

## Minute of Meeting

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 31 January 2018	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

**Present:** Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor Alison Jean Dowling, Councillor Jim Harte, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel, Councillor Jane Strang

#### Chair

Councillor Shaw, Convener, presided.

#### In Attendance

S MacDougall, Director of Environment & Communities; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and B Lambert, Strategic Commercial Category Manager (both Chief Executive's); D Gillies, Head of Facilities Management, K Carr, Senior Facilities Manager (Soft Services) and G Hannah, Strategic Change Manager (all Environment & Communities); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, R McGrath, Head of Customer & Business Services; E Shields, Business Services Manager; D Farrell, Finance & Business Partner and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

#### Declarations of Interest

Councillor Shaw declared an interest in respect of item 14 of the agenda as a member of his family was a member of Johnstone Pipe Band. He indicated that it was his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

Councillor Brown declared an interest in respect of item 15(c) of the agenda as a member of his family was employed by OLM Systems Limited. He indicated that it was his intention to remain in the meeting during consideration of this item but not take part in the discussion or voting thereon.

## **1 Investment Review Board**

There was submitted the Minute of the meeting of the Investment Review Board held on 22 November 2017 which forms Appendix I to this Minute.

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

## **2 Joint Consultative Committee (Non-teaching)**

There were submitted the Minutes of the meetings of the Joint Consultative Board (Non-teaching) held on 25 October and 13 December 2017 which form Appendices II and III to this Minute.

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

## **3 Revenue Budget Monitoring Report**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources in respect of Finance & Resources, Environment & Communities and miscellaneous expenditure for the period 1 April to 10 November 2017.

It was noted that on page 27 the final line of the report should read “underspend” and not “breakeven”.

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

## **4 Revenue Budget Monitoring Report - Council Overview**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on general fund services and the Housing Revenue Account for the period 1 April to 10 December 2017.

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

## **5 Capital Budget Monitoring Report**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to capital expenditure on corporate issues for the period 1 April to 10 December 2017.

**DECIDED:** That the report be noted

## **6 Capital Budget Monitoring Report - Council Overview**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on the Housing and Non-housing Capital Programmes for the period 1 April to 10 December 2017.

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

## **7 Paisley & Renfrew Common Good Funds 2018/19**

There was submitted a report by the Director of Finance & Resources relative to the estimated funding available during 2018/19 for disbursement 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 the Board and its predecessors. In addition, an annual allocation was made to the relevant Local Area Committees 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.

### **DECIDED:**

(a) That the 2018/19 budget allocations to Local Area Committees be approved as follows:

Renfrew Common Good - Renfrew & Gallowhill - £67,360  
Paisley Common Good - Renfrew & Gallowhill - £2,000  
Paisley Common Good - Paisley North - £13,000  
Paisley Common Good - Paisley South - £15,000; and

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

## **8 Customer & Business Services Performance Report**

There was submitted an update report by the Director of Finance & Resources relative to performance across key Customer & Business Service functions between 1 April and 31 December 2017.

The report included performance information about revenue collection, benefit administration, Discretionary Housing Payments (DHP) and the Scottish Welfare Fund. Appendices to the report set out the Revenues Collection Statement and Supplementary Key Performance Indicators for the period.

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

## **9 Council Tax: Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to the proposed write-off of Council Tax accounts for sums over £10,000, in accordance with the Council's Financial Regulations. The report indicated that the Council's procedures for the recovery of debt had been pursued without success. The value of the debt to be written off was £113,058.97.

**DECIDED:** That the sum of £113,058.97 as detailed in the report, be written off.

## **10 Non-domestic Rates: Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to the proposed write-off of non-domestic rates accounts for sums over £10,000, in accordance with the Council's Financial Regulations. The report indicated that the Council's procedures for the recovery of debt had been pursued without success. The value of the debt to be written off was £ £247,534.07

**DECIDED:** That the sum of £247,534.07 as detailed in the report, be written off.

## **11 Sundry Debtors: Accounts for Write Off**

There was submitted a report by the Director of Finance & Resources relative to the proposed write-off of sundry debtor accounts for sums over £10,000, in accordance with the Council's Financial Regulations. The report indicated that the Council's procedures for the recovery of debt had been pursued without success. The value of the debt to be written off was £71,842.84.

**DECIDED:** That the sum of £71,842.84 as detailed in the report, be written off.

## **12 Water Direct Scheme**

There was submitted an update report by the Director of Finance & Resources relative to the implementation of a policy statement to facilitate the adoption of a Water Direct Scheme (the scheme) for Renfrewshire. The policy statement was appended to the report.

The scheme allowed customers in receipt of certain Department of Work & Pensions benefits or credits, and who had experienced arrears, to pay a fixed amount towards their charges directly from their benefit. Such direct deduction and payment would assist customers to budget and manage their water services bill. The report highlighted that the scheme could be applied without recourse to a Summary Warrant and would ensure that the debt did not escalate.

**DECIDED:**

(a) That the Policy Statement appended to the report be approved; and

(b) That the Director of Finance & Resources be authorised to develop operational guidelines to facilitate the implementation of the Water Direct Scheme.

## **13 Better Council Change Programme**

There was submitted an update report by the Director of Finance & Resources relative to delivery of the Better Council Change Programme and its associated projects; Digital, Technology Development & Customer Experience; ongoing review of Business Support functions; Workforce Planning & Development and Energy Efficiency. The report identified the savings achieved by the programme and those anticipated over coming months.

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

## **DECLARATION OF INTEREST**

Councillor Shaw, having declared an interest in the following item, left the meeting and took no part in the discussion or voting thereon.

Councillor Shaw vacated the Chair.

## **CHAIR**

Councillor McNaughton took up the Chair.

## **14 Civic Hospitality**

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

The report proposed the type and cost of civic hospitality to be provided in respect of each event and sought authorisation for the Director of Finance & Resources, in consultation with the Provost, to make the necessary arrangements or, in the case of events that had already occurred, to homologate the action taken by the Director of Finance & Resources, in consultation with the Provost, to provide civic hospitality.

### **DECIDED:**

(a) That civic hospitality be provided, as detailed within the report, to Paisley Rotary Club, Johnstone Pipe Band; Linstone Housing Association; and Paisley Indoor Bowling Club;

(b) That the Director of Finance & Resources be authorised, in consultation with the Provost, to make the necessary arrangements; and

(c) That the action taken by the Director of Finance & Resources, in consultation with the Provost, to provide civic hospitality for Paisley Indoor Bowling Club, Renfrewshire 12<sup>th</sup> Province Curling, East Renfrewshire Council and St Vincent's Hospice be homologated.

## **SEDERUNT**

Councillor Shaw returned to the meeting and resumed the Chair.

## **15 CONTRACT AUTHORISATION REPORTS**

As noted below.

### **15(a) Refurbishment of St Anthony's Primary School, Johnstone**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the refurbishment of St Anthony's Primary School, Johnstone.

At the conclusion of a procurement exercise, conducted in accordance with both the Council and EU procedures, five tenders were submitted. Following evaluation, the tender found to be the most economically advantageous was that submitted by Esh Construction Limited, trading as Esh Border Construction.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the refurbishment of St Anthony's Primary School, Johnstone to Esh Construction Limited, trading as Esh Border Construction;

(ii) That the contract sum of £3,622,624.24 excluding VAT be approved;

(iii) That the use of a potential risk allowance (where required) of £362,262 excluding VAT be approved;

(iv) That a total contract period of 64 weeks with date of possession scheduled to be 12 March 2018 with the estimated completion date being 24 May 2019, be approved subject to confirmation of actual timescales and dates in the Council's letter of acceptance; and

(v) That it be noted that the award of this contract was subject to the provision of a Performance Bond and Collateral Warranties as indicated within the tender documentation.

**15(b) Relocation of External Gas Services**

There was submitted a joint report by the Chief Executive and the Acting Director of Development & Housing Services relative to the relocation of external gas services at a number of properties in Renfrewshire.

The report explained the requirement to remove and relocate external gas services to facilitate the application of external wall insulation as part of energy efficiency improvement works. It was proposed that authority be granted to use Scotia Gas Network Limited to undertake the work at a maximum cost of £1,500,000. Scotia Gas Network Limited owned and maintained the gas network and was therefore the only company available on the market.

**DECIDED:**

(i) That the use of Scotia Gas Network Limited to undertake the relocation of external gas services at a number of properties throughout Renfrewshire be authorised for a maximum spend of £1,500,000 over a maximum three-year period from February 2018 to February 2021; and

(ii) That it be noted that the use of Scotia Gas Network Limited would expire when the maximum spend was exhausted or at the end of the three-year period, whichever event occurred first.

**DECLARATION OF INTEREST**

Councillor Brown, having declared an interest in the following item, remained in the meeting.

### **15(c) SWIFT Social Work System**

There was submitted a joint report by the Chief Executive, the Chief Officer of Renfrewshire Health & Social Care Partnership and the Director of Children's Services relative to the award of a contract for the support and provision of the SWIFT Social Work System when the existing contract expired on 31 March 2018.

The report explained that the SWIFT Social Work System was a key and critical resource used by the Council and Renfrewshire Health & Social Care Partnership to record social care information and was licensed, maintained and delivered by OLM Systems Limited.

#### **DECIDED:**

(i) That the Head of Policy & Commissioning and the Director of Children's Services be authorised to award a contract for the SWIFT Social Work System to OLM Services Limited, subject to formal agreement of the relevant terms and that the Head of Corporate Governance issue the award;

(ii) That it be noted that the anticipated duration of the contract was three years; and

(iii) That it be noted that the overall contract value would be no more than £450,000 excluding VAT and would be inclusive of £240,000 for support and maintenance and a potential £210,000 for hosting services should the Council agree to OLM Systems Limited hosting the system.

### **15(d) Treatment of Co-mingled Dry Recyclates**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the direct award of a contract for the treatment of co-mingled dry recyclates under Lot 8, Model B of the Scotland Excel Framework Agreement for the Treatment of Recyclable and Residual Waste.

#### **DECIDED:**

(i) That the Head of Corporate Governance be authorised to award a contract for the treatment of co-mingled dry recyclable waste under Lot 8, Model B of the Scotland Excel Framework Agreement for the Treatment of Recyclable and Residual Waste to Regen Waste Limited;

(ii) That a contract spend of £400,000 be approved;

(iii) That it be noted that if the option to extend on a month-to-month basis was utilised, the additional spend per month would be no more than £117,000 excluding VAT;

(iv) That it be noted that the contract would commence on 15 June 2018 to 30 September 2018 with the Council's sole option to extend up to a month-by-month basis to 31 December 2018.

### **15(e) Sheltered Housing Heating Systems Upgrade**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the upgrade of heating systems at various Council-operated sheltered housing complexes.

At the conclusion of a procurement exercise, conducted in accordance with both Council and EU procedures, five tenders were submitted. Following evaluation, the tender found to be most economically advantageous was that submitted by Truedeal Building Services Limited.

#### **DECIDED:**

- (i) That the Head of Corporate Governance be authorised to award a contract to upgrade heating systems at various Council-operated sheltered housing complexes to Truedeal Building Services Limited;
- (ii) That a contract sum of £298,127.50 excluding VAT be approved; and
- (iii) That a total contract period of five weeks be approved commencing on 22 February 2018 and completing by 30 March 2018, subject to confirmation of timescale in the letter of acceptance.

### **15(f) Construction of a New Build Extension at St John Ogilvie Primary School, Paisley**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the construction of a new-build extension at St John Ogilvie Primary School, Paisley.

At the conclusion of a procurement exercise, conducted in accordance with both Council and EU procedures, seven tenders were submitted. Following evaluation, the tender found to be most economically advantageous was that submitted by Clark Contracts Limited.

#### **DECIDED:**

- (i) That the Head of Corporate Governance be authorised to award the contract to construct a new-build extension at St John Ogilvie Primary School, Paisley to Clark Contracts Limited;
- (ii) That a contract sum of £467,650.56 be approved;
- (iii) That the use of a potential risk allowance (if required) of £46,785.06 excluding VAT be approved;
- (iv) That it be noted that the total contract period was 22 weeks from date of possession on 3 March 2018 to completion on 6 August 2018, subject to confirmation of the dates and timescales in the Council's letter of acceptance; and



(v) That it be noted that the award of this contract was subject to the provision of a Performance Bond and Collateral Warranties as indicated within the tender documentation.

**15(g) Procurement of Demolition Works at the old St Fergus Primary School, Paisley**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for demolition works at the site of the former St Fergus Primary School, Paisley.

The report explained that as a result of a fire at the former school the Director of Finance & Resources and the Head of Policy & Commissioning had taken emergency action, in terms of the powers delegated to them, to award a contract to Reigart Contracts Limited for demolition works at the site, commencing on 23 August 2017, at a contract value of £462,371.69 excluding VAT.

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

**15(h) Strategic Review of Street Lighting - LED Lantern Replacement Final Phase**

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a contract for the strategic review of street lighting – LED Lantern Replacement final phase

The report explained that the contract had been awarded under the terms of a Scotland Excel Framework Contract to Centregreat Limited, following Power 1 Electrical Contractors Limited entering administration. The contract had commenced on 2 October 2017 and was due to complete in January 2018. The contract value was £227,282.69 excluding VAT with an additional value of 10% contingency for any unforeseen works.

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

**16 Operational Performance: Integrated Facilities Management**

There was submitted an update report by the Director of Environment & Communities relative to performance of services delivered by Facilities Management (Hard & Soft Services) during the period 1 April to 10 November 2017.

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

**EXCLUSION OF PRESS AND PUBLIC**

The Board resolved that the press and public be excluded from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information as defined in paragraphs 8 and 9 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

**17      Building Services Trading Budget Monitoring Report**

This item is exempt.

**18      Catering Trading Budget Monitoring Report**

This item is exempt.