

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Thursday, 08 February 2024	10:00	Via Teams Platform,

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

Chair

Councillor Shaw, Convener, presided.

In Attendance

A MacArthur, Director of Finance & Resources; J Bowles, Corporate Procurement Manager, R Park, Interim Corporate Procurement Manager, G Beattie, Strategic Commercial Category Manager, A Donaldson, Strategic Commercial Category Manager, B Bradley, Assistant Category Manager, L McGuinness, Communications Business Lead (Transformation), S Ford, Senior Procurement Specialist and A Ross and L Bishop, both Procurement Advisers (all Chief Executive's); C Dalrymple, Head of Facilities & Property Services and L Feely, Head of Housing Services, (both Environment, Housing & Infrastructure); M Boyd, Head of People & Organisational Development, M Conaghan, Head of Corporate Governance, C McCourt, Head of Finance & Procurement, P Murray, Head of Digital, Transformation & Customer Services, G Innes, Senior Service Delivery Manager (Customer & Digital Operations), E Shields, Business Services Manager, R Davison, Category Manager (ICT), R Cree, OD & Workforce Planning Manager, L Currie, Managing Solicitor (Projects), F Farrell, Technical Unit Programme Manager, E Simpson, Principal HR & OD Adviser, J Lochans, Programme Manager, E Gray Senior Committee Services Officer and J Barron, Committee Services Officer (all Finance & Resources); and S Docherty, Senior Contracts Officer (Renfrewshire Health and Social Care Partnership).

Webcasting of Meeting

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

Additional Item

The Convener intimated that there was an additional item of business in relation to Contract Award Paisley Grammar School Community Campus (PGSCC) – Principal Contractor (PC) Enabling Works (RC-CPU-21-247) which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item, which is dealt with at item 17 below, was urgent authorised its consideration.

Declarations of Interest and Transparency Statements

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

1 Investment Review Board

There was submitted the Minute of the meeting of the Investment Review Board held on 22 November 2023, a copy of which forms the Appendix to this document.

DECIDED: That the Minute be noted.

2 Revenue and Capital Budget Monitoring as at 10 November 2023

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources as at 10 November 2023.

The report stated that the projected revenue outturn as at 31 March 2024 for all services reporting to this Policy Board was an overspend position of £1.989 million against the revised budget for the year. The projected capital outturn as at 31 March 2024 for projects reporting to this Policy Board was a breakeven position against the revised budget for the year. Appendices to the report provided detailed analysis of expenditure and budget adjustments were listed at sections 4 and 6 of the report.

DECIDED:

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

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

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

3 **Revenue and Capital Budget Monitoring – Council Overview as at 10 November 2023**

There was submitted an update report by the Director of Finance & Resources relative to an overview of revenue and capital budget expenditure for the Council as at 10 November 2023.

Tables 1 and 2 of the report detailed that the projected revenue outturn position for all services as at 31 March 2024 was an overspend of £8.767 million and the projected capital outturn position for all services was an underspend of £0.143 million, split between General Fund services and the Housing Revenue Account. Further analysis was detailed in the appendices to the report.

DECIDED:

(a) That the projected revenue outturn position detailed in Table 1 of the report be noted, considering that the forecast position was based on best estimates at that point in time;

(b) That the substantial risks to the budget position as outlined in section 3 of the report be noted;

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

(d) That the prudential indicators detailed in section 6 of the report be noted.

4 **Paisley and Renfrew Common Good Fund Budgets 2024/25**

There was submitted a report by the Director of Finance & Resources relative to the estimated funding available for disbursement during 2024/25 from the Paisley and Renfrew Common Good Funds.

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

The report advised that discussion had taken place with the Cherrie Centre to assess their considerable reliance on Common Good Funding to maintain their early years service. An agreement had been reached which would allow a staged and manageable reduction in Common Good support over a number of years, details of which were provided in section 3.8 of the report.

DECIDED:

(a) That the 2024/25 budget allocations to Local Partnerships be approved as follows:

- (i) Renfrew Local Partnership - £84,600 from the Renfrew Common Good Fund;
- (ii) Paisley East Local Partnership - £12,400 from the Paisley Common Good Fund;
- (iii) Paisley North, West & Central Local Partnership - £10,900 from the Paisley Common Good Fund;
- (iv) Gleniffer Local Partnership - £10,200 from the Paisley Common Good Fund;

(b) That the continued funding of project awards, as outlined in Appendix 1 of the report, be approved; and

(c) That the proposed future year allocations to the Cherrie Centre, as outlined in section 3.8 of the report, be approved.

5 **Business Services Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to a proposed write-off of Council Tax and Non-Domestic Rates accounts for sums over £10,000 where recovery was no longer viable.

The value of the debt to be written off was £131,316.97 and a breakdown of this figure was provided at Appendix 1 of the report.

DECIDED: That the write off of £131,316.97, as detailed in Appendix 1 of the report, be approved.

6 **Business Services Performance Report**

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

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

DECIDED: That the content of the report be noted.

7 **Customer Services Performance Report**

There was submitted a report by the Director of Finance & Resources relative to performance of key customer services functions including call centre, face-to-face and digital support for customers to December 2023.

The report provided an update on the overall contact centre call handling volumes and indicated that face-to-face services continued in Renfrewshire House. Details of customer volumes were provided in the report. The report advised that demand for Digital Services remained high and provided an update on the level of online transactions being completed.

DECIDED: That the content of the report be noted.

8 **People Strategy – Ongoing implementation of key priorities (Health and Wellbeing Plan ‘2024 - 2029’; Equality, Diversity and Inclusion Plan, and HR&OD Policy Review)**

There was submitted a report by the Director of Finance & Resources relative to the ongoing implementation of the Council's People Strategy priorities: ‘Our People Our Future 2021-2026’.

The report provided background to the People Strategy and detailed the work which had been carried out around development of a new Health and Wellbeing Plan, a new Equality, Diversity and Inclusion Plan and the ongoing HR&OD Policy Review Plan. These plans were set out at Appendices 1 to 3 of the report respectively.

Councillor Shaw, seconded by Councillor Nicolson, moved:

(a) That the Health and Wellbeing Plan ‘2024 - 2029’; Equality, Diversity and Inclusion Plan; and the revised HR&OD Policy, as set out at Appendices 1-3 of the report respectively, be approved; and

(b) That it be noted that regular progress reports would be provided to the Corporate Management team and annual progress reports would be presented to Elected Members.

Councillor Ann-Dowling, seconded by Councillor Clark, moved as an amendment:

(a) That the Health and Wellbeing Plan ‘2024 - 2029’ and the revised HR&OD Policy, as set out at Appendices 1 and 3 of the report respectively, be approved;

(b) That approval of the Equality, Diversity and Inclusion Plan be continued to a future meeting to allow officers to present a more complete plan, taking recognition of the concerns raised by members of this Policy Board; and

(c) That it be noted that regular progress reports would be provided to the Corporate Management team and annual progress reports would be presented to Elected Members.

On the roll being called, the following members voted for the amendment: Councillors Ann-Dowling, Clark, Gilmour, Grady, Graham, McGonigle and Mullin.

The following members voted for the motion: Councillor Airlie-Nicolson, Provost Cameron, Councillors Audrey Doig, Innes, MacFarlane, Nicolson and Shaw.

On a vote being taken, 7 members voted for the motion and 7 members voted for the amendment. There being an equality of votes being cast the Convener used his second and casting vote in favour of the motion. The motion was accordingly declared carried.

DECIDED:

(a) That the Health and Wellbeing Plan ‘2024 - 2029’; Equality, Diversity and Inclusion Plan; and the revised HR&OD Policy, as set out at Appendices 1-3 of the report respectively, be approved; and

(b) That it be noted that regular progress reports would be provided to the Corporate Management team and annual progress reports would be presented to Elected Members.

9 **Facilities and Property Services - Service Update Report**

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

DECIDED: That the content of the report be noted.

10 **Council Tax – Second Home Levy Charge Policy**

There was submitted a report by the Director of Finance & Resources relative to a proposed change to the council tax charges for second homes in Renfrewshire.

The report set out the definition of second homes and the current policy in respect of the level of council tax charge levied on them in Renfrewshire which equated to a 10 percent discount. From 1 April 2024, the Council Tax (Variation for Unoccupied Dwellings) (Scotland) Amendment Regulations 2023 would come into force which would afford Local Authorities the discretion to charge up to a 100 percent increase for dwellings classed as second homes.

The report proposed that a policy setting out the Council's position in relation to imposing a 100 percent levy on second homes, which amended the 10 percent discount currently available be implemented. The proposed policy was appended to the report.

DECIDED:

(a) That the content of the report be noted; and

(b) That the Council Tax Second Home Levy Charge Policy, set out at Appendix 1 to the report, be approved.

11 **Civic Hospitality**

There was submitted a report by the Director of Finance & Resources relative to consideration of requests received by the Provost for civic hospitality from organisations for specific events as detailed within the report.

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

- (i) St John's Church - civic reception for their Christmas tree competition - £350;
- (ii) Paisley Sinfonia - civic reception for their 60th anniversary - £1,500;
- (iii) Paisley Mod - celebratory event for the volunteers - £1,500; and
- (iv) MND Scotland - table at their charity ball - £900

The report advised that the budget provision for 2023/24 for civic hospitality (including international links) was £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £6,400.

DECIDED:

- (a) That the provision of hospitality, as detailed in section 1 of the report, for Paisley Sinfonia and the MND Charity Ball be approved;
- (b) That the Director of Finance & Resources be authorised, in consultation with the Provost, to make the necessary arrangements for the agreed provision of hospitality;
- (c) That the action taken in respect of the civic reception for the Paisley Mod Volunteers event be homologated; and
- (d) That the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the St John's Christmas Tree competition be noted.

12 **Contract Award: MTC Roller Shutters Maintenance and Repair (RCCPU- 23-202)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a services contract for MTC Roller Shutter Maintenance and Repair to Aardee Security Shutters Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for MTC Roller Shutters Maintenance and Repair (RC-CPU-23-202) to Aardee Security Shutters Limited;
- (b) That it be noted that the initial contract period was three years, with the Council having the option to extend the contract period for up to 12 months on two separate occasions, subject to contract performance;
- (c) That it be noted that the contract was anticipated to commence 1 April 2024 and that the actual commencement date would be confirmed in the Council's letter of acceptance to Aardee Security Shutters Limited; and
- (d) That the maximum contract value of up to £750,000 excluding VAT for the contract period, including use of the extension periods, be authorised with any orders to carry out works being by the Council as and when required.

13 **The Provision of Community Based Mental Health Services incorporating Distress Brief Interventions Services Level 2 (RC-CPU-23-193)**

There was submitted a joint report by the Director of Finance & Resources and the Chief Officer, Renfrewshire Health and Social Care Partnership relative to the award of a contract for the provision of Community Based Mental Health Services incorporating Distress Brief Interventions Services Level 2 to RAMH.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Provision of Community Based Mental Health Services incorporating Distress Brief Interventions Services Level 2, reference RC-CPU-23-193, to RAMH (Company Registration Number SC141458);

(b) That it be noted that the commencement date of the contract was anticipated to be 9 March 2024 for a contract period of 2 years, with the option to extend for up to 12 months on two occasions and that the actual commencement date for this contract would be confirmed in the Council's letter of acceptance; and

(c) That the contract value of up to a maximum of £1,556,000 (£389,000 per annum) excluding VAT for the contract period, including use of the extensions be approved.

14 **Supply of Biomass Fuel**

There was submitted a joint report by the Directors of Finance & Resources, Environment, Housing & Infrastructure and Children's Services relative to the award of a contract for the Supply of Biomass Fuel to AMP Biomass Fuel Ltd.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Supply of Biomass Fuel to AMP Biomass Fuel Ltd;

(b) That it be noted that the intended call-off start date was 1 March 2024 with the initial call-off period being 24 months;

(c) That it be noted that the award of this contract was subject to the completion of the Crown Commercial Services National Fuels 2 Framework Agreement Order Form; and

(d) That it be noted that the cumulative spend made under this contract would be up to a maximum value of £300,000 excluding VAT.

15 **Contract Award: Housing Stock Condition Surveys (RC-CPU-22-331)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a services contract for Housing Stock Condition Surveys to The John Martin Partnership (Quantity Surveyors) Limited t/a JMP Construction & Property Consultants.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for Housing Stock Condition Surveys, reference RC-CPU-22-331, to The John Martin Partnership (Quantity Surveyors) Limited t/a JMP Construction & Property Consultants (SC282319);

(b) That a service period of three years with the option to extend for a further period of one year on two separate occasions be approved;

(c) That it be noted that the contract start date was 15 April 2024 and that any changes to these dates would be confirmed in the Council's letter of acceptance; and

(d) That a maximum contract value of up to £1,500,000.00, excluding VAT for the contract period, including use of the extension periods, for all task orders made under this contract be approved.

16 **St James' Playing Field Modular Pavilions (RC-CPU-22-237)**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for St James' Playing Field Modular Pavilions to SKW Construction Ltd.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for St James' Playing Field Modular Pavilions to SKW Construction Ltd;

(b) That the contract sum of £2,723,940.50 excluding VAT be approved; and

(c) That the contract value up to £2,883,940.50 excluding VAT, which included £160,000 for quantified risk and contingency be approved.

17 **Contract Award: Paisley Grammar School Community Campus (PGSCC) – Principal Contractor (PC) Enabling Works (RC-CPU-21-247)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of an enabling works package for Paisley Grammar School Community Campus – Principal Contractor Enabling Works to Galliford Try Construction Limited, t/a Morrison Construction Scotland.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award an Enabling Works Contract for the Paisley Grammar School Community Campus (PGSCC) – Principal Contractor (PC) Enabling Works (RC-CPU-21-247) to Galliford Try Construction Limited, T/A Morrison Construction Scotland;

(b) That the award of the contract for the contract sum of £1,906,916 excluding VAT be approved;

(c) That the approved contract value up to £2,097,607 excluding VAT, which included £190,691 for risk and contingency, be approved; and

(d) That it be noted that the contract was anticipated to start on 26 February 2024, with the date for completion of the works anticipated to be 31 May 2024 and that the actual dates would be confirmed in the Council's letter of acceptance to Galliford Try Construction Limited, T/A Morrison Construction Scotland.