Open Procurement Procedure in accordance with the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** The project will facilitate the refurbishment of existing passenger transportation systems within 14 Residential Multi Storey Properties across Renfrewshire. This contract will assist the Council in its legal obligation to ensure that properties under its control remain safe to use.
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 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** – Jackson Lift Services 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 ensures that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern government.
10. **Risk** – Jackson Lift Services 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 Position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of these works has been assessed using the Scottish Government Sustainability Test and is considered to be low risk. **Energy Consumption** - there is an opportunity to reduce energy consumption by replacing all lighting with LED lighting. The contractor will be required to consider energy saving measures where possible. **Vehicle Emissions** - the Lift Contractor will take full cognisance of the sites to ensure full consideration is taken on environmental issues, energy implications and access to sites. **Waste Production** - contractors are required to provide documented procedures for dealing with waste (e.g. waste management plans, waste segregation, recycling etc.).

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**To:** Finance, Resources and Customer Services Policy Board

**On:** 2 February 2022

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**Report by:** Report by the Chief Executive and the Director of Environment and Infrastructure

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**Heading:** Contract Authorisation Report for Processing & Recycling of Mixed Paper and Card (RC-CPU-21-132)

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## 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 Processing & Recycling of Mixed Paper and Card (RC-CPU-21-132) to Enva Scotland Limited.
  - 1.2 The recommendation to award this Contract follows a mini competition made under the Scotland Excel Treatment and Disposal of Recyclable and Residual Waste Dynamic Purchasing System Framework (schedule 27/17), Lot 2 Processing of Paper, Cardboard, News & PAMS (separate and/or mixed).
  - 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure and the Strategic Commercial and Procurement Manager in October 2021.
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## 2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
- 2.1.1 Authorise the Head of Corporate Governance to award a contract for Processing & Recycling of Mixed Paper and Card (RC-CPU-21-132) to Enva Scotland Limited;
  - 2.1.2 Authorise the initial period of contract of one (1) year with the option to extend on two (2) separate occasions each for a period of twelve (12) months. The contract is anticipated to commence on the 1 April 2022. In the event that the Contract does not commence on 1 April 2022, the Contract period shall run from the actual date of commencement as stated in the Letter of Acceptance. Under the terms of this Contract the Council shall have the option to exercise a break clause and terminate the Contract every (6) months from commencement without penalty or compensation payable to the Service Provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed paper, card and cardboard;
  - 2.1.3 Authorise the total Contract value of up to £1,725,600.00 excluding VAT.
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### **3. Background**

- 3.1 The Council has a requirement for the Processing & Recycling of Mixed Paper and Card. The Council's Waste Services currently collect approximately 7,190 tonnes per 12 months of Mixed Paper and Card from households, commercial premise and recycling centres. As part of this contract Council Refuse Collection Vehicles will deliver this material to the Service Provider's treatment site or designated reception point.
- 3.2 Under the terms of this Contract the Council shall have the option to exercise a break clause and terminate the Contract every (6) months from commencement of the Contract. The purpose of these (6) monthly review breaks is for both the Council and the Service Provider to monitor the commodity market associated with mixed paper and card with a view to understanding and reacting to market changes and to agree the level of the Gate Fee to reflect the anticipated price achievable by the Service Provider when the Target Waste is sold. Any subsequent price amendments agreed will then be subject in due course to the same process of review during the period of the Contract.

- 3.3 This procurement exercise has been tendered as a mini competition under the Scotland Excel Treatment and Disposal of Recyclable and Residual Waste Dynamic Purchasing System Framework (schedule 27/17 lot 2 Processing of Paper, Cardboard, News & PAMS (separate and/or mixed).
- 3.4 Lot 2 of the Scotland Excel Treatment and Disposal of Recyclable and Residual Waste Dynamic Purchasing System Framework has thirty-two (32) Suppliers currently registered on the Public Contract Scotland Tender platform. All thirty-two (32) Suppliers were invited to participate in the mini competition issued on 17<sup>th</sup> November 2021. In accordance with the terms of the DPS the Council could use the Call off Terms prepared by Scotland Excel or could use Council terms for the mini-competition. The Council chose to use the Council's General Conditions of Contract for Services – Waste and Operation Terms and Conditions for this mini-competition which also uses the term Service Provider rather than Supplier
- 3.5 By closing date set for return of electronic tenders of 12noon on 6<sup>th</sup> December 2021, two (2) Suppliers submitted a Tender Submission with thirty Suppliers (30) failing to provide a response.
- 3.6 Both Suppliers completed the European Single Procurement Document (ESPD) when applying for a place on the Scotland Excel Dynamic Purchasing System. Both Suppliers also confirmed within their tender submission that none of the exclusion criteria as detailed within Regulation 58 of The Public Contracts (Scotland) Regulations 2015 apply to them.
- 3.7 The Tender Submissions received were evaluated against the set award criteria on a combined weighting of 30% Quality and 70% Price. The scores relative to the Award Criteria are as follows:

		<b>Quality (30%)</b>	<b>Price (70%)</b>	<b>Total (100%)</b>
1	Enva Scotland Limited	28.25%	70.00%	<b>98.25%</b>
2	Regen Waste Limited	26.13%	39.72%	<b>65.85%</b>

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

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Job for an unemployed individual for a minimum of 26 weeks at least 30 hours per week.	1
Work Experience Placement for an individual 16+ years of age between 5 days and 4 weeks	1
Business advice/support to an SME /Social Enterprise/ Voluntary organisation	1

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## **Implications of the Report**

### **1. Financial**

The costs under this contract will be met from existing waste disposal revenue budgets.

### **2. HR & Organisational Development**

Not applicable.

### **3. Community/Council Planning –**

Creating a sustainable Renfrewshire for all to enjoy - the work proposed will support the delivery of this outcome

### **4. Legal**

The procurement of this contract was carried out in accordance with the Scotland Excel Processing & Disposal of Recycle & Residual Waste Dynamic Purchasing System Framework and the Council's Standing Orders Relating to Contracts.

### **5. Information Technology**

No Information Technology implications have been identified or are anticipated.

### **6. Property/Assets**

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**



Enva Scotland Limited Health and Safety submission was evaluated by the Council's Corporate Health and Safety team and meet the 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**

Enva Scotland Limited insurances have been assessed and evaluated to confirm they 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 implications have arisen or anticipated.

13. **Climate Risk**

The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and this contract will strive towards the Scottish Government's aims and objectives for a Zero Waste Scotland.

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**List of Background Papers**

None

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**To: Finance, Resources and Customer Services Policy Board**

**On: 2<sup>nd</sup> February 2022**

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**Report by: Joint Report by the Chief Executive and Director of Children's Services**

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**Heading: Provision of Functional Family Therapy  
(RC-CPU-20-400)**

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**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 negotiated contract to Action for Children Services Limited for the provision of a Functional Family Therapy (RC-CPU-20-400) ("Contract").
- 1.2 The recommendation to award this Contract for a Social or Other Specific Service follows a procurement exercise which was conducted as a Negotiated Procedure without prior publication in accordance with the Public Contracts (Scotland) Regulations 2015, as amended for a Services contract with value above the GPA threshold (formerly known as the EU Threshold) and the Council's Standing Orders Relating to Contracts.
- 1.3 A Contract Strategy for this Contract was approved on 19<sup>th</sup> April 2021 by the Strategic Commercial and Procurement Manager and the Head of Childcare and Criminal Justice.

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## 2. **Recommendations**

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

2.1.1 To award the Contract for the Provision of Functional Family Therapy (RC-CPU-20-400) to Action for Children Services Limited upon finalising the Key Subcontracting requirements for the contract;

2.1.2 To award the Contract for three (3) years from 1<sup>st</sup> March 2022 to 28<sup>th</sup> February 2025 with the option to extend at the sole discretion of the council on 2 further occasions each of one (1) year to no later than 28<sup>th</sup> February 2027; and

2.1.3 To award the Contract for up to a maximum value of £1,375,000.00 excluding VAT for the full 5 years, (including the optional extension periods). Note that the agreed price per annum is £275,000 excluding VAT.

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## 3. **Background**

3.1 The Council requires to put in place a contract for the provision of functional family services. The Service is a family based intensive intervention programme aimed at improving the outcomes for young people aged 11-18 who are demonstrating significant behavioural difficulties including involvement in offending, violence and substance misuse.

3.2 The Functional Family Therapy is a licensed therapy and only parties licenced by Functional Family Therapy LLC can provide this therapy and through Action for Children Services Limited, the Council is able to obtain this Service.

3.3 This procurement process was conducted as a Negotiated Procedure without Prior Publication in accordance with the Public Contracts (Scotland) Regulations 2015, as amended for a Social or Other Specific Service Contract with value above the GPA threshold (formerly known as the EU Threshold) for a Social or Other Specific Service and the Council's Standing Orders Relating to Contracts.

3.4 The Invitation to Tender was issued to Action for Children Services Limited via the Public Contracts Scotland Tender portal on 23<sup>rd</sup> April 2021 with a tender closing date of 12 noon on 2<sup>nd</sup> June 2021.

- 3.5 The tender document included a Single Procurement Document (SPD) as required by the Council's Standing Orders relating to Contracts and Action for Children Services Limited confirmed that they met all the SPD requirements.
- 3.6 Action for Children Services Limited's tender response was evaluated against a pre-determined set of criteria by representatives from the following Council Services: Corporate Procurement Unit, Corporate Risk, Health and Safety and also by representatives of Children's Services – all requirements were met. Action for Children Services Limited as part of the tender submission confirmed that they would deliver the Service for the price as detailed in the tender.
- 3.7 The Service will involve a Key Subcontractor and parties are in discussions to finalise those arrangements and agree terms covering that arrangement. Award of a contract is to be subject to the Council and Action for Children Services Limited agreement on suitable Key Subcontractor terms. No change to the price or contract term will result from these negotiations.
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## **Implications of the Report**

1. **Financial** – Using Dun & Bradstreet, the financial status of Action for Children Services Limited was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - None
3. **Community/Council Planning** –
  - Our Renfrewshire is thriving – Providing early intervention to support service users and their families
  - Our Renfrewshire is well - Ensuring that those who require the service are supported to improve their health and wellbeing and future outcomes
  - Our Renfrewshire is fair - Ensuring that those who require the service are supported to improve their health and wellbeing and future outcomes
  - Tackling inequality, ensuring opportunities for all – Responsive services providing service users and their families with the support they need.
  - Working together to improve outcomes – The services delivered help to improve outcomes of service users within Renfrewshire.

4. **Legal** – This procurement process was conducted in accordance with the Public Contracts (Scotland) Regulations 2015, as amended for a Social or Other Specific Service Contract with value above the GPA threshold (formerly known as the EU Threshold) for a Social or Other Specific Service and the Council's Standing Orders Relating to Contracts.
  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** – Action for Children Services Limited Health and Safety submission has been evaluated by Corporate Health and Safety and meets the Council's 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** – Action for Children Services Limited insurances have been assessed and evaluated and meet the minimum requirements regarding insurable risk.
  11. **Privacy Impact** – The contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Action for Children Services Limited will be Data Controllers and, as such, have a legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data to those receiving the service under this contract.
  12. **Cosla Policy Position** – Not Applicable.
  13. **Climate Change** – No climate change implications were noted as part of this Contract.
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## List of Background Papers

none

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**To: Finance, Resources and Customer Services Policy Board**

**On: 2<sup>nd</sup> February 2022**

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**Report by: Joint Report by the Chief Executive and the Chief Officer  
Renfrewshire Health and Social Care Partnership**

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**Heading: Provision of Low Level, Preventative, Health and Wellbeing  
Services for Older Adults in Renfrewshire  
(RC-CPU-21-253)**

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**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 to Roar-Connections for Life Ltd for the Provision of Low Level, Preventative, Health and Wellbeing Services for Older Adults in Renfrewshire.
- 1.2 The recommendation to award this Contract follows a procurement exercise which was conducted as a Negotiated Procedure without prior publication in accordance with the Council's Standing Orders Relating to Contracts and regulation 76 of the Public Contracts (Scotland) Regulations 2015 as amended for a Services contract with value above the Regulated Procurement Health and Social Care Services threshold (formerly known as the EU Threshold).
- 1.3 A Contract Strategy for this contract was approved by the Strategic Commercial and Procurement Manager and the Head of Strategic Planning and Health Improvement, Renfrewshire Health and Social Care Partnership on 15<sup>th</sup> October 2021.

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## 2. **Recommendations**

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

2.1.1 To award the Contract for the Provision of Low Level, Preventative, Health and Wellbeing Services for Older Adults in Renfrewshire to ROAR-CONNECTIONS FOR LIFE LTD;

2.1.2 To award the Contract for three (3) years from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025; and

2.1.3 To award the Contract up to a maximum value of £736,952 excluding VAT for the entire contract period (£245,650.67 per annum).

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## 3. **Background**

3.1 This new contract will replace an existing contract in place with Roar-Connections for Life Ltd that is due to expire on 31<sup>st</sup> March 2022. The objectives of the contract are:

- To provide a flexible range of low-level preventative services, including befriending, designed to address the potential impact of social isolation on older adults;
- Provide companionship to isolated and excluded older adults with a view to reducing feelings of loneliness; and
- To create opportunities for older adults in Renfrewshire to enhance their quality of life, maintain existing skills and promote engagement with their community through increased social networks.

3.2 In provision of this Contract, the Service Provider shall offer a range of choices and opportunities to older adults to engage with preventative low-level services. Under this Contract the Service Provider shall provide 5 main service elements for older adults to access depending on their level of need and ability:

- Provision of clubs within Renfrewshire;
- 1:1 befriending support either at home or in the local community or by phone and/or befriending in groups to develop friendship networks;
- Prevention services;

- Support with transport; and
  - Volunteering.
- 3.3 This procurement process for this Contract was conducted as a Negotiated Procedure without Prior Publication in accordance with the Council's Standing Orders Relating to Contracts and Regulation 76 of the Public Contracts (Scotland) Regulations 2015, as amended for a Services Contract with value above the Regulated Procurement Health and Social Care Services threshold (formerly known as the EU Threshold).
- 3.4 The Invitation to Contract was issued to Roar-Connections for Life Ltd via the Public Contracts Scotland-Tender portal on 12<sup>th</sup> November 2021 with a tender closing date of 12 noon on 3<sup>rd</sup> December 2021.
- 3.5 The Invitation to Contract included a Single Procurement Document (SPD) as required by the Council's Standing Orders relating to Contracts. Roar-Connections for Life Ltd met all the stated minimum criteria within the SPD.
- 3.6 Roar-Connections for Life Ltd technical and commercial submission was evaluated against pre-determined criteria by representatives from the following Council Services: Corporate Procurement Unit, Corporate Risk, Health and Safety and also by representatives of the Renfrewshire Health and Social Care Partnership – all requirements were met. Roar-Connections for Life Ltd as part of the tender submission confirmed that they would deliver the service for the price as detailed in the Invitation to Contract.
- 3.7 Community Benefits were sought as part of the procurement process and Roar-Connections for Life Ltd have offered to participate in 3 industry awareness events.

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## Implications of the Report

1. **Financial** – Using Dun & Bradstreet, the financial status of Roar-Connections for Life Ltd was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - None

3. **Community/Council Planning –**
- Our Renfrewshire is thriving – providing work and volunteering opportunities to individuals from Renfrewshire
  - Our Renfrewshire is well - Supporting the wellness and resilience of our older residents
  - Our Renfrewshire is fair - ensuring that those who require the service are supported to improve their health and wellbeing
  - Reshaping our place, our economy and our future – a strong community-based service that responds to the needs of older people in Renfrewshire
  - Tackling inequality, ensuring opportunities for all – Providing older people with the support they need
  - Working together to improve outcomes – The services delivered helps to improve outcomes of service users within Renfrewshire and aims to reduce social isolation.
4. **Legal** – This procurement process was conducted as a contract for Social and Other specific Services in accordance with the Council's Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2015, as amended for a Services Contract with value above the Regulated Procurement Health and Social Care Services (formerly known as the EU Threshold).
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** – Roar-Connections for Life Ltd Health and Safety submission has been evaluated by Corporate Health and Safety and meets the Council's 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** – Roar-Connections for Life Ltd insurances have been assessed and evaluated and meet the minimum requirements regarding insurable risk.

11. **Privacy Impact** - The contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Roar-Connections for Life Ltd will be Data Controllers and Data Processors and, as such, have a legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data to those receiving the service under this contract.
12. **Cosla Policy Position** –Not Applicable.
13. **Climate Change** – No climate change implications were noted as part of this Contract.

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**List of Background Papers**  
none

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**Author:** Sarah Ford, Senior Procurement Specialist, Corporate Procurement Unit, [Sarah.Ford@renfrewshire.gov.uk](mailto:Sarah.Ford@renfrewshire.gov.uk)





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**To: Finance, Resources and Customer Services Policy Board**

**On: 2<sup>nd</sup> February 2022**

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**Report by: Joint Report by the Chief Executive and the Director of Communities and Housing**

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**Heading: Provision of Street Stuff  
(RC-CPU-21-091)**

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**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 to St Mirren Football Club Ltd.(The) for the Contract for the provision of Street Stuff.
  - 1.2 This procurement exercise has been conducted in accordance with Section 12 (1) of the Procurement Reform (Scotland) Act 2014 (as amended).
  - 1.3 A Contract Strategy for this contract was approved by the Strategic Commercial and Procurement Manager and the Head of Communities and Public Protection.
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**2. Recommendations**

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

- 2.1.1 To award the Contract for the Provision of Street Stuff to ST MIRREN FOOTBALL CLUB LTD.(THE) (the “Contract”);
- 2.1.2 To award the Contract for an initial two (2) year period from 1<sup>st</sup> March 2022 to 29<sup>th</sup> February 2024 with the sole option of the Council to extend for up to a further 12 months on two separate occasion to 28<sup>th</sup> February 2026; and
- 2.1.3 To award the Contract with the core funding of £125,000 per annum, however as additional funding may be secured by the Council during the life of the contract the total value will not exceed a maximum value of £650,000 excluding VAT for the entire contract period.

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### 3. **Background**

- 3.1 The Council requires to put in place a contract for the provision of Street Stuff services (the “Service”). The Service is a multi-award winning youth engagement and diversionary project which has helped reduce youth disorder and provide positive activities and outcomes in every area of Renfrewshire in which it operates. The original project commenced in 2009 as a community-based response to youth engagement through the use of football and has since expanded to provide a range of activities including digital and cultural buses, holiday camps, life skills and learning, volunteering and employment opportunities. The Street Stuff Service supports social inclusion, education around healthy eating and lifestyles and delivers positive destinations for young people.
- 3.2 The Service was originally borne out of concerns about rising youth offending rates across Renfrewshire. Through targeting specific geographical ‘hot spot’ areas, the Service aims to address the causes of anti-social behaviour through its engagement with children and young people, aged 8-18 years, at no financial cost to those children or their parents or guardians. Over the period of its operation levels of youth related anti-social behaviour have reduced by around 65%. Should additional funding become available to the Council during the period of the contract Holiday Activity Programmes for children and young people aged 5-16 year plus will delivered as part of the Service.
- 3.3 The Head of Policy and Commissioning (HOPAC) approved the procedure for procurement of a negotiated contract without competition in accordance with the Council’s Standing Orders Relating to Contracts order 14. (Negotiated contract without competition) for a contract made



under Section 12 (1) of the Procurement Reform (Scotland) Act 2014 (as amended).

- 3.4 This Invitation to tender was issued to St Mirren Football Club Ltd. (The) via the Public Contract Scotland Tender portal on 10<sup>th</sup> September 2021 with a tender closing date of 12 noon on 30<sup>th</sup> September 2021.
- 3.5 The tender document issued included a Single Procurement Document (SPD) as required by the Council's Standing Orders relating to Contracts and the tender response submitted was evaluated against a pre-determined set of criteria by representatives from the following Council Services: Corporate Procurement Unit, Corporate Risk, Health and Safety and also by representatives of Communities and Housing – all requirements were met.
- 3.6 Community Benefits were sought as part of the procurement process and St Mirren Football Club Ltd.(The) advised within their tender submission that the following Community Benefits would be delivered as part of this Contract:
- Modern Apprenticeship
  - Work Experience Placement for an individual 16+years
  - Work Experience Placement for an individual aged 14-16 years
  - Industry Skill Transfer to Schools
  - Non financial support for a Community Project

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## Implications of the Report

1. **Financial** – Using Dun & Bradstreet, the financial status of St Mirren Football Club Ltd.(The) was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - None
3. **Community/Council Planning** –
  - Our Renfrewshire is thriving – providing positive destinations for children and young people from Renfrewshire
  - Our Renfrewshire is well - Supporting the wellness and resilience of our children and young people
  - Our Renfrewshire is fair – providing support in areas of multiple deprivation as well as areas with high incidences of youth disorder and anti-social behaviour

- Reshaping our place, our economy and our future – a strong community-based service that responds to the needs of children and young people in Renfrewshire
  - Working together to improve outcomes – The services delivered help to improve outcomes of children and young people within Renfrewshire.
4. **Legal** – The procurement of this contract has been conducted in accordance with Section 12 (1) of the Procurement Reform (Scotland) Act 2014 (as amended) and the Council's Standing Orders relating to Contracts.
  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** – St Mirren Football Club Ltd.(The) Health and Safety submission has been evaluated by Corporate Health and Safety and meets the Council's 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** – St Mirren Football Club Ltd.(The) insurances have been assessed and evaluated and meet the minimum requirements regarding insurable risk.
  11. **Privacy Impact** - The Service Provider is required to enter in to a data processing agreement as part of this Contract and is also subject to the Data Protection requirements as detailed in the Conditions of Contract for this Contract.
  12. **Cosla Policy Position** –Not Applicable.
  13. **Climate Change** – No climate change implications were noted as part of this Contract.

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**List of Background Papers**

none

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**To:** Finance, Resources and Customer Services Policy Board

**On:** 2 February 2022

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**Report by:** Report by the Chief Executive and the Director of Environment and Infrastructure

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**Heading:** Contract Authorisation Report for Recycling & Disposal of Mechanical Street Cleaning Arisings (RC-CPU-21-166)

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## 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 Recycling & Disposal of Mechanical Street Cleaning Arisings (RC-CPU-21-166) to WM Hamilton & Sons Limited.
  - 1.2 The recommendation to award this Contract follows a mini competition made under the Scotland Excel Treatment and Disposal of Recyclable and Residual Waste Dynamic Purchasing System Framework (schedule 27/17), Lot 17 Treatment and Disposal of Street Cleaning Arisings and Gully Waste.
  - 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure and the Strategic Procurement Manager in October 2021.
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## 2. Recommendations

2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:

2.1.1 Authorise the Head of Corporate Governance to award a contract for Recycling & Disposal of Mechanical Street Cleaning Arisings (RC-CPU-21-166) to WM Hamilton & Sons Limited;

2.1.2 Authorise the initial period of contract of one (1) year with the option to extend on two (2) separate occasions each for a period of twelve (12) months. The contract is anticipated to commence on the 1 April 2022. In the event that the Contract does not commence on 1 April 2022, the Contract period shall run from the actual date of commencement as stated in the Letter of Acceptance.

2.1.3 Authorise the total Contract value of up to £650,000.00 excluding VAT.

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### 3. **Background**

3.1 The Council has a requirement for the Recycling & Disposal of Mechanical Street Cleaning Arisings. The Council's Waste Services currently collect approximately 3800 tonnes per calendar year of Mechanical Street Cleaning Arisings from roadside channels and pavements. As part of this contract Council Mechanical Street Sweepers will deliver this material to the Service Provider's treatment site or designated reception point.

3.2 This procurement exercise has been tendered as a mini competition under the Scotland Excel Processing & Disposal of Recycle & Residual Waste Dynamic Purchasing System Framework (schedule 27/17) Lot 17 Treatment and Disposal of Street Cleaning Arisings and Gully Waste.

3.3 Lot 17 of the Scotland Excel Processing & Disposal of Recycle & Residual Waste Dynamic Purchasing System Framework has twenty three (23) Suppliers currently registered on the Public Contract Scotland Tender platform. All twenty-three (23) Suppliers were invited to participate in the mini competition issued on 17<sup>th</sup> November 2021. In accordance with the terms of the DPS the Council could use the Call off Terms prepared by Scotland Excel or could use Council terms for the mini-competition. The Council chose to use the Council's General Conditions of Contract for Services – Waste and Operation Terms and Conditions for this mini-competition which also uses the term Service Provider rather than Supplier.

3.4 By closing date set for return of electronic tenders of 12noon on 6<sup>th</sup> December 2021, three (3) Suppliers submitted a Tender Submission with twenty (20) failing to provide a response.

- 3.5 The 3 Suppliers who made a Tender Submission completed the European Single Procurement Document (ESPD) when applying for a place on the Scotland Excel Dynamic Purchasing System. The 3 Suppliers confirmed within their tender submission for this mini-competition that none of the exclusion criteria as detailed within Regulation 58 of The Public Contracts (Scotland) Regulations 2015 apply to them.
- 3.6 The Tender Submissions received were evaluated against the set award criteria on a combined weighting of 30% Quality and 70% Price. The scores relative to the Award Criteria are as follows:

		<b>Quality (30%)</b>	<b>Price (70%)</b>	<b>Total (100%)</b>
1	WM Hamilton & Sons Limited	28.75%	70.00%	<b>98.75%</b>
2	Enva Scotland Limited	28.25%	65.03%	<b>93.25%</b>
3	Levenseat Ltd	26.50%	50.52%	<b>77.02%</b>

- 3.7 The evaluation of tender submission received identified that the submission by WM Hamilton & Sons Limited was the most economically advantageous tender.
- 3.8 Community Benefits were requested as part of the procurement process and WM Hamilton & Sons Limited have committed to the following Community Benefits.

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Work Experience Placement for an individual 16+ years of age	5

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## Implications of the Report

- Financial**  
The costs under this contract will be met from existing waste disposal revenue budgets.
- HR & Organisational Development**  
Not applicable.
- Community/Council Planning –**  
Creating a sustainable Renfrewshire for all to enjoy - the work proposed will support the delivery of this outcome

4. **Legal**  
The procurement of this contract was carried out in accordance with the Scotland Excel Processing & Disposal of Recycle & Residual Waste Dynamic Purchasing System Framework and the Council's Standing Orders Relating to Contracts.
5. **Information Technology**  
No Information Technology implications have been identified or are anticipated.
6. **Property/Assets**  
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**  
WM Hamilton & Sons Limited Health and Safety submission was evaluated by the Council's Corporate Health and Safety team and meet the 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**  
WM Hamilton & Sons Limited insurances have been assessed and evaluated to confirm they 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 implications have arisen or anticipated.
13. **Climate Risk**



The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and this contract will strive towards the Scottish Governments aims and objectives for a Zero Waste Scotland.

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### **List of Background Papers**

None

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**To: The Finance, Resources and Customer Services Policy Board**

**On: Wednesday 2 February 2022**

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**Report by: Chief Executive and the Acting Director of Finance and Resources**

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**Heading: Telephony as a Service (RC-CPU-21-305)**

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**1. Summary**

1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Services Policy Board to award a Call Off Contract for Telephony as a Service.

1.2 This procurement will be conducted as a direct award in accordance with Call-Off Ordering procedure of the Renfrewshire Council single supplier Framework Agreement for the Provision of Connectivity as a Service (RC-CPU-19-272) ("Framework") and the Council's Standing Orders Relating to Contracts.

1.3 A Contract Strategy for the Council's Framework for Connectivity as a Service (RC-CPU-19-272) was authorised by the Head of ICT and the Strategic Commercial and Procurement Manager on 10 December 2020. Enterprise Telephony was identified as a relevant contract for replacement using this Framework.

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**2. Recommendations**

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

- 2.1.1 Award a Call Off Contract for Telephony as a Service to Commsworld Limited subject to conclusion of the Call-off Ordering Procedure under Renfrewshire Council single supplier Framework Agreement for the Provision of Connectivity as a Service (RC-CPU-19-272).
  - 2.1.2 Award the contract for a maximum period of 20 years from 01 April 2022 until 31 March 2042. The contract will have a break point every 5 years to allow the technology to be reviewed for ongoing alignment to business need. Should the Break option be exercised a period of notice of no less than 2 years shall be provided.
  - 2.1.3 Award the contract for a maximum contract value of £16,936,870 excluding VAT if the break points are not utilised, and the contract period reaches 20 years. The value for the initial year of the contract will be £604,804 and the annual recurring value from year 2 to year 20 will be £859,582.
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### 3. **Background**

- 3.1 Renfrewshire Council currently has a contract in place for Telephony as a Service which will expire on 18 April 2023. Therefore, the Council is seeking to appoint a new Service Provider for its Telephony as a Service solution by April 2022 to allow for the transition of these services to a new Service Provider before the current contract expires. Telephony was identified within the Framework as a service which shall be included for future delivery as a Call-off from the Framework. This Telephony solution will meet all the Council's communication needs such as fixed and mobile telephony, contact centre services, non-geographic numbers and where needed lift and alarm lines.
- 3.2 The Framework provides that during the life of the Framework potential new services will be assessed and subjected to soft market testing before a decision is made to include these services within the Framework or subject the requirement to a separate procurement process. In this instance, the Council carried out a benchmarking exercise for its Telephony requirement and determined that best value could be sought by awarding this Contract via a Call-Off made under the Framework.
- 3.3 In accordance with Standing Orders relating to Contracts 29.2, The HOPAC has identified a Framework which provides a suitable route to market and provides a procedure for Call-off Ordering without being required to seek further competition.

- 3.4 The Council has been negotiating with Commsworld Limited to agree the detail of this Call-off Contract and has now reached agreement in principle. In accordance with the Framework Call-Off Ordering Procedure, both parties are required to complete a Framework Order Form. To incorporate the requirements of the 20 year Contract Period with additional break options, the Council will require to include Special Conditions of Contract which will clearly set out the mechanisms as agreed. Once drafted, the Special Conditions of Contract will be issued with the Order Form to Commsworld Limited. On receipt of the signed Order Form the Contract can be concluded. The Special Conditions of Contract will not impact on the core contract elements set out in Section 2 of this report which have been fully agreed with Commsworld Limited. Should there be any change to any element of the recommendations, then this Contract will not be awarded and a further report will be submitted for approval to the next available Finance, Resources and Customer Services Policy Board.
- 3.5 Commsworld Limited has committed to deliver Community Benefits aligned to the Council's Community Benefit Outcome Menu and points matrix as follows:
- Across the full Contract term of 20 years, Community Benefits with an equivalent points value of 120 will be delivered as a minimum. Taking into account the contract structure, Commsworld have committed to deliver 90 points worth of Community Benefits in the first 5 year period. The Community Benefits to be delivered will be agreed in partnership between the Council, Commsworld Limited and the Community Benefits Forum.
- 3.6 Costs in respect of this contract will be met from the ICT Revenue and Capital Budgets
- 

## Implications of the Report

1. **Financial** - Costs under this Call Off Contract will be funded by the ICT Revenue and Capital budget.
2. **HR & Organisational Development** - No TUPE implications for the Council have arisen or are anticipated.
3. **Community/Council Planning –**
  - Working together to improve outcomes – this Call Off Contract will ensure the Council takes advantage of new technologies to deliver better and more efficient services.

4. **Legal** - This procurement was conducted as a Call-Off in accordance with Call-Off Ordering procedure of the Renfrewshire Council single supplier Framework for Connectivity as a Service (RC-CPU-19-272) and the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** – There are no property/assets implications arising from this contract.
6. **Information Technology** – The Council's ICT Services will be able to utilise the connectivity infrastructure already invested by Commsworld Limited upon implementation of previous services carried out by them under the Framework
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** – Commsworld Limited's health and safety credentials were evaluated by the Council's Health and Safety Department as part of the evaluation for the Framework.
9. **Procurement** – The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** - Commsworld Limited's insurance policies were evaluated by the Council's Risk Department as part of the evaluation for the Framework.
11. **Privacy Impact** – A Data Protection Impact Assessment was conducted for this Call-off Contract and reviewed by Information Governance.
12. **Cosla Policy Position** – No Cosla policy position implications have arisen or are anticipated.

13. **Climate Risk** – The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be medium risk.
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### **List of Background Papers**

Contract Authorisation Report for the Framework Agreement for the Provision of Connectivity as a Service

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**Author:** Rachel Davison, Senior Procurement Specialist,  
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**To:** Finance, Resources and Customer Services Policy Board

**On:** 2 February 2022

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**Report by:** Report by the Chief Executive and the Director of Environment and Infrastructure

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**Heading:** Contract Authorisation Report for Treatment, Recycling & Disposal of Mixed Waste from the Council's Household Waste Recycling Centres (HWRC's) and Waste Arisings from other Council Service Operations. (RC-CPU-21-134)

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## 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 Treatment, Recycling & Disposal of Mixed Waste from the Council's Household Waste Recycling Centres (HWRC's) and Waste Arisings from other Council Service Operations (RC-CPU-21-134) to Enva Scotland Limited.
- 1.2 The recommendation to award this Contract follows a mini competition made under the Scotland Excel Treatment and Disposal of Recyclable and Residual Waste Dynamic Purchasing System Framework (schedule 27/17), Lot 11 Treatment and Disposal of Bulky Waste.
- 1.3 A Contract Strategy was approved by the Director of Environment and Infrastructure and the Strategic Commercial and Procurement Manager in October 2021.

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## 2. Recommendations

### 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:

2.1.1 Authorise the Head of Corporate Governance to award a contract for Treatment, Recycling & Disposal of Mixed Waste from the Council's Household Waste Recycling Centres (HWRC's) and Waste Arisings from other Council Service Operations (reference RC-CPU-21-134) to Enva Scotland Limited;

2.1.2 Authorise the initial period of contract of one (1) year with the option to extend on two (2) separate occasions each for a period of twelve (12) months. The contract is anticipated to commence on the 1 April 2022. In the event that the Contract does not commence on 1 April 2022, the Contract period shall run from the actual date of commencement as stated in the Council's Letter of Acceptance.

2.1.3 Authorise the total Contract value of up to £6,500,000.00 excluding VAT where both the initial contract and both extensions are used.

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## 3. Background

3.1 The Council has a requirement for the Treatment, Recycling & Disposal of Mixed Waste from the Council's Household Waste Recycling Centres (HWRC's) and Waste Arisings from other Council Service Operations. As part of this contract Council Vehicles will deliver approximately 19,627 tonnes per 12 months of waste material to the Service Provider's treatment site or designated reception point.

3.2 This procurement exercise has been tendered as a mini competition under the Scotland Excel Treatment and Disposal of Recyclable and Residual Waste Dynamic Purchasing System Framework (schedule 27/17) Lot 11 Treatment and Disposal of Bulky Waste.

3.3 At the time of the mini competition, Lot 11 of the Scotland Excel Processing & Disposal of Recycle & Residual Waste Dynamic Purchasing System Framework had thirty (30) Suppliers registered on the Public Contract Scotland Tender platform. All thirty (30) Suppliers were invited to participate in the mini competition issued on 17<sup>th</sup> November 2021. In accordance with the terms of the DPS the Council could use the Call off Terms prepared by Scotland Excel or could use Council terms for the mini-competition. The

Council chose to use the Council's General Conditions of Contract for Services – Waste and Operation Terms and Conditions for this mini-competition which also uses the term Service Provider rather than Supplier.

- 3.4 By closing date set for return of electronic tenders of 12noon on 6<sup>th</sup> December 2021, two (2) Suppliers submitted a Tender Submission with twenty-eight (28) failing to provide a response.
- 3.5 Both Suppliers completed the European Single Procurement Document (ESPD) when applying for a place on the Scotland Excel Dynamic Purchasing System. Both Suppliers confirmed within their tender submission that none of the exclusion criteria as detailed within Regulation 58 of The Public Contracts (Scotland) Regulations 2015 apply to them.
- 3.6 The Tender Submissions received were evaluated against the set award criteria on a combined weighting of 30% Quality and 70% Price. The scores relative to the Award Criteria are as follows:

		<b>Quality (30%)</b>	<b>Price (70%)</b>	<b>Total (100%)</b>
1	Enva Scotland Limited	28.75%	70.00%	<b>98.75%</b>
2	J & M Murdoch & Son Ltd	23.75%	65.49%	<b>89.24%</b>

- 3.7 The evaluation of tender submission received identified that the submission by Enva Scotland Limited was the most economically advantageous tender submission.
- 3.8 Community Benefits were requested as part of the procurement process and Enva Scotland Limited have committed to the following Community Benefits.

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Job for an unemployed individual from a Priority Group for a minimum of 26 weeks for at least 30 hours per week	2
Work Experience Placement for an individual 16+ years of age between 5 days and 4 weeks	2
Industry Awareness Events	1
Industry Skill Transfer to Schools	1
Business advice/support to an SME /Social Enterprise/ Voluntary organisation	1
Financial Support for a Community Project	1
Non financial support for a Community Project	2

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## Implications of the Report

1. **Financial**

The costs under this contract will be met from existing waste disposal revenue budgets.

2. **HR & Organisational Development**

Not applicable.

3. **Community/Council Planning –**

Creating a sustainable Renfrewshire for all to enjoy - the work proposed will support the delivery of this outcome

4. **Legal**

The procurement of this contract was carried out in accordance with the Scotland Excel Processing & Disposal of Recycle & Residual Waste Dynamic Purchasing System Framework and the Council's Standing Orders Relating to Contracts.

5. **Information Technology**

No Information Technology implications have been identified or are anticipated.

6. **Property/Assets**

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**

Enva Scotland Limited Health and Safety submission was evaluated by the Council's Corporate Health and Safety team and meet the 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**

Enva Scotland Limited insurances have been assessed and evaluated to confirm they 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 implications have arisen or anticipated.

13. **Climate Risk**

The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and this contract will strive towards the Scottish Governments aims and objectives for a Zero Waste Scotland.

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**List of Background Papers**

None

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