

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 01 September 2021	14:00	Council Chambers, Renfrewshire House, Paisley & Teams (Hybrid),

Present: Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor Neill Graham, Councillor Jim Harte, Councillor John Hood, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor Andy Steel

Chair

Councillor Shaw, Convener, presided.

In Attendance

L McIntyre, Head of Policy & Commissioning, A Armstrong-Walter, Strategic Partnership & Equalities Manager, B Lambert, Corporate Procurement Manager, S Gibb, Procurement Operations Manager, G Beattie, Strategic Commercial Category Manager and A Donaldson, Strategic Commercial Category Manager (all Chief Executive's); G Hutton, Head of Operations & Infrastructure and P McConnachie, Senior Facilities Manager (Support Services) (both Environment & Infrastructure); and A Russell, Director of Finance & Resources, K Graham, Head of Corporate Governance, J Lynch, Head of Property, A MacArthur, Head of Finance, M Conaghan, Legal & Democratic Services Manager, R McGrath, Head of Customer & Business Services, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, R Devine, C MacDonald, P Shiach and E Gray, Senior Committee Services Officers and J Barron, Assistant Committee Services Officer (all Finance & Resources).

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Policy Board would be webcast live and would be available to view on the Council's website.

Declarations of Interest

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

Item Withdrawn

Prior to commencement of the meeting the Convener advised that agenda item 15 – Lease of Vans had been withdrawn and consequently would not be considered by the Policy Board.

1 Joint Consultative Board (Non-teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 2 June 2021, as attached as Appendix I hereto.

DECIDED: That the Minute be noted.

2 Investment Review Board

There was submitted the Minute of the meeting of the Investment Review Board held on 9 June 2021, as attached as Appendix II hereto.

DECIDED: That the Minute be noted.

3 Revenue & Capital Budget Monitoring Report as at 25 June 2021

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources relative to revenue and capital budget expenditure and adjustments for the period to 25 June 2021.

DECIDED:

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

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

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

4 Revenue & Budget Monitoring Report - Council Overview as at 25 June 2021

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources relative to an overview of revenue and capital expenditure for the period to 25 June 2021.

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 and confirmed government support to date; and

(b) That the projected capital outturn position detailed in Table 2 of the report be noted.

5 **Customer & Business Services Performance Report**

There was submitted a report by the Director of Finance & Resources relative to the performance of Customer & Business Services including revenue collection and benefit administration for the period to 28 July 2021.

The report included an update on the funding and expenditure position for Discretionary Housing Payments, the Scottish Welfare Fund, the Low Income Pandemic Payment and a performance update in relation to customer services provision for July and the year to date. Appendices to the report provided information on revenue collection and key performance indicators.

DECIDED: That the report be noted.

6 **Facilities Management Operational Performance Report**

There was submitted a report by the Director of Environment & Infrastructure relative to an operational performance update on Facilities Management (Hard and Soft Services) delivered by Environment & Infrastructure since the meeting of this Policy Board in June 2021.

The report advised that defibrillators were available in all Secondary Schools in Renfrewshire and provided details of a proposal to expand this provision and make defibrillators available for school and community use at all Secondary and Primary schools in Renfrewshire.

DECIDED:

(a) That the operational performance update be approved; and

(b) That the investment and placement of defibrillators for emergency resuscitation purposes at every school in Renfrewshire, accessible for community use at all times of the day and night, as set out in the report be approved.

7 **Public Holidays for Employees 2022**

There was submitted a report by the Director of Finance & Resources relative to public holidays for employees in 2022 as detailed in the Appendix to the report.

The report advised that, in a departure from the traditional bank holiday pattern established over many years and to celebrate HM The Queen's Platinum Jubilee, the late Spring bank holiday on Monday, 30 May 2022 would move to Thursday, 2 June 2022 and an additional bank holiday had been granted on 3 June 2022. In line with the approach taken by the Scottish Government and echoing arrangements put in place for the Diamond Jubilee in 2012, it was proposed that public holidays for employees in 2022 reflect these changes, that an additional day of no work requirement on 3 June 2022 be approved and that any employee required to work on that day be given a day off in lieu at a later date.

DECIDED:

(a) As previously agreed for the Queen's Diamond Jubilee in 2012, an additional day of no work requirement on Friday, 3 June 2022 be approved, and that any employee required to work on that day be given a day off in lieu at a later date; and

(b) That the list of public holidays and days of no work requirement for Renfrewshire Council employees for 2022 as set out in the Appendix to this report be approved.

8 Conferences/Seminars

There was submitted a report by the Director of Finance & Resources relative to attendance at two online courses for Councillors: Memory Skills & Mind Mapping on and Speed Reading & Retention, hosted by the Local Government Information Unit on 16 September 2021 at a cost of £120 per course.

Councillor Sharkey, seconded by Councillor Brown, proposed that in addition to Councillor James MacLaren, Councillor Sharkey be authorised to attend. This was agreed unanimously.

DECIDED: That attendance by Councillor James MacLaren and Councillor Sharkey be approved.

9 Asbestos Removal

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing relative to the award of a contract for asbestos removal (RC-CPU-21-083) to Clarke's Environmental Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for asbestos removal (RC-CPU-21-083) to Clarke's Environmental Limited;

(b) That the award of a Term Service Contract up to a value of £720,000 be approved; and

(c) That a contract period of one year, starting 1 October 2021 or as confirmed in the Letter of Acceptance, with the option to extend the contract for further periods at the Council's discretion, and with the total of any extension periods not exceeding twelve months, be approved.

10 Council-wide Laundry Maintenance

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for council-wide laundry maintenance (RC-CPU-20-096) to Washco Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a services contract for council-wide laundry maintenance to WashCo Limited;

- (b) That the award of a contract up to a total contract value of £350,000.00 excluding VAT for the period of contract (initial and both extension periods) be approved;
- (c) That an initial contract period of three years commencing on 27 October 2021 or as stated in the Letter of Acceptance, with the option to extend on two separate occasions, each for a period of twelve months be approved; and
- (d) That it be noted that WashCo Limited was required to enter into a Data Processor Agreement with the Council.

11 Framework Agreement for the Provision of Trades Contractors 2021/25

There was submitted a joint report by the Chief Executive and the Directors of Environment & Infrastructure, Finance & Resources and Communities & Housing Services, relative to a Framework Agreement for the provision of trades contractors 2021/25.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to enter into a Framework Agreement for the provision of trades contractors (RC-CPU-20-392) with the suppliers listed at Appendix 1 to this report;
- (b) That a spend under the Framework Agreement of up to £35,040,000.00 excluding VAT be approved;
- (c) That a Framework Agreement period of 4 years starting on 30 October 2021, be approved; and
- (d) That it be noted that:
 - (i) the Framework Agreement included 13 Lots to be awarded on rank per Lot with ranking based on the total scores awarded to tenderers during the evaluation process as detailed in Appendices 1 and 2 to the report;
 - (ii) the Council had an option to carry out mini-competitions under the framework to further drive best value on larger scale work packages. Mini-competitions would be carried out on a Lot by Lot basis, with the suppliers awarded onto the Lot applicable to the specific work package; and
 - (iii) the Council had an option to award directly any larger scale work packages (up to a value of £180,000.00) for essential works where time was of the essence and timescales precluded carrying out a mini-competition or a tendering procedure.

12 Measured Term Contract for the Provision of Scaffolding & Associated Works

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for the provision of scaffolding and associated works (RC-CPU-20-390) to Top Scaffolding Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for the provision of scaffolding and associated works to Top Scaffolding Limited;
- (b) That a spend under the contract of up to £500,000.00 excluding VAT be approved; and
- (c) That a contract period of 48 months, commencing 30 October 2021 or as confirmed in the Letter of Acceptance, be approved.

13 Provision of a Carers Centre

There was submitted a joint report by the Chief Executive, the Chief Officer, Renfrewshire Health & Social Care Partnership and the Director of Children's Services relative to the award of a contract for the provision of a Carers Centre to Renfrewshire Carers Centre.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award the contract for the provision of a Carers Centre to Renfrewshire Carers Centre;
- (b) That the contract term of one year commencing 1 October 2021 to 30 September 2022 be approved; and
- (c) That a maximum value of £523,783.58 excluding VAT for the entire contract period be approved.

14 Purchase of 6 x 7.5 Tonne Hook Loader Vehicles

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for the purchase of six 7.5 Tonne Hook Loader Vehicles to Motus Group (UK) Limited trading as Motus Commercials as part of the Council's Vehicle Replacement Programme for 2021/2022.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for the purchase of six 7.5 Tonne Hook Loader Vehicles to Motus Group (UK) Limited trading as Motus Commercials;
- (b) That a contract value of £364,380 excluding VAT be approved; and
- (c) That it be noted that should an order be placed with Motus Commercials before the 17 September 2021, the company would deliver the vehicles to the Councils Fleet Services, Underwood Road, Paisley before the end of May 2022.

15 Lease of Vans

This report was withdrawn.

16 **Advice Services**

There was submitted a report by the Chief Executive relative to the award of a negotiated contract for the provision of advice services (RC-CPU- 21-185) to Renfrewshire Citizens Advice Bureau.

DECIDED:

(a) That the Head of Corporate Services be authorised to award the negotiated contract for advice services to Renfrewshire Citizens Advice Bureau;

(b) That the negotiated contract be awarded for a period of 18 months from 1 October 2021 to 31 March 2023; and

(c) That the negotiated contract value of £505,500 excluding VAT be approved.

17 **Framework Agreement for Insurance for Renfrewshire Council and Associated Bodies, and Renfrewshire Valuation Joint Board**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to a Framework Agreement for Insurance for Renfrewshire Council, Associated Bodies and Renfrewshire Valuation Joint Board (RC-CPU-21-034).

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the Framework Agreement for Insurance for Renfrewshire Council and Associated Bodies and Renfrewshire Valuation Joint Board to the following Tenderers per specific Lots as follows:

Lot 1 Property damage and business interruption including money and specified property insurance - Zurich International PLC trading as Zurich Municipal.

Lot 2 Terrorism - Risk Management Partners Ltd acting as Managing General Agent on behalf of Convex Insurance UK Limited.

Lot 3 Casualty including Employers' Liability/Public Liability Libel and Slander/ Officials Indemnity/Professional Liability - Zurich International PLC trading as Zurich Municipal.

Lot 4 Motor Fleet - Zurich International PLC trading as Zurich Municipal.

Lot 5 Computer - Zurich International PLC trading as Zurich Municipal.

Lot 6 Contractors All Risks/Own Plant/ Hired-in Plant - Zurich International PLC trading as Zurich Municipal.

Lot 7 Engineering Insurance and Inspection - Risk Management Partners Ltd acting as Managing General Agent on behalf of HSB Engineering Insurance Ltd.

Lot 8 Group Personal Accident/Travel - Risk Management Partners Ltd acting as Managing General Agent on behalf of American International Group UK Limited (AIG)

UK).

Lot 9 **Crime** - Zurich International PLC trading as Zurich Municipal.

Lot 10 **Medical Malpractice** - Zurich International PLC trading as Zurich Municipal.

Lot 11 **Marine** – (Not to be awarded).

(b) That delegated authority to the Head of Policy & Commissioning to approve the award of call-off contracts under each Lot once the Framework Agreement was awarded, and for the Head of Corporate Governance to award these call-off contracts for insurance cover for most Lots by 1 November 2021 be approved;

(c) That a spend under this Framework Agreement and associated call-off contracts for the maximum call-off periods of up to the value of £10 million be approved;

(d) That it be noted that the Framework was anticipated to go live on 15 October 2021 for a period for four years; and

(e) That it be noted that the call-off contracts would commence on 1 November 2021 for a period of three years with the option to extend for a further two periods of two years each.