

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Thursday, 13 June 2024	10:00	Via Teams Platform,

Present: Councillor Fiona Airlie-Nicolson, Councillor Alison Ann-Dowling, Councillor Jacqueline Cameron, Provost Lorraine Cameron, Councillor Graeme Clark, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Neill Graham, Councillor Robert Innes, Councillor Alec Leishman, Councillor Iain Nicolson, Councillor John Shaw

Chair

Councillor Shaw, Convener, presided.

In Attendance

A MacArthur, Director of Finance & Resources; L McIntyre, Head of Policy & Partnerships, B Walker, Programme Director (City Deal & Infrastructure) and L Fingland, Service Planning & Policy Development Manager (all Chief Executive's); C Dalrymple, Head of Facilities & Property Services, J McElhinney, Fleet & Sustainable Transport Manager, J Murdoch, Housing Regeneration Manager and K Sillars, Housing Asset & Investment Manager (all Environment, Housing & Infrastructure); and M Conaghan, Head of Corporate Governance, C McCourt, Head of Finance & Procurement, P Murray, Head of Digital, Transformation & Customer Services, R Cree, Head of People & Organisational Development, J Bowles, Corporate Procurement Manager, G Beattie, A Donaldson, L Gillan and R Park, all Strategic Category Managers, E Simpson, Strategic Lead Partner (Organisational Development), S Brydson and G Gordon, both Senior Procurement Specialists and B Bradley, Assistant Category Manager, G Innes, Senior Service Delivery Manager (Customer & Digital Operations), E Shields, Business Services Manager, S Fanning, Strategic Lead Partner (Health & Safety), R Davison, Digital Category Manager, R Phillips, Project Manager, E Gray Senior Committee Services Officer and D Cunningham, Committee Services & Licensing Officer (all Finance & Resources).

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.

Apologies

Councillors Mullin and Grady.

Declarations of Interest

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

Transparency Statements

Councillor Ann-Dowling indicated that she had a connection to item 5 by reason of having a family member who attended PACE. However, she indicated that she had applied the objective test and did not consider she had an interest to declare.

Councillor Shaw indicated that he had a connection to item 5 by reason of having a family member who attended PACE. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

Councillor Innes indicated that he had a connection to item 5 by reason of having a family member who attended PACE. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

1 Joint Consultative Board (Non-Teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-Teaching) held on 18 April 2024, a copy of which forms the Appendix to this document.

DECIDED: That the Minute be noted.

2 Finance & Resources Service Improvement Outturn Report 2023/26

There was submitted a report by the Director of Finance & Resources relative to performance to deliver the Finance & Resources Service Improvement Plan 2023/26 during the 12-month period 1 April 2023 to 31 March 2024.

The report provided an update on changes made to the action plan and scorecard to reflect the new Council Plan themes; a progress update on implementing the action plan linked to the 2023/26 Service Improvement Plan; and an assessment of performance in relation to the service scorecard of core performance indicators.

DECIDED:

(a) That the report be noted;

(b) That the progress, to date, on delivering the actions contained within the Finance & Resources - Service Improvement Plan 2023/26 be noted; and

(c) That the performance of the service, as measured by the scorecard indicators, be noted.

3 **Finance & Resources Service Improvement Plan 2024/27**

There was submitted a report by the Director of Finance & Resources relative to the Finance & Resources Service Improvement Plan 2024/27.

The Service Improvement Plan 2024/27, a copy of which was attached as Appendix 1 of the report, was designed to sit beneath the Council Plan, Community Plan, Risk Management Plan, and the Workforce Plan to form a suite of documents which provided the strategic direction for the service. The Plan identified the priorities being addressed, the key tasks to be implemented, the implementation timetable and the measures of success. A mid-year progress update on the Service Improvement Plan would be submitted to a meeting of this Policy Board in the autumn of 2024.

DECIDED:

(a) That the Finance & Resources Service Improvement Plan 2024/27, a copy of which was appended to the report, be approved; and

(b) That it be noted that mid-year progress with the Service Improvement Plan, with updates to the actions and performance indicators, would be submitted to this Policy Board in autumn 2024.

4 **FARS Health and Safety Report and Plan**

There was submitted a report by the Director of Finance & Resources relative to the Finance & Resources Annual Health & Safety report 2023/24 and the Finance & Resources Annual Health & Safety Plan 2024/25.

The Finance & Resources Annual Health & Safety report 2023/24 was attached as Appendix 1 of the report, while a copy of the Finance & Resources Annual Health & Safety Plan 2024/25 was attached as Appendix 2 of the report. The Council's Health & Wellbeing Plan promoted a positive health and safety culture to ensure compliance with relevant Health and Safety legislation and supported the Council Plan in working together to achieve a thriving and connected Renfrewshire, creating opportunities for all. The report summarised the approach within Finance & Resources to health and safety, with the Annual Health & Safety Report 2023/24 detailing activity during 2023/24 and the Annual Health & Safety Plan 2024/25 outlining arrangements in place for 2024/25 for the management of health and safety and continuous improvement in relation to health and safety.

DECIDED: That the content of the report be noted.

5 **Chief Executive's Service Improvement Outturn Report 2023/24**

There was submitted a report by the Chief Executive relative to performance to deliver the Chief Executive's Service - Service Improvement Plan 2023/26 during the 12-month period 1 April 2023 to 31 March 2024.

The report provided an update on changes made to the action plan and scorecard to reflect the new Council Plan themes; a progress update on implementing the action plan linked to the 2023/26 Service Improvement Plan; and an assessment of performance in relation to the service scorecard of core performance indicators.

DECIDED:

(a) That the report be noted;

(b) That the progress, to date, on delivering the actions contained within the Chief Executive's Service - Service Improvement Plan 2023/26 be noted; and

(c) That the performance of the service, as measured by the scorecard indicators, be noted.

6 **Chief Executive's Service Improvement Plan 2024/27**

There was submitted a report by the Chief Executive relative to the Chief Executive's Service - Service Improvement Plan 2024/27.

The Service Improvement Plan 2024/27, a copy of which was attached as Appendix 1 of the report, was designed to sit beneath the Council Plan, Community Plan, Risk Management Plan, and the Workforce Plan to form a suite of documents which provided the strategic direction for the service. The Plan identified the priorities being addressed, the key tasks to be implemented, the implementation timetable and the measures of success. A mid-year progress update on the Service Improvement Plan would be submitted to a meeting of this Policy Board in autumn 2024.

DECIDED:

(a) That the Chief Executive's Service - Service Improvement Plan 2024/27, a copy of which was appended to the report, be approved; and

(b) That it be noted that mid-year progress with the Service Improvement Plan, with updates to the actions and performance indicators, would be submitted to this Policy Board in autumn 2024.

7 **Chief Executive's Service - Annual Health and Safety Report 2023/2024 and Action Plan and Performance Indicators 2024/2025**

There was submitted a report by the Chief Executive relative to the Chief Executive's Service Annual Health & Safety report 2023/24 and the Chief Executive's Service Annual Health & Safety Plan 2024/25.

The Chief Executive's Service Annual Health & Safety report 2023/24 was attached as Appendix 1 of the report, while a copy of the Chief Executive's Service Annual Health & Safety Plan 2024/25 was attached as Appendix 2 of the report. The Council's Health & Wellbeing Plan promoted a positive health and safety culture to ensure compliance with relevant Health and Safety legislation and supported the Council Plan in working together to achieve a thriving and connected Renfrewshire, creating opportunities for all. The report summarised the approach within the Chief Executive's Service to health and safety, the Annual Health & Safety Report 2023/24 detailed activity during 2023/24 and the Annual Health & Safety Plan 2024/25 outlined arrangements in place for 2024/25 for the management of health and safety and continuous improvement in relation to health and safety.

DECIDED:

(a) That the activity within areas in the remit of this Policy Board contained in the Chief Executive's Service Health & Safety report 2023/24, attached as Appendix 1 of the report, be noted; and

(b) That the Chief Executive's Service Annual Health & Safety Plan 2024/25, attached as Appendix 2 of the report, be approved.

8 Environment, Housing and Infrastructure - Service Improvement Plan 2023-26 Outturn Report

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to performance to deliver the Environment, Housing & Infrastructure Service Improvement Plan 2023/26 during the 12-month period 1 April 2023 to 31 March 2024.

The report provided an update on changes made to the action plan and scorecard to reflect the new Council Plan themes; a progress update on implementing the action plan linked to the 2023/26 Service Improvement Plan; and an assessment of performance in relation to the service scorecard of core performance indicators.

DECIDED:

(a) That the report be noted;

(b) That the progress, to date, on delivering the actions contained within the Environment, Housing and Infrastructure - Service Improvement Plan 2023/26 be noted; and

(c) That the performance of the service, as measured by the scorecard indicators, be noted.

9 Environment, Housing and Infrastructure - 2024-2027 Service Improvement Plan

There was submitted a report by the Director of Environment, Housing and Infrastructure relative to the Environment, Housing & Infrastructure Service Improvement Plan 2024/27.

The Service Improvement Plan 2024/27, a copy of which was attached as Appendix 1 of the report, was designed to sit beneath the Council Plan, Community Plan, Risk Management Plan, and the Workforce Plan to form a suite of documents which provided the strategic direction for the service. The Plan identified the priorities being addressed, the key tasks to be implemented, the implementation timetable and the measures of success. A mid-year progress update on the Service Improvement Plan would be submitted to a meeting of this Policy Board in autumn 2024.

DECIDED:

(a) That the Environment, Housing and Infrastructure Service Improvement Plan 2024/27, a copy of which was appended to the report, be approved; and

(b) That it be noted that mid-year progress with the Service Improvement Plan, with updates to the actions and performance indicators, would be submitted to this Policy Board in autumn 2024.

10 **Environment, Housing and Infrastructure Annual Health and Safety Report (2023/24) and Plan (2024/25)**

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to the Environment, Housing & Infrastructure Annual Health & Safety report 2023/24 and the Environment, Housing & Infrastructure Annual Health & Safety Plan 2024/25.

The Environment, Housing & Infrastructure Annual Health & Safety report 2023/24 was attached as Appendix 1 of the report, while a copy of the Environment, Housing & Infrastructure Annual Health & Safety Plan 2024/25 was attached as Appendix 2 of the report. The Council's Health & Wellbeing Plan promoted a positive health and safety culture to ensure compliance with relevant Health and Safety legislation and supported the Council Plan in working together to achieve a thriving and connected Renfrewshire, creating opportunities for all. The report summarised the approach within the Environment, Housing & Infrastructure Service to health and safety, with the Annual Health & Safety Report 2023/24 detailing activity during 2023/24 and the Annual Health & Safety Plan 2024/25 outlining arrangements in place for 2024/25 for the management of health and safety and continuous improvement in relation to health and safety.

DECIDED:

(a) That the activity within areas in the remit of this Policy Board contained in the Environment, Housing & Infrastructure Health & Safety report 2023/24, attached as Appendix 1 of the report, be approved;

(b) That the activity within areas in the remit of this Policy Board contained in the Environment, Housing & Infrastructure Annual Health & Safety Plan 2024/25, attached as Appendix 2 of the report, be approved; and

(c) That it be noted that the Environment, Housing and Infrastructure Annual Health and Safety report 2023/24 and the Environment, Housing & Infrastructure Annual Health and Safety Plan 2024/25 had been submitted to meetings of the Infrastructure, Land and Environment Policy Board and Communities and Housing Policy Board where those elements within the report and Plan were within the remits of those Boards were approved.

11 **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 April 2024.

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.

12 **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 April 2024.

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.

13 **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) Friends of Renfrewshire (Furth) - the provision of lunch for visiting members - £158.55;
- (ii) Douglas Street Nursery - a civic reception to mark their 70th anniversary - £900;
- (iii) The Wynd Counselling & Conference Centre - a civic reception to mark their 40th anniversary - £2,500;

- (iv) Accord Hospice - tickets for their Ladies Lunch event - £500;
- (v) Tannahill McDonald Club - a civic reception to mark their 250th anniversary of the birth of Robert Tannahill - £2,500;
- (vi) Event remembering William McNally - the provision of hospitality in the form of a buffet at the light switch on event at Tweedie Hall - £600;
- (vii) OneRen - a civic reception to mark the opening of the Paisley Arts Centre - £1,000; and
- (viii) Paisley & District Battalion of the Boys Brigade - civic hospitality for the presentations for the Queen's Badge and Duke of Edinburgh Awards - £1,750.

The report advised that the budget provision for 2024/25 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 £13,700.

DECIDED:

- (a) That the provision of hospitality as detailed above for the Wynd Counselling & Conference Centre, the Tannahill McDonald Club, the official light switch on for Tweedie Hall, the reopening of Paisley Art Centre and the Boys Brigade Queen's Badge Awards be approved;
- (b) That the purchase of tickets for a table at the Ladies Lunch for Accord Hospice be approved;
- (c) That the Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for the agreed hospitality and ticket purchases; and
- (d) That the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the Friends of Renfrewshire visit and the Douglas Street Nursery event be noted.

14 Report on the Voluntary Redundancy/Voluntary Retirement Scheme

There was submitted a report by the Director of Finance & Resources relative to the Council's Voluntary Redundancy/Early Retirements Scheme. A summary of the financial implications of the scheme for the period 1 April 2023 to 31 March 2024 was attached at Appendix 1 to the report.

The report detailed the number of employees leaving through the voluntary redundancy or voluntary early retirement schemes (VR/VER), and associated financial implications for the Council. It was confirmed that 74 employees (70.35 FTE) had left the Council through voluntary redundancy or early retirement in the period 1 April 2023 to 31 March 2024.

DECIDED: That the content of the report be noted.

15 **Annual Report on the Health, Safety and Wellbeing Activities within Renfrewshire Council**

There was submitted a report by the Director of Finance & Resources relative to the health, safety and wellbeing arrangements and performance of Renfrewshire Council in effectively managing health, safety, and wellbeing for the period 1 April 2023 to 31 March 2024.

The report set out the key areas of activity during the reporting period and provided detail on the number of incidents reported to the Health and Safety Executive and employees who had completed health and safety training courses.

DECIDED: That the health, safety and wellbeing arrangements and performance of the Council be noted.

16 **People Strategy 2021-26 : Revised HR &OD Policies - Disciplinary Policy and Performance Management Policy**

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 the development of a new People, Performance and Wellbeing Policy (formerly known as People, Performance and Talent Policy) and Revised Disciplinary Policy which were attached at Appendices 1 and 2 of the report respectively.

DECIDED: That the revised HR&OD Policies, attached at Appendices 1 and 2 of the report, be approved.

17 **Review of Records Management Policy**

There was submitted a report by the Director of Finance & Resources relative to the Council's Records Management Policy, a copy of which was attached at Appendix 1 to the report.

The report provided a background to the Records Management Policy which was approved by the General Management & Finance Policy Board on 28 April 2010 and was subject to regular review.

A number of minor revisions to the policy were set out in the report which reflected the current structure of the Information Governance Team and incorporated reference to the Council's Business Classification Scheme which provided the primary framework for the organisation and life-cycle management of Council information and records.

DECIDED:

(a) That the revised Records Management Policy, which formed the appendix to the report, be approved; and

(b) That it be agreed that the Policy be reviewed on a two-yearly basis.

18 **Internal Audit**

There was submitted a report by the Director of Finance & Resources relative to a proposal to develop options in conjunction with neighbouring councils to address shared resilience issues within Internal Audit Teams.

The report provided detail on the Council's requirement to carry out audit and counter fraud activity and set out the risks faced by the team responsible for this in terms of resilience due to generally accepted difficulties with the recruitment of professional audit and fraud prevention staff within local government and the size and composition of the team. Due to the fact that this risk was also faced by neighbouring authorities, informal discussions had taken place with the Chief Financial Officers (Section 95 Officers) of Inverclyde Council and West Dunbartonshire Council to consider these risks and to begin to explore possible options which would address them.

The report summarised the discussions which had taken place and proposed that further development work on potential options be progressed and a report on the findings be presented to a future meeting of this Policy Board.

DECIDED:

(a) That the informal discussions between Chief Finance Officers of Renfrewshire Council, Inverclyde Council and West Dunbartonshire Council with regards improving resilience within internal audit and counter fraud services be noted; and

(b) That it be agreed that further development work on potential options be progressed and that a report be submitted to a future meeting of this Policy Board.

19 **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.

20 **Contract Award: Asbestos Surveying & Analytical Services; General Housing – Void & Repairs (RC-CPU-23-004)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for Asbestos Surveying & Analytical Services; General Housing – Void & Repairs, (RC-CPU-23-004) to Environtec Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a services contract, being a Call-Off Contract made under Lot 4 of the Scotland Excel Framework Agreement for Asbestos Related Works and Services, reference 0722, for Asbestos Surveying & Analytical Services; General Housing – Void & Repairs, reference RC-CPU-23-004 in the form of NEC4 Term Service Short Contract June 2017 (as amended January 2019, October 2020 and January 2023) and 'Z' Clauses to Environtec Limited;

(b) That the maximum approved contract value of up to £720,000 excluding VAT for the service period, including use of any extension periods, for all Task Orders made under this contract be authorised;

(c) That a service period of one year with the option to extend by 12 months on three separate occasions be authorised;

(d) That it be noted that the starting date was anticipated to be 29 July 2024 and that any changes to the date would be confirmed in the Council's Letter of Acceptance;

(e) That it be authorised that the Contractor's total liability be limited to the levels of insurance to be maintained for this specific Work Order which equated to a minimum of £10 million for each and every claim in respect of loss or damage to property (except Plant and Materials and Equipment), and in the aggregate in respect of Products, and a minimum of £5 million in the annual aggregate for Professional Indemnity; or such increased level as a Council may specify for a particular Work Order under the competitive selection procedure; and

(f) That it be noted that the award of this contract required the provision of a Data Processor Agreement as indicated within the tender documentation.

21 **Contract Award: Asbestos Surveying & Analytical Services; Housing External Capital Programme Works (RC-CPU-24-004)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for Asbestos Surveying & Analytical Services; Housing External Capital Programme Works, (RC-CPU-24-004) to Environtec Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a Services Contract, being a Call-Off Contract made under Lot 4 of the Scotland Excel Framework Agreement for Asbestos Related Works and Services, reference 0722, for Asbestos Surveying & Analytical Services; Housing External Capital Programme Works, in the form of NEC4 Term Service Short Contract June 2017 (as amended January 2019, October 2020 and January 2023) and 'Z' Clauses reference RC-CPU-24-004 to Environtec Limited;

(b) That the maximum approved contract value of up to £492,000 excluding VAT for

the service period, including use of any extension periods, for all Task Orders made under this contract be authorised;

(c) That a service period of one year with the option to extend by 12 months on three separate occasions be authorised;

(d) That it be noted that the starting date was anticipated to be 29 July 2024 and that any changes to this date would be confirmed in the Council's Letter of Acceptance;

(e) That it be authorised that the Contractor's total liability be limited to the levels of insurance to be maintained for this specific Work Order which equated to a minimum of £10 million each and every claim in respect of loss or damage to property (except Plant and Materials and Equipment), and in the aggregate in respect of Products, and a minimum of £5 million in the annual aggregate for Professional Indemnity; or such increased level as a Council may specify for a particular Work Order under the competitive selection procedure; and

(f) That it be noted that the award of this contract required the provision of a Data Processor Agreement as indicated within the tender documentation.

22 **Contract Award: Demolition and site clearance of Council properties at Tannahill area, Paisley (RC-CPU-23-218)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing and Infrastructure relative to the award of a contract for Demolition and site clearance of Council properties at Tannahill area, Paisley (RC-CPU-23-218) to Caskie Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a Works Contract, a Call-Off Contract under Lot 2 of the Scotland Excel Framework Agreement for Demolition and Deconstruction Works in the form of SBCC Minor Works Building Contract for use in Scotland, 2016 Edition as supplemented and amended by the Employer's Amendments for Demolition and site clearance of Council properties at Tannahill area, Paisley, reference RCCPU- 23-218 to Caskie Limited;

(b) That the Contract Sum of £630,817.00 excluding VAT for this Contract (the approved contract value) be authorised; and

(c) That it be noted that the date for commencement of the works was 15 July 2024, the date for completion was 52 weeks from the date for commencement of the works and that the actual dates would be confirmed in the Council's Letter of Acceptance to Caskie Limited.

23 **Contract Award: Supply and Delivery of 3x Refuse Collection Vehicles (RC-CPU-23-339)**

There was submitted a joint report by the Director of Finance & Resources and Environment, Housing & Infrastructure Services relative to the award of a contract for the Supply and Delivery of 3x Refuse Collection Vehicles (RC-CPU-23-339) to Farid Hillend Engineering Limited as part of the Council's Vehicle Replacement

Programme for 2024/25.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Supply and Delivery of 3x Refuse Collection Vehicles to Farid Hillend Engineering Limited made following a mini competition under Lot 10 (Bodies for Refuse Collection Vehicles) of the Scotland Excel Framework Agreement for the Supply and Delivery of Heavy and Municipal Vehicles (Reference 0321);

(b) That the approved contract value of £669,702 excluding VAT be authorised; and

(c) That it be noted that Farid Hillend Engineering Limited had confirmed that delivery of the vehicles would be made 38 weeks from receipt of the Letter of Acceptance and that delivery of the vehicles would be made to Fleet Services, Underwood Road, Paisley.

24 **Contract Award: Linwood ON-X: Refurbishment of Hockey Pitch (RC-CPU-23-275)**

here was submitted a joint report by the Director of Finance & Resources and Chief Executive relative to the award of a contract for the Linwood On-X: Refurbishment of Hockey Pitch (RC-CPU-23-275) to Allsports Construction & Maintenance Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a building contract in the form of SBCC Design and Build Contract for use in Scotland (DB/Scot) (2011 Edition) as supplemented by the Employer's Amendments for Linwood On- X: Refurbishment of Hockey Pitch (RC-CPU-23-275) to Allsports Construction & Maintenance Limited;

(b) That the Contract Sum of £456,224.41 excluding VAT be authorised;

(c) That a contingency spend of £89,766.00 excluding VAT, which equated to 19.68 percent of the Contract Sum, be authorised;

(d) That a total Approved Contract Value of £545,990.41 excluding VAT (which was the total of the Contract Sum plus the contingency spend) be authorised; and

(e) That it be noted that the Date of Commencement of the works was anticipated to be 15 July 2024, the Date of Completion of the works was anticipated to be 4 October 2024 and that any changes to these dates would be confirmed in the Council's Letter of Acceptance to Allsports Construction & Maintenance Limited.

25 **Contract Award: Tandlemuir Farm Peatland Restoration (RC-CPU-23-247)**

There was submitted a report by the Director of Finance & Resources and the Chief Executive relative to the award of a contract for Tandlemuir Farm Peatland Restoration (RC-CPU-23-247) to McGowan Environmental Engineering Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a works contract in the form of NEC3 Engineering and Construction Short Contract with Z clauses, for Tandlemuir Farm Peatland Restoration (RC-CPU-23-247) to McGowan Environmental Engineering Limited, subject to confirmation of funding from NatureScot;

(b) That the award of the contract for the total of the prices (Approved Contract Value) of £297,498.22 excluding VAT, subject to confirmation of funding from NatureScot, be authorised;

(c) That it be noted that the anticipated starting date was 2 September 2024, the completion date was 16 weeks from the starting date and that the actual dates will be confirmed in the Council's Letter of Acceptance to McGowan Environmental Engineering Limited.

26 **Contract authorisation report for Procurement Cards (RC-CPU-23-329)**

There was submitted a report by the Director of Finance & Resources relative to the award of contract for Procurement Cards to National Westminster Bank Public Limited Company.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the call-off contract, being a Call-Off Contract made under Crown Commercial Services Payment Solutions 2 Framework Agreement (RM6248), Lot 1 Procurement Cards for the Provision of Procurement Cards (RC-CPU- 23-329) to National Westminster Bank Public Limited Company, who had confirmed that they would be subcontracting the performance of this service to The Royal Bank of Scotland Public Limited Company;

(b) That the initial period of the Call-off Contract from 19 August 2024 until 30 October 2025, with the option to extend for a further two periods of 12 months, be noted and that it be further noted that the actual start date would be confirmed in the Order Form issued following the Framework Call-Off Award Procedure;

(c) That it be noted that the annual spend through the Call-off Contract was anticipated to be up to £5 million excluding VAT, however Council spend via procurement cards would fluctuate during the contract term;

(d) That it be noted that this was a collaborative procurement and the annual rebate available would be calculated based on collective spend of Cluster Members which was anticipated to be in excess of £100million, that it was therefore anticipated that the rebate to the Council will be up to £63,000 per annum and that there was no contract cost to the Council, as the provider took a transaction fee from the supplier of the goods being purchased via the card; and

(e) That the Core Terms of the Framework Agreement aggregate liability cap for this contract which would not exceed the greater of £5 million or 150% of the Estimated Yearly Charges be authorised.

27 **Active Multi Asset Investment Manager (RC-CPU-23-222)**

There was submitted a report by the Director of Finance & Resources relative to the award of a contract for an Active Multi Asset Investment Manager to LGT Wealth Management Limited (CRN SC317950).

DECIDED:

(a) The Head of Corporate Governance be authorised to award the contract for an Active Multi Asset Investment Manager, reference RC-CPU-23-222, to LGT Wealth Management Limited;

(b) That the maximum approved contract value of £698,610 excluding VAT for the full contract period, including any extensions (£139,722 per annum) be authorised;

(c) That it be noted that the contract was for a period of three years with the option to extend for up to a further two years; and

(d) That it be noted that the anticipated Commencement Date of the Contract was 1 September 2024 and that the actual Commencement Date would be confirmed in the Council's Letter of Acceptance.

28 **Contract Authorisation Report for Payment Processing Service (RC-CPU-23-236)**

There was submitted a report by the Director of Finance & Resources relative to the award of a contract for or Payment Processing Services to Access Paysuite Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for Payment Processing Services to Access Paysuite Limited, being a Call-Off Contract made under Lot 2 of the Crown Commercial Services G-Cloud 13 Framework Agreement (RM1557.13);

(b) That the Call-Off Contract for an initial term of three years with the option to extend for up to 12 months be authorised;

(c) That it be noted that the proposed Call-Off Start Date was 1 August 2024 and that the actual date would be formally confirmed in the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 Call-Off Contract (Order Form);

(d) That the maximum approved Call-Off Contract value of up to £260,000 excluding VAT for the full Call-Off Contract period, including any extensions, be authorised; and

(e) That liability cap of £5 million in the aggregate per annum on direct loss, destruction, corruption, degradation or damage to any Council Data, not exceeding 150 percent of the annual charges all other Defaults, be authorised.

29 **Contract Authorisation Report for the Provision of Phishing Prevention Software (Reference: RC-CPU-23-313)**

There was submitted a report by the Director of Finance & Resources relative to the award of a contract for the Provision of Phishing Prevention Software to Softcat PLC.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for the Provision of Phishing Prevention Software to Softcat PLC, being a Call-Off Contract made under Lot 3 of the Crown Commercial Services (CCS) Framework Agreement for Technology Products & Associated Services 2 RM6098, in accordance with the Framework Call-Off Award Procedure;

(b) That the initial Contract Term of three years with the option to extend the contract for a period of two years on two separate occasions be authorised;

(c) That it be noted that the proposed Call-Off Start Date was 8 July 2024 and that the actual date would be confirmed in the Order Form in accordance with the Framework Call-Off Award Procedure;

(d) That the maximum approved contract value of £667,284.43 (excluding VAT) for the full Call-Off Contract period, including any extensions (7 years in total), including a fixed price of £254,457 (excluding VAT) for the initial three-year term plus an 8 percent contingency per annum in each of the extension years (four to seven), be authorised; and

(e) That the Core Terms of the Framework Agreement aggregate liability cap for this contract, which would not exceed the greater of £5 million or 150 percent of the Estimated Yearly Charges, be authorised.