

Minute of Meeting

Finance, Resources and Customer Services Policy Board

| Date | Time | Venue |
|-------------------------|-------|--|
| Wednesday, 07 June 2017 | 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 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 Black, Chief Executive; S MacDougall, Director of Community Resources; A Russell, Director of Finance & Resources; and D Amos, Head of Policy & Commissioning, B Lambert, Strategic Commercial & Procurement Manager and A Donaldson, Strategic Commercial Category Manager (all Chief Executive's); D Gillies, Head of Facilities Management, C Dalrymple, Regulatory & Enforcement Manager and G Hannah, Strategic Change Manager (all Community Resources); 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, P Murray, Head of Information & Communications Technology, T Olowe, Interim Head of HR, OD and Workforce Strategy, E Shields, Business Services Manager, G Innes, Customer Services Operations Manager and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

Apologies

Councillors Dowling and Harte.

Declarations of Interest

Councillor Audrey Doig declared a financial interest in items 14 and 17(a) of the agenda as she was an employee of Renfrewshire Leisure Limited and indicated that it was her intention to leave the meeting and not to take part in the discussion or voting thereon.

Order of Business

The Convener advised that Item 17(f) of the agenda Contract Authorisation Report – Rewire of Bridge of Weir Primary School had been withdrawn.

1 Procurement Sub-committee

The Convener advised that a revised Minute of the meeting held on 15 March 2017 had been circulated.

There were submitted the Minutes of the meetings of the Procurement Sub-committee held on 15 (as revised) and 29 March 2017 which form Appendices I and II of this Minute.

DECIDED: That the Minutes 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 26 April 2017 which forms Appendix III of this Minute.

DECIDED: That the Minute be noted.

3 Revenue Budget Monitoring Report to 3 March 2017

There was submitted a revenue budget monitoring report by the Director of Finance & Resources in respect of Finance & Resources, Property & Construction and miscellaneous expenditure for the period 1 April 2016 to 3 March 2017.

DECIDED: That the report be noted.

4 Revenue Budget Monitoring - Council Overview to 3 March 2017

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 2016 to 3 March 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 in respect of capital expenditure relative to corporate issues for the period 1 April 2016 to 3 March 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 2016 to 3 March 2017.

DECIDED: That the report be noted.

7 Customer & Business Services Performance Report

There was submitted an update report by the Director of Finance & Resources relative to performance across key Customer & Business Services functions from 1 April 2016 to 31 March 2017.

The report highlighted performance to collect Council Tax and Non-domestic Rates, detailed performance to process Housing Benefit and the Scottish Welfare Fund and included an update on funding and expenditure relative to Discretionary Housing Payments.

The report also provided an update on the overall contact centre call handling response times as well as face-to-face response times across three customer service locations in Paisley, Renfrew and Johnstone.

DECIDED: That the report be noted.

8 Report on Voluntary Redundancy/Early Retirements Scheme

There was submitted an annual report by the Director of Finance & Resources relative to voluntary redundancy and early retirement schemes.

The report advised that from 1 April 2016 to 31 March 2017, 14 employees (13.4 fte) left the Council's service through voluntary redundancy or early retirement. An appendix to the report detailed full year savings of £337,356.64.

DECIDED: That the report be noted.

9 A Severance Policy for Scotland - Consultation on Severance Arrangements across the Devolved Public Sector

There was submitted a report by the Director of Finance & Resources relative to the scope of consultation by the Scottish Government on severance policy across the devolved public sector and the Council's proposed response as set out in the appendix to the report. The deadline for submission of responses was 23 June 2017.

The report outlined the potential implications for the Council should the Scottish Government implement any reforms to severance pay arrangements and explained the rationale behind the Council's preferred option to maintain the status quo with increased consistency in reporting across the public sector. The targeted application of voluntary exit arrangements was an important mechanism for the Council as part of the delivery of organisational savings and to support changes to the size and shape of its workforce.

DECIDED:

(a) That the consultation response for Renfrewshire Council and the preferred option of maintaining the status quo with regard to severance arrangements, as set out in

the appendix to the report, be approved for submission to the Scottish Government by 23 June 2017; and

(b) That the potential implications for the Council should the Scottish Government implement any reforms to severance pay arrangements be noted.

10 Council Response to "Report of the Independent Inquiry into the Construction of Edinburgh Schools"

There was submitted an update report by the Director of Finance & Resources relative to the publication of the 'Report of the Independent Inquiry into the Construction of Edinburgh Schools' and providing advice on the implications of the report's recommendations pursuant to Renfrewshire Council, as set out in the appendix to the report.

DECIDED: That the steps taken by the Council to address the Inquiry's recommendations, as set out in the appendix to the report, be noted.

11 Finance & Resources - Overview of Performance 2016/17 and Service Improvement Plan 2017/20

There was submitted a report by the Director of Finance & Resources relative to an overview of progress to deliver the Finance & Resources Service Improvement Plan during the period 1 April 2016 to 31 March 2017 and a revised Service Improvement Plan for 2017/20.

The report summarised the main achievements of the service during 2016/17 and included an action plan that monitored progress to date and identified areas where significant advances had been made and actions that had been reviewed or delayed as set out in Appendix 1 to the report. Appendix 1 also included a score card of performance indicators measuring annual progress to deliver key tasks.

The revised Finance & Resources Service Improvement Plan 2017/20 was set out in Appendix 2 to the report and identified a range of actions to be undertaken in partnership with all stakeholders to improve and develop service provision. This included a revised score card highlighting a range of specific performance indicators and associated targets to monitor and track progress.

DECIDED:

(a) That the overview of performance 2016/17, as detailed in Appendix 1 to the report, be noted;

(b) That the Finance & Resources Service Improvement Plan 2017/20, as detailed in Appendix 2 to the report, be approved; and

(c) That progress in terms of implementation of the Finance & Resources Service Improvement Plan be reported to this Board in November 2017.

12 Chief Executive's Service Improvement Plan - Overview of Performance 2016/17 and Service Improvement Plan 2017/20

There was submitted a report by the Chief Executive relative to an overview of progress to deliver the Chief Executive's Service Improvement Plan during the period 1 April 2016 to 31 March 2017 and a revised Service Improvement Plan for 2017/20.

The report summarised the main achievements of the service during 2016/17 and included an action plan that monitored progress to date and identified areas where significant advances had been made and actions that had been reviewed or delayed as set out in Appendix 1 to the report. Appendix 1 also included a score card of performance indicators measuring annual progress to deliver key tasks.

The revised Chief Executive's Service Improvement Plan 2017/20 was set out in Appendix 2 to the report and identified a range of actions to be undertaken in partnership with all stakeholders to improve and develop service provision. This included a revised score card highlighting a range of specific performance indicators and associated targets to monitor and track progress.

DECIDED:

- (a) That the overview of performance 2016/17, as detailed in Appendix 1 to the report, be noted;
- (b) That the Chief Executive's Service Improvement Plan 2017/20, as detailed in Appendix 2 to the report, be approved; and
- (c) That progress in terms of implementation of the Chief Executive's Service Improvement Plan be reported to this Board in November 2017.

13 Community Resources Service Improvement - Outturn Report for 2016/17 and Service Improvement Plan for 2017/20

There was submitted a report by the Director of Community Resources providing an overview of progress to deliver the Community Resources Service Improvement Plan during the period 1 April 2016 to 31 March 2017 as specific to the areas of activity delegated to this Policy Board and including a revised Service Improvement Plan for 2017/20.

The report summarised the main achievements of the service during 2016/17 and included an action plan that monitored progress to date and identified areas where significant advances had been made and actions that had been reviewed or delayed as set out in Appendix 1 to the report. Appendix 1 also included a score card of performance indicators measuring annual progress to deliver key tasks.

The revised Community Resources Service Improvement Plan 2017/20 was set out in Appendix 2 to the report and identified a range of actions to be undertaken in partnership with all stakeholders to improve and develop service provision. This included a revised score card highlighting a range of specific performance indicators and associated targets to monitor and track progress.

DECIDED:

- (a) That the overview of performance 2016/17, as detailed in Appendix 1 to the report, be noted;
- (b) That the Community Resources Service Improvement Plan 2017/20, as detailed in Appendix 2 to the report and as specific to the areas of activity delegated to this Board, be approved;
- (c) That the submission of the Community Resources Service Improvement Plan to the Infrastructure, Land & Environment and the Communities, Housing & Planning Policy Boards for their approval of the relevant areas of their respective delegated activities, be noted; and
- (d) That, relative to those areas of activity delegated to this Board, progress to deliver the Community Resources Service Improvement Plan 2017/20 as be reported to this Board in November 2017.

DECLARATION OF INTEREST

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

14 Operational Performance Report; Integrated Facilities Management (Hard & Soft Services)

There was submitted a report by the Director of Community Resources relative to an overview of Integrated Facilities Management key service activities over the period 7 January to 31 March 2017.

The report highlighted the annual position for 2016/17 of performance indicators reported regularly throughout the year and taken from the Community Resources Service Improvement Plan 2016/19.

DECIDED: That the report be noted.

DECLARATION OF INTEREST

Councillor Audrey Doig re-entered the meeting.

15 Community Resources Annual Health & Safety Plan 2017/18

There was submitted a report by the Director of Community Resources relative to the annual health and safety report for Community Resources, reviewing health and safety performance during 2016/17 and seeking approval to implement the action plan for 2017/18 as appended to the report.

The report set out arrangements for the management of health and safety within the

service and demonstrated commitment to continuous improvement in health and safety performance. It summarised achievements to 31 March 2017 and the action plan detailed the tasks that the service aimed to achieve by March 2018.

DECIDED: That the Community Resources annual health and safety report for 2016/17 and the action plan for 2017/18 be approved.

16 Atrium Cafe - Charging

There was submitted a report by the Director of Community Resources relative to the price of goods sold at the Atrium Cafe in Renfrewshire House.

The report advised that a number of improvements to develop the service were underway, including a second till point and the introduction of card and contactless payments. The price of food and beverages at the Atrium Cafe had not changed for a number of years although the cost of food had fluctuated and had increased significantly over the last year. The report sought authority to increase or decrease prices at the Atrium Cafe in response to the market and prevailing food costs at any time, as determined by changes in those conditions. An appendix to the report set out the changes currently proposed.

DECIDED: That the Director of Community Resources be authorised to increase or decrease pricing at the Atrium Cafe in Renfrewshire House in line with the appendix to the report.

17 Contract Authorisation Reports

DECLARATION OF INTEREST

Councillor Audrey Doig, having declared an interest in item 17(a) left the meeting and took no part in the discussion or voting thereon.

(a) King George V Playing Fields

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 reinstatement of natural/grass sports pitches at the King George V playing fields in Renfrew.

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

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for reinstatement of natural/grass sports pitches at the King George V playing fields to Fairways Sportsgrounds Limited;

(b) That the contract sum of £476,589.80 excluding VAT be accepted; and

(c) That the date for Possession of Site of Monday 17 July 2017 (or as confirmed in the Letter of Acceptance) with completion of the contract by 15 December 2017 be noted.

DECLARATION OF INTEREST

Councillor Audrey Doig re-entered the meeting.

(b) Rewire of St Anne's and St Catherine's Primary Schools

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a SBCC Standard Building Contract without Quantities in respect of rewiring works to St Anne's and St Catherine's Primary Schools.

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

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for rewiring St Anne's and St Catherine's Primary Schools to Arthur McKay & Company Limited;

(b) That the contract sum of £676,179.82 excluding VAT be accepted; and

(c) That it be noted that the contract would commence on 17 June 2017 or the date stated in the Letter of Acceptance and the Date of Possession would be 1 July 2017 with a competition date 15 weeks from the Date of Possession.

(c) Measured Terms Contract for District Heating Maintenance

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of (RC/OC/226/17) a measured term contract for district heating maintenance in respect of seven sheltered housing complexes.

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

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a measured term contract for district heating maintenance to Advanced Energy Management Services Limited;

(b) That it be noted that the ceiling value of the contract was £198,000 excluding VAT, over the initial three year term and should the option to extend the contract for

the full two years was taken up, it was anticipated that the overall spend during the extended contract period should not exceed £150,000 giving a total contract value over the 3 + 1 + 1 years of £348,000 excluding VAT; and

(c) That it be noted that the contract would commence on 3 July 2017, or on the date confirmed in the Letter of Acceptance.

(d) Boiler Replacement at Auchenlodment, Houston and Our Lady of Peace Primary Schools

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a SBCC Standard Building Contract without Quantities in respect of boiler replacement at Auchenlodment, Houston and Our Lady of Peace Primary Schools.

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 Truedeal Building Services Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for boiler replacement at Auchenlodment, Houston and Our Lady of Peace Primary Schools to Truedeal Building Services Limited;

(b) That the contract sum of £335,919.00 excluding VAT be accepted; and

(c) That it be noted that the contact would commence on 17 July 2017 or the date stated in the Letter of Acceptance with a competition date 12 weeks from the Date of Possession.

(e) 2017 Pre Patching of Road Surfaces in Advance of Surface Treatment (Contract 2)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for pre-patching of road surfaces in advance of surface treatment as part of the roads capital works programme 2017/18.

The Convener advised that that paragraph 3.5 of the report had been revised to show a quality score of 21.5 and a total score of 78.4 for Finco Contracts Limited and that this amendment had not altered the outcome of tender evaluations.

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

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for pre-patching of road surfaces in advance of surface treatment to Newlay Civil

Engineering Limited;

(b) That the contract sum of £223,056.75 excluding VAT be accepted; and

(c) That it be noted that the anticipated contact start date was 17 July or as confirmed in the Letter of Acceptance, with a completion date 12 weeks from the confirmed start date.

(f) Rewire of Bridge of Weir Primary School

The Convener intimated that this item had been withdrawn.

DECIDED: That withdrawal of this item be noted.

18 Application to the Renfrewshire Council Citizens Fund

There was submitted a report by the Director of Finance & Resources relative to an application for funding from the Renfrewshire Council Citizens Fund (the Fund) that had been recommended for approval by Johnstone & The Villages Local Area Committee (LAC) at its meeting on 16 March 2017.

Kilbarchan Improvement Project (KIPCo) had applied for funding to replace old and obsolete strip-lighting (105 fluorescent tubes) in the Old Library building with LED lights thus reducing electricity consumption. The LAC had recommended that the application from KIPCo be awarded £1,580.37.

DECIDED: That KIPCo be awarded £1,580.37 from the Renfrewshire Council Citizens Fund for the replacement of old and obsolete strip-lighting in the Old Library building, Kilbarchan.

19 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 the action taken by the Director of Finance & Resources, in consultation with the Provost, to provide civic hospitality, at the approximate cost indicated, for the undernoted events be homologated:

Royal Regiment of Scotland - £100

Visit to Paisley by Gladsaxe Family and Youth Centre - £400; and

(b) That the Director of Finance & Resources, in consultation with the Provost, make the necessary arrangements for civic hospitality, at the approximate cost indicated, as follows:

Paisley & District Battalion of the Boy's Brigade - £1,500

British Empire Medal recipient - £400

University of the West of Scotland Higher Education Teaching & Learning Conference - £700

Glennifer Singers 50th Anniversary - £1,750.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved that the press and public be excluded from the meeting during consideration of the following item 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.

20 Building Services Trading Budget Monitoring Report

This item is exempt.

21 Building Services Operational Business Plan 2012/20 Executive Summary

This item is exempt.

22 Catering Trading Budget Monitoring Report

This item is exempt.

23 Catering Trading Operation Business Plan 2017/20 Executive Summary

This item is exempt.