

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 31 March 2021	14:00	Teams - virtual meeting,

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 James Sheridan, Councillor Andy Steel

Chair

Councillor J Shaw, Convener, presided.

In Attendance

A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and D Christie, Senior Communications Officer (both Chief Executive's); G McKinlay, Head of Schools(Senior Phase and Inclusion) (Children's Services) D Gillies, Head of Facilities Management (Environment & Infrastructure); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, P Murray Head of ITC, L Neary, Head of Transformation and Organisational Development, R Cree, Organisational Development & Workforce Planning Manager, B Lambert, Corporate Procurement Manager, D Pole, End User Technician, P Shiach, Senior Committee Services Officer and K O'Neill, 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 recorded and that the recording would be available to view on the Council's website.

Declarations of Interest

Councillor Begg declared a non-financial interest in Item 17 of the agenda, Paisley Museum Re-imagined– main works as he was a member of the Board of Renfrewshire Leisure Limited and indicated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Paterson declared a non-financial interest in item 23 of the agenda, Flexible Framework Agreement for Renfrewshire Council Early Learning and Childcare Places as a family member attended one of the providers of the framework and indicated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Nicolson declared a non-financial interest in Item 24 of the agenda, Provision of a Head Injury Support Service as a family member was employed by one of the services included in the report and indicated that he would take no part in the discussion or decision on the matter.

1 Revenue and Capital Budget Monitoring as at 8 January 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 8 January 2021.

DECIDED:

(a) That the projected revenue outturn position as 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 may not incorporate the full financial implications of a sustained period of the current lockdown arrangements. Forecasts were therefore likely to fluctuate considerably as the full service implications and associated costs of the pandemic became clear.

(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.

2 Revenue and Capital Budget Monitoring – Council Overview as at 8 January 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 8 January 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 did not yet incorporate the potential costs associated with Council support for the mass vaccination programme. Forecasts were therefore likely to fluctuate considerably as the full service implications and associated costs of the pandemic evolved; and

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

3 Chief Executive's Service - Service Delivery Plan 2021/22

Under reference to paragraph 10 of the Minute of the meeting of this Policy Board held on 2 February 2021, there was submitted a report by the Chief Executive relative to the Chief Executive's Service – Service Delivery Plan 2021/22 (the Plan). A copy of the Plan was appended to the report and set out the priorities to be addressed; the key tasks to be implemented; the implementation timetable; and our measures of success.

The report advised that each year Council services developed and prepared a Service Improvement Plan; a three-year rolling programme setting out the key priorities and actions to be undertaken by the service and the performance measures and associated targets to be used to evidence progress. However, this year, considering the significant impact of the Covid-19 pandemic on the provision of services by the organisation overall, an interim change was made to the service improvement planning process for 2021/22, with Service Delivery Plans being developed for each Council service. Although these plans still focussed on some of the longer term ambitions and priorities being progressed by services, there was a much greater focus on the next 12 months, and the work that would be undertaken as part of the ongoing Covid-19 response to stabilise and adapt the way in which services were provided.

The report also explained that in line with operational changes to the delivery of services, planning and development management services had transferred from the Communities, Housing and Planning Service to the Chief Executive's Service. As such, the Plan had also been submitted to the Communities, Housing & Planning Policy Board for approval of the actions and performance targets that related to the planning and development management functions and therefore came under the remit of that Policy Board.

DECIDED:

(a) That the elements of the Chief Executive's Service – Service Delivery Plan 2021/22, as appended to the report, which came under the remit of this Policy Board be approved;

(b) That it be agreed that an update on progress to deliver the Plan be submitted to this Policy Board in Autumn 2021; and

(c) That it be noted that the Plan had also been submitted to the Communities, Housing & Planning Policy Board for approval of the elements covered by that Board's remit.

4 Finance and Resources Service - Service Delivery Plan 2021/22

Under reference to paragraph 9 of the Minute of the meeting of this Policy Board held on 2 February 2021, there was submitted a report by the Director of Finance & Resources relative to the Finance & Resources Service – Service Delivery Plan 2021/22 (the Plan). A copy of the Plan was appended to the report and set out the priorities to be addressed; the key tasks to be implemented; the implementation timetable; and our measures of success.

The report advised that each year Council services developed and prepared a Service Improvement Plan; a three-year rolling programme setting out the key priorities and actions to be undertaken by the service and the performance measures and associated targets to be used to evidence progress. However, this year, considering the significant impact of the Covid-19 pandemic on the provision of services by the organisation overall, an interim change was made to the service improvement planning process for 2021/22, with Service Delivery Plans being developed for each Council service. Although these plans still focussed on some of the longer term ambitions and priorities being progressed by services, there was a much greater focus on the next 12 months, and the work that would be undertaken as part of the ongoing Covid-19 response to stabilise and adapt the way in which services were provided.

DECIDED:

- (a) That the Finance & Resources Service – Service Delivery Plan 2021/22 as appended to the report be approved; and
- (b) That it be agreed that mid-year updates on progress to deliver the Plan be submitted to the appropriate Policy Board in Autumn 2021 and early Summer 2022.

5 Environment & Infrastructure Service Delivery Plan 2021/22

There was submitted a report by the Director of Environment & Infrastructure relative to the Environment & Infrastructure Service Delivery Plan 2021/22 (the Plan). A copy of the Plan was appended to the report and set out the priorities to be addressed; the key tasks to be implemented; the implementation timetable; and our measures of success.

The report advised that Council services typically reported on their performance and intended improvement actions through Service Improvement Plans. However, this year the COVID-19 pandemic had had a significant impact on how services were delivered and on the needs of the community. Consequently, services had produced Service Delivery Plans for 2021/22 setting out the actions they will take to assist in recovery.

DECIDED:

- (a) That the Environment & Infrastructure Service Delivery Plan 2021/22, as appended to the report and as specific to the areas of activity delegated to this Policy Board, be approved;
- (b) That it be agreed that progress to deliver the specific areas of the Plan that were delegated to this Policy Board be reported to this Policy Board in November 2021; and

(c) That it be noted that the Plan would also be submitted to the Infrastructure, Land & Environment Policy Board to approve elements of activity covered within that Policy Board's remit.

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 last meeting of this Policy Board in February 2021.

DECIDED: That the operational performance update be approved.

7 Review of the Renfrewshire Council Byelaws on the Employment of Children 2010

There was submitted a joint report by the Director of Children's Services and the Director of Finance & Resources relative to the outcome of a review of Renfrewshire Council Byelaws on the Employment of Children 2010 carried out in October 2020.

The report advised that a review of the Byelaws on the Employment of Children 2010 required to be undertaken every 10 years and had concluded that the Byelaws need no alteration at this time.

DECIDED: That it be agreed that no changes be made to the Renfrewshire Council Byelaws on the Employment of Children 2010 at this time.

8 Revisions to the Council's Existing Pay and Grading Structure for Local Government Employees

There was submitted a report by the Director of Finance & Resources relative to revisions to the Council's existing pay and grading structure for Local Government Employees and the redesign of the Council's current pay and grading structure to meet the commitment of the Scottish Joint Council (SJC) to consolidate the living wage into locally agreed pay and grading structures as an hourly rate of pay for Local Government Employees. The proposed pay and grading structure to be implemented with effect from 1 April 2021 was attached as an appendix to the report. The proposed pay and grading structure did not apply to employees covered by Teaching, Craft or Chief Officials conditions of service.

The report advised that the proposed pay and grading structure: consolidated the Scottish Local Government Living Wage into the Council's pay structure for Local Government Employees as the minimum hourly rate of pay; restored the pay differentials between grades within a pay structure that had been eroded by recent

increases in the level of the Living Wage; removed all overlaps from the pay scales of adjacent grades in the structure, in accordance with best practice; and reduced the overall length of each pay scale, within the SJC spinal column points, to a maximum of five incremental steps by year 2025.

The cost of implementing the revised pay and grading structure was approximately £400,000, 90% of which would be invested within the first year of the new structure to the bottom four grades, impacting approximately 3000 of the lowest paid employees. No employee would be in financial detriment because of the implementation of the revisions to the pay structure.

DECIDED:

- (a) That the implementation of the revised pay and grading structure as set out in the Appendix to the report be approved with effect from 1 April 2021, subject to agreement being reached with the recognised trade unions, Unison, Unite and GMB;
- (b) That the Head of Transformational & Organisational Development be authorised to carry out appropriate assimilation arrangements to transition employees to the revised pay and grading structure;
- (c) That the cost of the revised pay structure as detailed within the report be noted; and
- (d) That the positive outcome of the impact assessment undertaken by the Council's recognised independent technical adviser as detailed in the report be noted.

9 People Strategy - Our People Our Future 2021-2026

There was submitted a report by the Director of Finance & Resources relative to the implementation of a new People Strategy following a review of current approaches to organisational development and workforce planning undertaken in 2020 that highlighted potential areas for improvement. An Appendix to the report, entitled 'Our People Our Future 2021/26' set out the revised strategy that would replace the current Organisational Development Strategy 2016/19 and Workforce Plan 2017/20.

The new strategy provided a 5-year framework, with three clear strategic outcomes, supported by range of organisational development and workforce planning activities to be delivered over the period. Immediate priorities over the next 1-2 years would focus on supporting the workforce to respond to and recover from Covid-19.

DECIDED:

- (a) That the new People Strategy as set out in the Appendix to the report be approved; and
- (b) That it be noted that an annual progress report would be presented to members.

10 Contract Award: Demolition of existing buildings on Chivas Regal Site, Paisley (RC-CPU-20-123)

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 demolition of buildings on the Chivas Regal site, Paisley to Caskie Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for the demolition of existing buildings on the Chivas Regal site, Paisley, to Caskie Limited
- (b) That a contract sum of £394,250.00 excluding VAT be approved;
- (c) That, if required, expenditure of £28,000.00 excluding VAT for identified risks be approved;
- (d) That, if required, expenditure of a contingency sum of £129,278.00 excluding VAT be approved;
- (e) That it be noted that the date of possession of the site was 26 April 2021 and the date of completion of the works was 17 December 2021; and
- (f) That it be noted that the award of the contract was subject to the provision of a Performance Bond as indicated within the tender documentation and Caskie Limited was committed to have the required level of Employers Liability and Public Liability insurance upon receipt of the Council's letter of acceptance and prior to possession of site being granted.

11 Contract Award: Electrical Upgrade – St John Ogilvie PS (RC-CPU-20-260)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for electrical upgrade works at St John Ogilvie Primary School to Atalian Servest AMK Limited trading as Arthur McKay.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for electrical upgrade at St John Ogilvie Primary School to Atalian Services AMK Limited trading as Arthur McKay;
- (b) That a contract sum of £383,300.71 excluding VAT be approved; and
- (c) That the undernoted dates of possession and completion be noted and that any changes to these dates would be confirmed in the letter of acceptance:

Section 1 – Possession: 26 June 2021 and Completion: 11 August 2021
Section 2 – Possession: 12 August 2021 and Completion: 15 October 2021
Section 3 – Possession: 26 June 2021 and Completion: 15 October 2021

12 Contract Award: St Anthony's Primary – External Works (RC-CPU-20-189)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a works contract for St Anthony's Primary School – external works to John McGeady Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for St Anthony's Primary School – External Works (RC-CPU-20-189) to John McGeady Limited;
- (b) That a contract sum of up to the value of £263,506.97 excluding VAT be approved;
- (c) That, if required, the use of a potential contingency sum of £26,350.70 excluding VAT be approved; and
- (d) That a contract period of three months commencing 28 June 2021 with completion by 17 September 2021 be authorised, the actual date of possession to be confirmed in the Council's letter of acceptance.

13 Contract Authorisation Report for the Provision of a GIS System

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a negotiated contract for the provision of a GIS system to Esri (UK) Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for the provision of a GIS system to Esri (UK) Limited;
- (b) That a contract period of three years until 31 March 2024 to replace the existing contract for the provision of a GIS system due to expire on 31 March 2021 be authorised; and
- (c) That a contract value of £255,000 excluding VAT be approved.

14 Contract Award: Community Halls Refurbishments (RC-CPU-20-211)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a works contract for the refurbishment of

Community Halls (RC-CPU-20-211) to City Gate Construction (Scotland) Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the refurbishment of Community Halls (RC-CPU-20-211) to City Gate Construction (Scotland) Limited;

(b) That the contract value of up to £1,625,414.75 excluding VAT be approved;

(c) That the breakdown of spend per property be noted, viz: McKillop Institute £799,340.66; Elderslie Village Hall £498,985.34; and Southend Action Centre £327,088.75;

(d) That it be noted that the contract had sectional completion requirements with proposed dates for possession as listed below. Any changes to these dates would be confirmed in the letter of acceptance:

Section 1: Southend Action Centre – 25 May 2021

Section 2: McKillop Institute – 25 May 2021

Section 3: Elderslie Village Hall – 25 May 2021

(e) That it be noted that proposed dates for completed were as listed below. Any changes to these dates would be confirmed in the letter of acceptance:

Section 1: Southend Action Centre – 9 November 2021

Section 2: McKillop Institute – 9 November 2021

Section 3: Elderslie Village Hall – 9 November 2021;

(f) That it be noted that the award of contract was subject to the provision of a Performance Board and Collateral Warranties as indicated within the tender; and

(g) That it be noted that the award of contract was subject to the provision of Contractors All Risk Insurance as indicated within the tender and that City Gate Construction (Scotland) Limited was committed to have the required level of Contractors All Risk Insurance upon receipt of the letter of acceptance and prior to the site possession being granted.

15 Supply and Delivery of 400 Laptops

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 urgent supply and delivery of 400 laptops in order to meet the unprecedented demand for increased home working by staff during the Covid-19 pandemic and in light of the limited availability of this key equipment. The report explained that the Director of Finance & Resources and the Head of Policy & Commissioning had awarded a contract to Capito Limited.

DECIDED:

(a) That the action taken by the Director of Finance & Resources and the Head of Policy & Commissioning to secure the supply and delivery of 400 laptops from Capito Limited

be homologated;

(b) That the contract value of £224,632.00 excluding VAT be noted; and

(c) That it be noted that the contract would be in place until full delivery was achieved and that all laptops had three years warranty.

16 Contract for Paisley to Renfrew Active Travel Route (RC-CPU-20-146) under clause 9.1j) of Standing Orders relating to Contracts

There was submitted a joint report by the Chief Executive and the Head of Economy & Development relative to the award of contract for Paisley to Renfrew Active Travel Route. The report explained that given the timescales involved and the requirement to fulfil the conditions of grant awarded by the Scottish Government Clyde Mission Fund 2020/21, an exemption to Clause 9.1j) of the Council's Standing Orders Relating to Contract would apply. The contract would therefore be awarded in due course by the Head of Economy & Development on conclusion of the tender process.

DECIDED:

(a) That it be noted that authority to use Clause 9.1j) of the Council's Standing Orders relating to Contracts was granted by the Head of Policy & Commissioning and the award of contract would be made by the Head of Economy & Development;

(b) That it be noted that the funding agreement required the Council to have committed the funds by 14 April 2021;

(c) That it be noted that the contract had an anticipated start date of 19 April 2020 and a completion date of 15 March 2022; and

(d) That it be noted that a further report would be submitted to the next meeting of this Policy Board to advise the outcome of the tender process.

Declaration of Interest

Councillor Begg, having previously declared an interest in the following item of business, remained in the meeting.

17 Contract Award: Paisley Museum Re-Imagined– Main Works (RCCPU-19-419)

There was submitted a joint report by the Chief Executive and the Programme Director – City Deal & Infrastructure relative to the award of contract for the Paisley Museum Re-Imagined - Main Works to Kier Construction Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Paisley Museum Re-imaged – Main Works (RC-CPU-19-419) to Kier Construction Limited.

(b) That the contract sum of £23,511,906.00 excluding VAT, with an additional 10% contingency spend, be approved;

(c) That it be noted that the contract sum could reduce prior to contract award as post tender negotiations with Keir Construction Limited continued. The concluding contract sum would be confirmed in the letter of acceptance and formal contract;

(d) That authority be delegated to the Head of Policy & Commissioning, in conjunction with the Programme Director – City Deal & Infrastructure, to accept recommendation for a revised reduced offer from Keir Construction Limited following post-tender negotiations and thereafter that the Head of Corporate Governance be authorised to make an award for that revised reduced value;

(e) That it be noted that the anticipated date of possession of the site was 7 June 2021 with completion by 2 December 2022. The actual dates would be confirmed in the letter of acceptance and formal contract; and

(f) 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.

18 Site Supervision Services for Design and construction works for CWRR Project

There was submitted a report by the Chief Executive relative to the award of a contract for site supervision services for design and construction works for the Clyde Waterfront and Renfrew Riverside (CWRR) Project (RC-CPU-20-353) to Jacobs UK Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for site supervision services for design and construction works for CWRR Project (RC-CPU-20-353) to Jacobs UK Limited;

(b) That a contract value of up to £3,000,000 exclusive of VAT be approved;

(c) That it be noted that the contract was anticipated to commence in early May 2021 with completion by October 2023, subject to completion of the design and construction works for the CWRR Project, and that the commencement date would be confirmed in the letter of acceptance.

19 Contract Award: The Purchase of three (3) 26 Tonne Refuse Collection Vehicles (RCV) (RC-CPU-20-414)

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 three, 26 tonne, refuse collection vehicles as part of the Council's vehicle replacement programme for 2021/22 to Faun Zoeller (UK) Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the purchase of three, 26 tonne, refuse collection vehicles to Faun Zoeller (UK) Limited;

(b) That a contract value of £534,211.53 excluding VAT be approved;

(c) That it be noted that if an order was placed with Faun Zoeller (UK) Limited before the 18 April 2021 vehicle delivery to Fleet Services, Underwood Road, Paisley must take place before the end of November 2021.

29 Contract Award: The Supply and Delivery of Coated Roadstone (RC-CPU-20-399)

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for supply and delivery of coated roadstone to Hillhouse Quarry Group Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the supply and delivery of coated Roadstone (RC-CPU-20-399) to Hillhouse Quarry Group Limited;

(b) That the contract period of 6 months commencing 30 April 2021, or such other date as specified in the letter of acceptance, be noted; and

(c) That a total contract value of up to £600,000.00 excluding VAT, be approved.

21 Provision of Adaptations and Small Repair Service (RC-CPU-20-370)

There was submitted a joint report by the Chief Executive and the Chief Officer Renfrewshire Health and Social Care Partnership relative to the award of a contract for the provision of an adaptations and small repair service to Bridgewater Housing Association Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for the provision of an adaptations and small repair service to Bridgewater Housing Association Limited;

(b) That it be noted that the contract period was 11 months from 1 May 2021 to 31

March 2022; and

(c) That a maximum contract value of £337,929 excluding VAT for the entire contract, with the spend pertaining to Renfrewshire Council being no more than £194,425 excluding VAT, be approved.

22 Early Learning & Childcare Places - Linwood Community Nursery

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of a contract for the provision of early learning and childcare places to the Committee of Linwood Community Care.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the provision of early learning and childcare places to the Committee of Linwood Community Care;

(b) That a contract period of six months from 16 August 2021 to 15 January 2022 be approved;

(c) That a maximum contract value of £202,972.35 for the entire contract period be approved; and

(d) That it be noted that the exact amount to be paid was dependent on the number of eligible children due funding in accordance with current legislation.

Declaration of Interest

Councillor Paterson, having previously declared an interest in the following item of business, remained in the meeting.

23 Early Learning & Childcare Places Flexible Framework

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of places on the Flexible Framework Agreement for the provision of early learning and childcare places. Appendix 1 to the report listed tenders received under Lot 1 and Lot 2 and Appendix 2 to the report listed those tenderers recommended for places on the Flexible Framework Agreement. The report also sought authority for the Head of Corporate Governance and the Director of Children's Services to award future places on the framework agreement.

DECIDED:

(a) That the award of the Flexible Framework Agreement for Renfrewshire Council Early Learning and Childcare Places be authorised;

(b) That the Head of Corporate Governance be authorised to award a place on the

Flexible Framework Agreement to those tenderers listed in Appendix 2 to the report, subject to each tenderer entering into an Information Sharing Protocol with the Council as a condition of their award;

(c) That the award of the Flexible Framework Agreement for an initial period of three years with the option to extend at the discretion of the Council for a further period of 12 months on two occasions be approved;

(d) That it be noted that the commencement date of the Flexible Framework Agreement was anticipated to be 30 April 2021 with funding available from 16 August 2021; and

(e) That the Head Of Policy and Commissioning, in conjunction with the Director of Children's Services, accept recommendations to award further places as and when required during the contract period to tenderers who meet the minimum requirements as detailed in the Invitation to Tender, and to authorise the Head of Corporate Governance to award any recommendation approved by them.

Declaration of Interest

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

24 Provision of Head Injury Support Service (RC-CPU-20- 369)

There was submitted a joint report by the Chief Executive, the Director of Children's Services and the Chief Officer Renfrewshire Health and Social Care Partnership relative to the award of a contract for the provision of a head injury support service to Quarriers.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the provision of a head injury support service to Quarriers;

(b) That a contract period of three years from 19 April 2021 to 18 April 2024 be approved; and

(c) That a maximum contract value of £394,044 excluding VAT for the entire contract period be approved.