

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 08 November 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 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; B Lambert, Strategic Commercial Category Manager and L McIntyre, Strategic Planning & Policy Development Officer (both Chief Executive's); D Gillies, Head of Facilities Management, K Carr, Senior Facilities Manager (Soft Services), C Dalrymple, Regulatory & Enforcement Manager, D Farrell, Finance & Business Partner and D McNab, Transportation 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, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR and OD Adviser and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

Declarations of Interest

Councillor Audrey Doig declared a financial interest in respect of item 15 – Renfrew Police Station & Renfrew Victory Baths – Feasibility Study and item 17(h) – Redevelopment of Paisley Town Hall, Stage 0, Stage 1 and Design Development Stage of Stage 2 as she was an employee of Renfrewshire Leisure Limited. She indicated that it was her intention to leave the meeting during consideration of these items and not to take part in any discussion or voting thereon.

Order of Business

The Convener advised that Item 17(f) of the agenda, Contract Authorisation Report – Purchase of IT Desktops, had been withdrawn.

1 Joint Consultative Committee (Non-teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 13 September 2017 which forms the Appendix to this Minute.

DECIDED: That the Minute be noted.

2 Revenue Budget Monitoring Report to 15 September 2017

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 15 September 2017.

DECIDED: That the report be noted.

3 Revenue Budget Monitoring Report - Council Overview to 15 September 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 to 15 September 2017.

DECIDED: That the report be noted.

4 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 15 September 2017.

DECIDED: That the report be noted.

5 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 15 September 2017.

DECIDED: That the report be noted

6 Treasury Management Mid-Year Review 2017/18

There was submitted a report by the Director of Finance & Resources relative to treasury management activity during the first six months of 2017/18.

The report provided an economic update together with reviews of the Treasury Management Strategy Statement 2017/18 incorporating the annual investment

strategy; the investment portfolio for 2017/18; the borrowing strategy for 2017/18; and compliance with treasury management indicators for 2017/18. Appendices to the report outlined the borrowing and investment position and Treasury Management performance indicators as at 13 October 2017.

DECIDED: That treasury management activity between 1 April and 13 October 2017 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 Service functions between 1 April and 30 September 2017.

The report highlighted performance to collect Council Tax and Non-domestic Rates and detailed performance to process both Housing Benefit and the Scottish Welfare Fund. The report also detailed performance to deliver Discretionary Housing Benefit payments and proposed that, similar to previous years, the Council augment this fund with an additional amount of £120,000 from existing welfare reform resources to support customers experiencing ongoing financial hardship. The appendices to the report set out the Revenues Collection Statement to 28 September 2017 and Supplementary Key Performance Indicators for the period.

DECIDED:

- (a) That performance across key Customer & Business Services be noted; and
- (b) That an allocation of £120,000 of additional resources to support Discretionary Housing Payments as detailed within the report be approved.

8 Customer Strategy 2017/22

There was submitted a report by the Director of Finance & Resources relative to a new Customer Strategy 2017/22 with an emphasis on improving the customer journey and ensuring local people had confidence in the quality of service provided. The strategy incorporated the Council's commitment to improving the service provided to citizens by examining innovative technologies and developing services based on customer needs. The strategy had been developed around five main themes of Customers; Service Fulfilment; Access to Services; Communication and Developing Digital Skills. A copy of the strategy was appended to the report.

DECIDED:

- (a) That the implementation of the Customer Strategy 2017/22 be approved; and
- (b) That six-monthly updates on implementation of the Customer Strategy be submitted to this Board.

9 Scottish Parliament Local Government and Communities Committee call for evidence on Draft Budget 2018/19: Consultation Response

There was submitted a report by the Director of Finance & Resources relative to the Scottish Parliament Local Government and Communities Committee call for evidence on the Draft Budget 2018/19.

It was noted that, given the limited timescale for submission of responses, the Director of Finance & Resources, in consultation with the Convener of this Board, had submitted the Council's response as set out in the appendix to the report, by the due date of 23 October 2017.

DECIDED: That the action taken by the Director of Finance & Resources to submit the Council's response, as set out in the appendix to the report, by the 23 October be homologated.

10 Chief Executive's Service Improvement Plan 2017/18: Mid-year Monitoring Report

There was submitted a report by the Chief Executive relative to the Chief Executive's Service Improvement Plan highlighting performance over the period 1 April to 30 September 2017. The report outlined the key achievements of the service and appendices 1 and 2 to the report provided an update on progress to implement the action plan together with an assessment of performance against key indicators.

DECIDED:

- (a) That progress made in terms of service performance be noted;
- (b) That progress made in terms of the actions and performance detailed in the appendices be noted;
- (c) That an out-turn report be submitted to this Board in spring 2018; and
- (d) That changes to the service scorecard detailed within the report be approved.

11 Finance & Resources Service Improvement Plan 2017/18: Mid-year Monitoring Report

There was submitted a report by the Director of Finance & Resources relative to the Finance & Resources Service Improvement Plan highlighting performance over the period 1 April to 30 September 2017. The report outlined the key achievements of the service and appendices 1 and 2 to the report provided an update on progress to implement the action plan together with an assessment of performance against key indicators.

DECIDED:

- (a) That progress made in terms of service performance be noted;
- (b) That progress made in terms of the actions and performance detailed in the appendices be noted; and

(c) That an out-turn report be submitted to this Board in spring 2018.

12 Environment & Communities Service Improvement Plan 2017/20: Mid-year Monitoring Report

There was submitted a report by the Director of Environment & Communities relative to the Environment & Communities Service Improvement Plan highlighting performance over the period 1 April to 30 September 2017. The report outlined the key achievements of the service that were of particular relevance to the remit of this Board and appendices 1 and 2 to the report provided an update on progress to implement the action plan together with an assessment of performance against key indicators.

DECIDED:

(a) That progress made in terms of service performance be noted;

(b) That progress made in terms of the actions and performance detailed in the appendices be noted; and

(c) That an out-turn report relative to areas of activity delegated to this Board be submitted to this Board in spring 2018.

13 Finance & Resources: Annual Health & Safety Report 2016/17

There was submitted a report by the Director of Finance & Resources relative to the annual health and safety report for Finance & Resources, reviewing health and safety performance during 2016/17.

The report set out arrangements for the management of health and safety within the service, demonstrated commitment to continuous improvement in health and safety performance, and highlighted further objectives to be delivered during 2017/18.

DECIDED: That the Finance & Resources Annual Health & Safety report be approved.

14 Revised Code of Conduct for Employees

There was submitted a report by the Director of Finance & Resources relative to the revision of the Code of Conduct for Employees. A copy of the revised Code of Conduct was appended to the report.

The report explained that the Code of Conduct had been revised in line with legislative changes and incorporated feedback from the Trade Unions. The report also summarised key revisions relative to bribery, fraud and corruption; expressing concern outwith line management; use of the Council email system, internet and social media; data protection and ICT security; use of financial resources; and acceptance of gifts and hospitality.

DECIDED: That the revised Code of Conduct for Employees be approved.

DECLARATION OF INTEREST

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

15 Renfrew Police Station & Renfrew Victory Baths - Feasibility Study

There was submitted a report by the Director of Finance & Resources relative to a feasibility study to develop a range of costed options for the refurbishment of Renfrew Police Station and Renfrew Victory Baths in order to inform future consideration and decisions about the long-term maintenance and use of these Common Good assets.

The report explained that consultants would be engaged to complement in-house resources where particular disciplines/specialisms were not currently available.

DECIDED:

(a) That the use of Renfrew Common Good resources to deliver a study and condition survey to inform future consideration of the long-term maintenance and use of Renfrew Police Station and Renfrew Victory Baths be approved; and

(b) That a follow-up report on the outcome of the feasibility study be submitted to a future meeting of this Board.

SEDERUNT

Councillor Audrey Doig returned to the meeting prior to consideration of the undernoted item.

16 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.

Councillor Shaw, seconded by Councillor Paterson, moved that the Board agreed to (a) take a table at the Accord Hospice Charity Ball and provide civic hospitality for the opening of the new Museum Store, and (b) that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements; and that the Board homologate the action taken in respect of the civic receptions for the Fürth International Women's dinner and the reception for a Musical Tapestry concert at the Spree Festival.

Councillor Sharkey, seconded by Councillor Dowling, moved as an amendment that paragraph 2.2 of the report be deleted and 'That the Board is concerned with the use

of homologation, which it believes is a direct result of the current policy board arrangements and looks forward to an early review of those arrangements in order to facilitate good governance of Renfrewshire Council' be inserted.

On the roll being called the following members voted for the amendment: Councillors Brown, Dowling, Harte, Sharkey and Sheridan.

The following members voted for the motion: Councillor Begg, Provost Cameron, Councillors: Audrey Doig, K MacLaren, McNaughtan, Nicolson, Paterson, Shaw, Steel and Strang.

5 members having voted for the amendment and 10 members having voted for the motion, the motion was accordingly declared carried.

DECIDED: That the Board agreed to:

(a) Take a table at the Accord Hospice Charity Ball and provide civic hospitality for the opening of the new Museum Store;

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

(c) That the Board homologate the action taken in respect of the civic receptions for the Fürth International Women's dinner and the reception for a Musical Tapestry concert at the Spree Festival.

17 CONTRACT AUTHORISATION REPORTS

The undernoted contract authorisation reports were considered.

17a Abbey House Curtain Walling and Window Replacement

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for Abbey House curtain walling and window replacement.

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

DECIDED:

(i) That the Head of Corporate Governance be authorised to award the contract for Abbey House curtain walling and window replacement to Clark Contracts Limited;

(ii) That the contract sum of £478,926.87 be noted;

(iii) That an additional spend of up to 10% of the contract sum as risk allowance for any unforeseen works be approved; and

(iv) That it be noted that the date of possession of the site was May 2018 and the date of completion of the works was 26 weeks from the date of possession of the site. The exact date of possession of the site would be confirmed in the Council's letter of acceptance.

17b Interim Voids Maintenance Contract

There was submitted a joint report by the Chief Executive and the Acting Director of Development & Housing Services relative to the award of an interim voids maintenance contract.

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 ENGIE Regeneration Limited trading as Keepmoat Regeneration.

DECIDED:

- (i) That the Head of Corporate Governance be authorised to award the Interim Voids Maintenance Contract to ENGIE Regeneration Limited, trading as Keepmoat Regeneration;
- (ii) That a contract sum of up to a maximum value of £600,000 excluding VAT be approved; and
- (iii) That it be noted that the date for commencement of works was 4 January 2018 and the date of completion was 26 weeks from the date of commencement of works.

17c Telephony as a Service (TaaS)

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 provision of telephony as a service (TaaS).

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 British Telecommunications plc.

DECIDED:

- (i) That the Head of Corporate Governance be authorised to award the contract for telephony as a service (TaaS) to British Telecommunications plc, conditional upon disclosure of relevant insurance cover documentation;
- (ii) That the contract be awarded for five years with the option (at the discretion of the Council) to extend for up to twelve months on two separate occasions;
- (iii) That it be noted that the commencement date was anticipated to be 8 December 2017 with the contract duration until 7 December 2022 with an option to extend up to 7 December 2024 if all extension periods were utilised. The exact dates would be confirmed in the Council's letter of award;

(iv) That a contract value for five years of £4,633,230.00 excluding VAT be approved; and

(v) That the total contract value should the extension options be taken of £6,486,522.00 excluding VAT be approved.

17d Measured Term Contract for Timber Preservation and Dampness Control Contractor

There was submitted a joint report by the Chief Executive and the Acting Director of Development & Housing Services relative to the award of a measured term contract for the provision of timber preservation and dampness control contractor.

At the conclusion of a procurement exercise, conducted in accordance with both the Council and EU procedures, two tenders were submitted. Following evaluation, the tender found to be the most economically advantageous was that submitted by City Gate Construction (Scotland) Limited.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award a measured term contract for the provision of timber preservation and dampness control contractor to City Gate Construction (Scotland) Limited;

(ii) That a ceiling value of £3,000,000 excluding VAT for this contract be approved; and

(iii) That it be noted that the contract would be for a period of three years with the Council having options to extend for up to an additional 24 months dependent on contractor performance during the initial period of contract and where the spend threshold had not been reached.

17e Treatment and Disposal of Food Waste, Garden Waste and Co-mingled Food & Garden Waste

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of contracts for the treatment and disposal of food waste, garden waste and co-mingled food and garden waste.

Being open to all 32 local authorities in Scotland, the Framework Agreement for the Treatment of Organic Waste established by Scotland Excel that consisted of Lot 1 – Treatment of Food Waste, Lot 2 – Treatment of Segregated Garden Waste and Lot 3 – Treatment of Co-mingled Food and Garden Waste demonstrated that best value could be achieved by entering into three separate long-term contract arrangements at a fixed price per tonne with William Tracey Limited for Lot 1, GP Plantscape Limited for Lot 2 and GP Plantscape Limited for Lot 3.

DECIDED:

(i) That the Head of Corporate Governance be authorised to award a contract to William Tracey Limited for the treatment of food waste under Lot 1, Model B of the Scotland Excel Framework Agreement for Treatment of Organic Waste for the period 1 April 2018 to 31 March 2022 with an option to extend for up to four additional one

year periods until march 2026;

(ii) That it be noted that under Lot 1 the price per tonne was fixed for the contract period irrespective of the length of contract;

(iii) That it be noted that the contract sum for Lot 1 would not exceed £220,000 excluding VAT over the maximum eight year contract duration;

(iv) That the Head of Corporate Governance be authorised to award a contract to GP Plantscape Limited for the treatment of garden waste under Lot 2, Model B of the Scotland Excel Framework Agreement for Treatment of Organic Waste for the period 1 June 2018 to 31 March 2022 with an option to extend for up to four additional one year periods until March 2026;

(v) That it be noted that under Lot 2 the price per tonne was fixed for the contract period irrespective of the length of contract;

(vi) That it be noted that the contract sum for Lot 2 would not exceed £500,000 excluding VAT over the maximum eight year contract duration;

(vii) That the Head of Corporate Governance be authorised to award a contract to GP Plantscape Limited for the treatment of co-mingled food and garden waste under Lot 3, Model B of the Scotland Excel Framework Agreement for Treatment of Organic Waste for the period 1 April 2018 to 31 March 2022 with an option to extend for up to four additional one year periods until 31 March 2026;

(viii) That it be noted that under Lot 3 the price per tonne was fixed for the contract period irrespective of the length of contract;

(ix) That it be noted that the contract sum for Lot 3 would not exceed £5,000,000 excluding VAT over the maximum eight year contract duration; and

(x) That it be noted that in order to benefit from the fixed tonne prices the Council required to enter into contracts before 31 December 2017.

17f Purchase of IT Desktops

This item was withdrawn.

17g Framework Contract for Maintenance & Improvements of Carriageways and Footways

There was submitted a joint report by the Chief Executive and the Director of Environment & Communities relative to the award of a multi-supplier framework contract for maintenance and improvements to carriageways and footpaths packaged under Lot 1 Carriageway Resurfacing, Lot 2 Footway Resurfacing, Lot 3 Environmental Network Improvement, Lot 4 Carriageway Defect Patching and Lot 5 Pothole Maintenance.

At the conclusion of a procurement exercise, conducted in accordance with both the Council and EU procedures, fifteen tenders were submitted. The report advised the outcome of the tender evaluation process and explained how contract packages would be managed under this framework.

DECIDED:

Lot 1 – Carriageway Resurfacing:

1. Finco Contracts Ltd; 2. Mac Asphalt Ltd; and 3. MacLay (Civil Engineering) Ltd;

Lot 2 – Footway Resurfacing:

1. Finco Contracts Ltd; 2. Mac Asphalt Ltd; and 3. MacLay (Civil Engineering) Ltd;

Lot 3 – Environmental Network Improvement:

1. Finco Contracts Ltd; 2. JH Civil Engineering Ltd; 3. MacLay (Civil Engineering) Ltd; and 4. Mac Asphalt Ltd;

Lot 4 – Carriageway Defect Patching:

1. Finco Contracts Ltd; 2. Mac Asphalt Ltd; 3. MacLay (Civil Engineering) Ltd; and 4. JH Civil Engineering Ltd;

Lot 5 – Pothole Maintenance:

1. Finco Contracts Ltd; 2. Mac Asphalt Ltd; 3. John McGeady Ltd; and 4. Newmac Asphalt Services Ltd.

(ii) That it be noted that the cumulative spend made under this framework contract and any related package orders would be up to the maximum value of £20,000,000 excluding VAT;

(iii) That it be noted that the framework contract would commence on 11 December 2017 or alternatively, the date confirmed in the letter of acceptance and would be for a period of three calendar years with an option to extend for one additional year at the Council's discretion; and

(iv) That it be noted that it was envisaged that the majority of individual package orders raised under this framework contract would not exceed £160,000 excluding VAT and that where best value could not be determined for a spend exceeding £160,000 excluding VAT using the framework ranking system a mini competition would be conducted with the most economically advantageous tenderer awarded the contract.

DECLARATION OF INTEREST

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

17h Redevelopment of Paisley Town Hall , Stage 0, Stage 1 and Design Development Stage of Stage 2

There was submitted a joint report by the Chief Executive and the Acting Director of Development & Housing Services relative to the appointment of Hub West Scotland for initial design, appointment of design team and assessment of affordability to allow early progression of the Town Hall redevelopment within the scheduled timescale.

The report detailed that significant repairs to the internal and external fabric of Paisley Town Hall were required including asbestos removal, renovation, upgrading

of existing services and improvements to internal spaces. In order to manage the works efficiently, a contract strategy had considered potential routes to market and had recommended the appointment of Hub West Scotland as the preferred delivery mechanism for the project.

Councillor Shaw, seconded by Councillor McNaughtan, moved that the appointment of Hub West Scotland to deliver Stage 0 and 1 and the design development stage of Stage 2 as set out in their proposal dated 1 October 2017 entitled “Renfrewshire Council – Paisley Town Hall, Project Delivery Approach” be approved; and that it be noted that the approximate cost for the project up to completion of Stage 1 would be in the region of £800,000 excluding VAT.

Councillor Harte, seconded by Councillor Dowling, moved as an amendment that with regard to Council decision on 28 September 2017 that asked officers to produce a report for Council on the advantages and disadvantages of using HubCos and comparisons made with our own procurement processes, this Board agrees that no partnership with Hub West Scotland, or any other HubCo, will be entered into until the findings report is produced to Council for consideration.

On the roll being called, the following members voted for the amendment: Councillors Brown, Dowling, Harte, Sharkey and Sheridan.

The following members voted for the motion: Councillor Begg, Provost Cameron, Councillors K MacLaren, McNaughtan, Nicolson, Paterson, Shaw, Steel and Strang.

5 members having voted for the amendment and 9 members having voted for the motion, the motion was accordingly declared carried.

DECIDED:

(i) That the appointment of Hub West Scotland to deliver Stage 0 and 1 and the design development stage of Stage 2 as set out in their proposal dated 1 October 2017 entitled “Renfrewshire Council – Paisley Town Hall, Project Delivery Approach” be approved; and

(ii) That it be noted that the approximate cost for the project up to completion of Stage 1 would be in the region of £800,000 excluding VAT.

SEDERUNT

Councillor Audrey Doig returned to the meeting prior to consideration of the undernoted item.

18 Operational Performance Report: Integrated Facilities Management (Hard & Soft Services)

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 15 September 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.

19 Building Services Trading Budget Monitoring Report

This item is exempt.

20 Catering Trading Budget Monitoring Report

This item is exempt.