

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Thursday, 08 September 2022	10:00	Teams - virtual meeting,

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

In Attendance

A MacArthur, Director of Finance & Resources; C McCourt, Head of Finance & Business Services; L McIntyre, Head of Policy & Commissioning; L Adamson, Communications & Public Affairs Manager; D McLavin, Communications Officer, B Lambert, Corporate Procurement Manager; G Beattie, Strategic Commercial Category Manager; R Davison, Senior Procurement Specialist, A Donaldson, Strategic Commercial Category Manager; L Fingland, Service Planning & Policy Development Manager; S Gibb, Procurement Operations Manager, L Gillan, Strategic Commercial Category Manager; R Park, Category Manager, S McLean, Procurement Assistant (all Chief Executive's); C Dalrymple, Communities and Regulatory Manager (Communities & Housing Services) G Hutton, Head of Operations & Infrastructure; G Hannah, Infrastructure, Transportation & Change Manager, (both Environment and Infrastructure); M Conaghan, Head of Corporate Governance; P Murray, Head of ICT; M Boyd, Head of People & OD; J Lynch, Head of Property Services; E Shields, Business Services Manager; A Black, Managing Solicitor DPO, G Dickie, Partnering & Commissioning Manager; D Pole and J Whitehead, End User Technicians, R Devine, C MacDonald and P Shiach, Senior Committee Services Officers; and D Cunningham and K O'Neill, Assistant Committee Services Officers (all Finance & Resources).

Chair

Councillor Shaw, Convener, presided.

Webcasting 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.

Transparency Statement

Councillor Davidson indicated that she had a connection to item 4 - Revenue and Capital Budget Monitoring – Council Overview relative to residential foster care placements by reason that she was a foster carer with Kibble’s intensive fostering services. However she indicated that she had applied the objective test and did not consider that she had an interest to declare and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

1 Investment Review Board

There was submitted the Minute of the meeting of the Investment Review Board held on 21 June 2022.

DECIDED: That the Minute which forms appendix 1 to this Minute, be noted.

2 Joint Consultative Board (Non-teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 31 August 2022.

DECIDED: That the Minute which forms appendix 2 to this Minute, be noted.

3 Revenue and Capital Budget Monitoring Report

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources relative to the projected revenue and capital outturns as at 31 March 2023 as detailed in tables 1 and 2 respectively in the report.

DECIDED:

- (a) That the projected Revenue outturn position detailed in Table 1 be noted;
- (b) That the projected Capital outturn position detailed in Table 2 be noted; and
- (c) That the budget adjustments detailed in sections 4 and 6 be noted.

4 Revenue and Capital Budget Monitoring – Council Overview

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources relative to an overview of Council projected outturn revenue and capital expenditure for the period to 31 March 2023 as detailed in Tables 1 and 2 of 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 this point in time, and the substantial risk to this position as outlined in section 3 of the report be noted; and

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

5 Customer & 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, Housing Benefits overpayments and Non-Domestic Rates accounts for sums over £10,000 where recovery was no longer viable. The value of the debt written off was £1,535,561.41.

DECIDED: That the sum of £1,535,561,41 as detailed in the report, be written off.

6 Business Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to performance across key Business Services functions including revenue collection and benefit administration for the period ending 28 July 2022. The report included an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund.

DECIDED: That the report be noted.

7 Customer Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to performance across key Customer Services functions including Call Centre, Face-to-Face and Digital Support for customers for July 2022.

The report provided an update on the overall contact centre call handling volumes and indicated that face-to-face services had returned in Renfrewshire House, with these being managed on an appointment basis.

DECIDED: That the report be noted.

8 Facilities Management Operational Performance Report

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

DECIDED: That the operational performance update be approved.

9 Civic Hospitality

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

(a) Renfrew Community Council – 100th year anniversary of the Renfrew War Memorial - £1500;

(b) West of Scotland Branch of the Argyll and Sutherland Remembrance Highlanders Regiment Association - Headstone unveiling - £400;

(c) 102 Field Squadron – Queens Diamond Jubilee Medal Presentation and Open Day - £1000;

(d) Rainbow Turtle – 20th Anniversary - £750;

(e) Mayor of Fürth – Twin Town visit to Renfrewshire - £400;

(f) Paisley & District Battalion Boys Brigade – Queen's Badge and Duke of Edinburgh Award - £ 1500;

(g) Renfrewshire Health & Social Care Partnership (RHCP) – Reception to welcome and accompany Recovery Walk to Paisley - £2000;

(h) Erskine Hospital – Table at the Erskine Military Jubilee Ball - £800; and

(i) Rotary Club of Paisley – 40th Anniversary - £420

DECIDED:

(a) That it be agreed that hospitality be provided as detailed in the report for Paisley and District Battalion of the Boys Brigade, Renfrewshire Health and Social Care Partnership and the Rotary Club Callants;

(b) That the Board agree to take a table at Erskine Hospital's charity event;

(c) That it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements;

(d) That the action taken in respect of the civic reception for Renfrew Community Council be homologated; and

(e) That the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the civic reception for the West of Scotland Branch of the Argyll & Sutherland Highlanders, 102 Field Squadron, the Mayoral visit by Fürth and Rainbow Turtle, be noted.

10 **Data Protection Policy**

There was submitted a report by the Director of Finance & Resources relative to a routine review of the Council's Data Protection Policy.

The report indicated that the proposed revisions were minor and mainly consisted of explicit reference to "UK GDPR" which came into effect on 1 January 2021 and set out the key principles, rights and obligations for most data processing of personal data in the UK. The revisions were detailed in the appendix to the report.

The report indicated that the Data Protection and Digital Information Bill had recently been introduced into Parliament and was anticipated to be heavily debated and amended as it progressed through Parliament. The policy would be updated as and when the Bill became law.

DECIDED: That the revised Data Protection Policy, which formed the appendix to the report be approved, and that it be agreed that this continued to be revised on a two-yearly basis.

11 **Public Holidays for Renfrewshire Council Employees 2023**

There was submitted a report by the Director of Finance & Resources relative to public holidays and one day of no work requirement for Renfrewshire Council employees in 2023. The proposed holidays followed the pattern set over previous years and were listed in an appendix to the report.

DECIDED: That the public holidays and day of no work requirement for Renfrewshire Council employees for 2023, as detailed in the report, be approved.

12 **Notification of the award of the Contract for Pre Patching in Advance of Surface Dressing (RC-CPU-22-054) under delegated authority granted to the Strategic Commercial and Procurement Manager**

There was submitted a joint report by the Chief Executive and Director of Environment & Infrastructure relative to the award of a contract for Pre Patching in advance of Surface Dressing, reference RC-CPU-22-054 to Finco Contracts Limited. The contract had been authorised for award under delegated authority granted to the Strategic Commercial and Procurement Manager by the Finance, Resources & Customer Services Board on 2 February 2022 for the Framework Contract for Roads Related Maintenance Works.

DECIDED:

(a) That it be noted that the detail in section 3 of the report detailed the Package Order for Pre Patching in Advance of Surface Dressing, reference RC-CPU-22-054, approved for award to Finco Contracts Limited under delegated authority granted to the Strategic Commercial and Procurement Manager by the Finance, Resources and Customer Services Policy Board on 2 February 2022 for the Framework Contract for Roads Related Maintenance Works, reference RC-CPU-20-172;

(b) That it be noted that the starting date was 8 August 2022 and the completion date was 30 October 2022, and that these dates were confirmed in the Council's Letter of Acceptance; and

(c) That it be noted that the total of the prices was £266,057.99 excluding VAT.

13 Contract Award: Upgrading of Artificial Pitches – Gryffe High School and Johnstone Community Sports Hub

There was submitted a joint report by the Chief Executive and the Director of Finance and resources relative to the award of a Works Contract for Upgrading of Artificial Pitches – Gryffe High School and Johnstone Community Sports Hub, (RC-CPU-22-063) to Tony Patterson Sportsgrounds Ltd.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a Contract for the Upgrading of Artificial Pitches – Gryffe High School and Johnstone Community Sports Hub, (RC-CPU-22-063) to Tony Patterson Sportsgrounds Ltd.

(b) That the Tendered Contract Sum of £546,801.25 excluding VAT and an additional 10% contingency for any unforeseen works be authorised; and

(c) That it be noted that the date for commencement of the works was 3 October 2022 and the date for completion of the works was 25 November 2022. Any changes to these dates would be confirmed in the Council's Letter of Acceptance.

14 Notification of Correction to Report - Paisley Grammar School Community Campus – Multi Disciplinary Design Team

Under reference to item 11 of the Minute of the meeting of this Board held on 30 March 2022, there was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the notification to the Board of an error in the recommended fee for award in the recently approved Contract Authorisation Report for award of the Paisley Grammar School Community Campus – Multi Disciplinary Design Team (RC-CPU-21-153).

DECIDED:

(a) That it be noted that Recommendation 2.1 (b) in the Report submitted for approval to the Finance, Resources and Customer Services Policy Board on 30 March 2022 contained an error as follows:

The fee was stated as £2,827,228.00 excluding VAT for this Contract including the authorisation of a 25% contingency to be added to cover for unforeseen circumstances;

This recommendation should have read:

Authorise the Fee of £2,898,139.69 excluding VAT for this Contract including the authorisation of a 25% contingency to be added to cover for unforeseen circumstances;

(b) That it be noted that the error was in the Board report only, the actual award was made in the correct amount; and

(c) That it be noted that the error did not impact upon the final score or the recommendation to award the contract to Ryder Architecture Limited.

15 **Provision of Council Wifi Services**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a Call-off Contract for The Provision of Council Wi-fi Services.

The report advised that a Contract Strategy for the Council's Framework for Connectivity as a Service (RC-CPU-19-272) was authorised by the Head of ICT and the Strategic Commercial and Procurement Manager on 10 December 2020. The Provision of Council Wi-fi Services was identified as a relevant contract for replacement using this Framework.

DECIDED:

(a) That the award a Call-off Contract for the Provision of Council Wi-fi Services to Commsworld Limited subject to conclusion of the Call-off Ordering Procedure under the Renfrewshire Council single supplier Framework Agreement for the Provision of Connectivity as a Service (RC-CPU-19-272) be approved;

(b) That the award of the Call-off Contract for a maximum period of 20.54 years from 20 September 2022 until no later than 31 March 2043 be approved. Should the contract not start on 20 September 2022, the Call-Off Start Date would be defined in the Order Form. The Contract would have two review points, one at year 7 and the other at year 14, to allow the technology to be reviewed for ongoing alignment to business need; and

(c) That the award the Call-off Contract for a maximum Contract Value of £22,377,750 excluding VAT where the break points are not utilised, and the contract period reaches 20.54 years be approved. If the contract break ended the Call-Off Contract in year 8, the Contract Value would be £7,516,664 excluding VAT and if the contract break ended the Call-Off Contract in year 15, the Contract Value would be £15,196,175 excluding VAT.

16 **Contract for Paisley to Renfrew Active Travel Route RC-CPU-20-146 – Notification of Increase in Costs**

Under reference to item 16 of the Minute of the meeting of this Board held on 31 March 2021 there was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to notification of an increase in cost to the Contract for the Paisley to Renfrew Active Travel Route due to a change to the scope of the Contract.

The report advised that a report to the Finance, Resources and Customer Services Policy Board of 31 March 2021 confirmed the award of the contract for Paisley to Renfrew Active Travel Route under exemption 9.1(j) of Council Standing Orders relating to Contracts due to the grant funding timelines. The Contract was later authorised for award to JH Civil Engineering Limited by the Head of Economy and Development on 23 November 2021 and the final outcome reported to a special meeting of the Finance, Resources and Customer Services Policy Board on 10 December 2021. The approved total of the prices under the contract was £942,911.21 and the contract had a revised starting date of 31 January 2022 with a completion date of 21 December 2022.

DECIDED:

- (a) That it be noted that the report was made in accordance with Standing Order relating to Contracts 20.3 due to the increased value of the Contract which was in excess of the £100,000 or a further 25% of the awarded contract value;
- (b) That it be noted that agreement to vary the Contract had been reached between the Director of Environment & Infrastructure, the Director of Finance & Resources, the Head of Corporate Governance and the Head of Policy & Commissioning in accordance with the standing orders relating to Contracts 34.4;
- (c) That as a result of the changes to the scope of works, an increase in the price from the original approved total of £942,911.21 (excluding VAT) to a revised total of £1,700,911.21 (excluding VAT); be approved;
- (d) That the revised Contract end date of 27 February 2023 be noted; and
- (e) That it be noted that the variation to the original contract had been negotiated and agreed with the Contractor and the contract revised in accordance with Standing Orders relating to Contracts 34.4 and 34.5.