

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 11 November 2020	14:00	Teams - Virtual Meeting,

Present

Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor James Harte, Councillor John Hood, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor James Sheridan, Councillor Andy Steel and Councillor Jane Strang.

Chair

Councillor J Shaw, Convener, presided.

In Attendance

A Russell, Director of Finance & Resources; G McNeil, Director of Environment & Infrastructure; P Moss, Strategic Planning & Policy Development Manager, B Lambert, Strategic Procurement Manager, A Donaldson, Strategic Commercial Category Manager, G Beattie, Strategic Commercial Category Manager, L Gillan, Strategic Commercial Category Manager and D Christie, Senior Communications Officer (all Chief Executive's); D Gillies, Head of Facilities Management and G Hannah, Infrastructure, Transportation & Change Manager (both Environment & Infrastructure); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, R McGrath, Head of Business & Customer Services, P Murray, Head of ICT, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, S Grieves, ERP Senior Responsible Owner, S Fanning, Principal HR &OD Adviser, M Conaghan, Legal & Democratic Services Manager, R Devine, Senior Committee Services Office, P Shiach, Committee Services Officer and J Barron, 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.

Apology

Councillor Hood.

Declarations of Interest

There were no declarations of interest intimated prior to commencement of the meeting.

Additional Item

The Convener indicated that there was an additional item relative to a Contract Authorisation Report - Family Support Services for Children affected by Disability which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item, which was dealt with at item 25 below, was urgent, authorised its consideration.

1 Joint Consultative Board (Non-teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 2 September 2020, as attached hereto.

DECIDED: That the Minute be noted.

2 Revenue and Capital Budget Monitoring as at 18 September 2020

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 18 September 2020.

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 that forecasts were likely to be subject to considerable fluctuation 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.

3 Revenue and Capital Budget Monitoring – Council Overview as at 18 September 2020

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 18 September 2020.

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 that forecasts were likely to be subject to considerable fluctuation as the full service implications and associated costs of the pandemic became clear; and

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

4 Treasury Management Mid-Year Review 2020/21

There was submitted a report by the Director of Finance & Resources relative to the mid-year review of treasury management 2020/21. It was highlighted that the report had been prepared in compliance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management in the Public Services Code of Practice.

The report provided a review of the Treasury Management Strategy Statement 2020/21 which incorporated the annual investment strategy, together with a review of the Council's investment portfolio for 2020/21, a review of the Council's borrowing strategy for 2020/21 and a review of compliance with treasury management.

DECIDED: That treasury management activity for the period 1 April to 9 October 2020 be noted.

5 Service Update - Finance & Resources

Under reference to paragraph 9 of the Minute of the meeting of this Policy Board held on 2 September 2020, there was submitted a further update report by the Director of Finance & Resources relative to key service areas of activity, within this Board's remit, providing an outline of priorities to Spring 2021 and highlighting key areas of focus and plans for next steps to support the Council's recovery plans. An update on performance was set out in the Appendix to the report.

DECIDED: That the report and the appended performance information for 2019/20 be noted.

6 Service Update – Chief Executive's Service

Under reference to paragraph 8 of the Minute of the meeting of this Policy Board held on 2 September 2020, there was submitted a further update report by the Chief Executive relative to key service areas of activity, within this Board's remit, providing an outline of priorities through to Spring 2021 and highlighting key areas of focus and plans for next steps to support the Council's recovery plans. An update on performance was set out in the Appendix to the report.

DECIDED: That the report and the appended performance information for 2019/20 be noted.

7 Service Update - Facilities Management

Under reference to paragraph 10 of the Minute of the meeting of this Policy Board held on 2 September 2020, there was submitted a further update report by the Director of Environment & Infrastructure relative to key areas of activity within this Board's remit, providing an outline of priorities through to Spring 2021 and highlighting key areas of focus and plans for next steps to support the Council's recovery plans. An update on performance was set out in the Appendix to the report.

DECIDED: That the report and the appended performance information for 2019/20 be noted.

8 ICT Acceptable Use Policy (AUP)

There was submitted a report by the Director of Finance & Resources relative to a review of the ICT Acceptable Use Policy (AUP) that reflected the current technology landscape and use of ICT facilities.

The revised policy had been developed to protect the Council's electronic assets, data and information and to take account of the Council's current ICT facilities and best practice. The aim of the revised policy was to ensure that individuals could make the most of the Council's ICT facilities to carry out their duties responsibly. A copy of the revised AUP was appended to the report.

DECIDED:

- (a) That the ICT Acceptable Use Policy, as appended to the report, be approved; and
- (b) That it be agreed that the ICT Acceptable Use Policy be reviewed on a two-yearly basis.

9 Chief Executive's Service - Annual Health & Safety Report 2019/20 and Action Plan 2020/21

There was submitted a report by the Chief Executive relative to the Annual Health & Safety Report 2019/20 and Action Plan 2020/21. The report included an annual progress report for 2019/20 as Appendix 1 and an Action Plan for 2020/21 as Appendix 2.

The annual progress report 2019/20, Appendix 1, detailed arrangements for the management of health and safety within the Chief Executive's service, demonstrated the commitment to continuous improvement in health and safety performance and summarised achievements from 1 April 2019 to 31 March 2020, including the impact of the Covid-19 pandemic on health and safety arrangements for the service.

The Action Plan 2020/21, Appendix 2, set out the planned actions the service would undertake during 2020/21, outlined the service's commitment to continuous improvement and included specific priority actions to be progressed in response to the Covid-19 pandemic.

DECIDED:

- (a) That the annual progress report 2019/20, as set out in Appendix 1 to the report, be noted; and
- (b) That the Chief Executive's Service Health & Safety Action Plan 2020/21, as set out in Appendix 2 to the report, be approved.

10 Finance & Resources Health and Safety Report and Plan 2020/2022

There was submitted a report by the Director of Finance & Resources relative to the Health & Safety Report and Plan 2020/22. A copy of the Plan was appended, as Appendix 1 to the report, and included a performance report on activity during 2019/20. The action plan 2020/22, attached as Appendix 2, detailed key areas of performance and specific priority actions to be taken forward in response to the Covid-19 pandemic.

DECIDED:

- (a) That the annual progress report 2019/20, as set out in Appendix 1, be noted; and
- (b) That the Finance & Resources Health & Safety Action Plan 2020/21, as set out in Appendix 2, be approved.

11 Finance & Resources: Health and Safety Mid-Year Review

There was submitted a report by the Director of Finance & Resources relative to the 2020/21 mid-year review of health and safety activities within Renfrewshire Council. The report provided an update on the health and safety arrangements and performance of the Council in managing health, safety and wellbeing during the period 1 April to 30 September 2020. The report outlined the Council's commitment to the health, safety and wellbeing of employees during the Covid-19 pandemic and public health crisis and took into consideration the Council's response to the Scottish Government publication "Coronavirus (Covid-19): Scotland's route map through and out of the crisis".

DECIDED: That the report be noted.

12 Contract Authorisation Report for the Support, Maintenance and Hosting of Business World

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 support, maintenance and hosting of Business World to Unit 4 Business Software Limited.

RECORDING OF DISSENT

Councillor Sharkey having moved an amendment that failed to find a seconder requested, in terms of Standing Order 24, that his dissent be recorded.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award the contract for the support, maintenance and hosting of Business World to Unit 4 Business Software

Limited following completion of negotiations on the terms to the satisfaction of the Head of Corporate Governance and the Director of Finance & Resources;

(b) That it be agreed that the contract would be for a period of eight years from the date of commencement (Go-live date) plus the option to extend for a year, on two separate occasions, anticipating a start date of 27 November 2020;

(c) That it be agreed that the contract value would be £475,000 per annum excluding VAT, plus an annual increase attributable to the Consumer Price Index (CPI) to be applied annually throughout the life of the contract including the extension periods if taken up. The total contract value including all extension periods if utilised would be £4,750,000 excluding VAT plus any annual CPI increases; and

(d) That, as the contract allowed additional exceptions of cost should the number of users within the Council increase and additional licences need to be added during the contract, a contingency value of 10% of the annual contract value be approved for licence scalability.

13 Removal, Relocation and Warehouse Storage Services Framework

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to a multi-supplier framework agreement for removal, relocation and warehouse storage services (RC-CPU-19-478).

DECIDED:

(a) That the Head of Corporate Governance be authorised to enter a framework agreement for removal, relocation and warehouse storage services (RC-CPU-19-478) with the following tenderers:

(i) Lot 1– Removal, Relocation and Warehouse Storage Services for ad hoc requirements, as ranked in the following order:

1st Kelerbay Limited t/a Doree Bonner International;
2nd Harrow Green Limited t/a Restore Harrow Green;
3rd Richard Healey Removals Ltd;

(ii) Lot 2 – Removal, Relocation and Warehouse Storage Services for Homeless Services as ranked in the following order:

1st Kelerbay Limited t/a Doree Bonner International
2nd Richard Healey Removals Ltd
3rd Clockwork Removals Ltd;

(b) That it be noted that the framework agreement would be for an initial period of three years with the option, at the sole discretion of the Council, to extend the framework agreement for a period of one year to a maximum of four years;

(c) That it be noted that the framework agreement was anticipated to commence on 25 January 2021 or otherwise as confirmed in the letter of acceptance;

(d) That a contract value of £500,000.00 excluding VAT be authorised under the framework agreement (both lots) for the maximum period of four years;

(e) That it be noted that the framework agreement had no guarantee as to the continuity and value of work; and

(f) That it be noted that each tenderer awarded rights to participate under Lot 2 of the framework agreement would be required to enter into a Data Processor Agreement with the Council.

14 Warden Call Maintenance, Servicing and Reactive Repairs

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a measured term contract for warden call maintenance, servicing and reactive repairs (RC-PCU-20-095) to OpenView Security Solutions Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a measured term contract for Warden Call Maintenance, Servicing and Reactive Repairs to OpenView Security Solutions Limited;

(b) That the award of a measured term contract up to a total contract value of £425,000.00 excluding VAT for the contract period (initial and both extension periods) be approved;

(c) That an initial contract period of three years with the option to extend on two separate occasions each for a period of 12 months be approved. The contract was anticipated to commence on 18 January 2021 or otherwise as confirmed in the letter of acceptance; and

(d) That it be noted that OpenView Security Solutions Limited would be required to enter into a Data Processor Agreement with the Council.

15 Braids Road Reconstruction Scheme

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure, as required in terms of the Council's Standing Orders Relating to Contracts, relative to a change to the scope of the works for the Braids Road Reconstruction Scheme in Paisley contract and the subsequent increases in both cost and duration.

The report detailed the changes to the scope of the works that were now required and the reasons for those changes. A contract value of £176,408.20 had been approved previously and the estimated cost of the additional works was £430,000.00 excluding VAT. It was noted that the contract completion date had also been revised to 6 December 2020.

DECIDED:

(a) That it be noted, in accordance with paragraph 20.3 of the Council's Standing Orders relating to Contracts, that the increased value of the contract was above £100,000.00 or a further 25% of the awarded contract value;

(b) That it be noted, in accordance with paragraph 34.3 of the Council's Standing Orders relating to Contracts, that agreement to vary the contract had been reached between the Director of Environment & Infrastructure, the Head of Corporate Governance and the Head of Policy & Commissioning;

(c) That it be noted that due to the additional work involved and as the land had been identified as contaminated, the intended completion date of 25 September 2020 had been amended to 6 December 2020; and

(d) That it be noted that because of the changes outlined in the report, the initial price of the works had risen from the original £176,408.20 excluding VAT to an estimated £430,000.00 excluding VAT.

16 Corporate Skip Hire

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a service contract for corporate skip hire (RC-CPU-20-015) to Envva Scotland Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for corporate skip hire to Envva Scotland Limited;

(b) That an initial contract term of two years, with the Council having the option to extend for up to 12 months on two separate occasions, subject to contract performance, be approved;

(c) That an anticipated contract commencement date of 7 December 2020 be noted, with the actual commencement to be confirmed in the letter of acceptance;

(d) That a maximum contract value of up to £500,000 excluding VAT be approved; and

(e) That it be noted that due to the reactive nature of this service provision, a consistent workflow was not guaranteed therefore the estimated annual value of the contract was undefined. The contract would remain in place for the length of the stated period or until the cumulative value of business under the contract reached £500,000.

17 Refurbishment and Installation of the Junction Situated at Renfrew Road and Netherhill Road

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 refurbishment and installation of the junction situated at Renfrew Road and Netherhill Road to Hillhouse Quarry Group Limited t/a MacAsphalt.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the

refurbishment and installation of the junction situated at Renfrew Road and Netherhill Road, Paisley to Hillhouse Quarry Group Limited, t/a MacAsphalt;

(b) That it be noted that the contract would commence on 11 January 2021 with an anticipated completion date of 21 July 2021 and the actual dates would be confirmed in the letter of acceptance; and

(c) That it be noted that the contract sum was £292,427.60 excluding VAT.

18 Term Contract for a Planned Programme of In-Service Inspection and Testing of Electrical Equipment.

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a term contract for a planned programme of in-service inspection and testing of electrical equipment (RC-CPU-19-065) to Norwood Electrical (UK) Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for a planned programme of in-service inspection and testing of electrical equipment to Norwood Electrical (UK) Limited;

(b) That a spend under the contract of up to £500,000.00 excluding VAT be authorised;

(c) That it be noted that the contract would be formed under the SBCC Measured Term Contract for use in Scotland, MTC/Scot (2011 Edition) terms and conditions incorporating the Council's amendments (Employer's Amendments); and

(d) That it be noted that the contract would be for three years commencing on or around 6 January 2021, with the Council having sole discretion to exercise the option to extend the contract for further periods with the total of any extension periods awarded not exceeding 24 months.

19 Term Contract for the Statutory Maintenance and Reactive Repairs of CCTV, Fire Alarm and Intruder Alarm Systems (including the Provision of an Alarm Monitoring Service)

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a term contract for the statutory maintenance and reactive repairs of CCTV, fire alarm and intruder alarm systems (including the provision of an alarm monitoring service) (RC-CPU-17-135) to Boston Networks Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the statutory maintenance and reactive repairs of CCTV, fire alarm and intruder alarm systems (including the provision of an alarm monitoring service) to Boston Networks Limited;

(b) That a spend under the contract of up to £1,000,000.00 excluding VAT be authorised;

(c) That it be noted that the contract would be formed under the SBCC Measured Term Contract for use in Scotland, MTC/Scot (2011 Edition) terms and conditions incorporating the Council's amendments (Employer's Amendments); and

(d) That it be noted that the contract would be for three years commencing on or around 6 January 2021, with the Council having sole discretion to exercise the option to extend the contract for further periods with the total of any extension periods awarded not exceeding 24 months.

20 Treatment of Post-consumer Recyclate Consisting of Mixed Glass, Cans and Plastic

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a services contract for the treatment of post-consumer recyclate that consisted of mixed glass, cans and plastic (RC-CPU-20-108) to Levenseat Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a service contract for the treatment of post-consumer recyclate that consisted of mixed glass, cans and plastic to Levenseat Limited;

(b) That it be noted that the contract was for 15 months from the contract commencement date of 3 December 2020 or such other date as specified in the letter of acceptance;

(c) That it be noted that the Council had the option to exercise a break clause and terminate the contract every five months from commencement without penalty or compensation payable to the service provider where the Council identified such a proposed contract rate did not represent best value and did not match the emerging market conditions associated with mixed glass, cans and plastic; and

(d) That a total contract value of up to £345,393.15 excluding VAT be authorised.

21 Treatment of Post-consumer Recyclate Consisting of Paper, Card and Cardboard

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a service contract for treatment of post-consumer recyclate consisting of mixed paper, card and cardboard (RC-CPU-20-107) to Regen Waste Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a service contract for treatment of post-consumer recyclate consisting of mixed paper, card and cardboard to Regen Waste Limited;

- (b) That it be noted that the contract was for 15 months from the anticipated contract commencement date of 3 December 2020 or such other date as specified in the letter of acceptance;
- (c) That it be noted that the Council had the option to exercise a break clause and terminate the contract every five months from commencement without penalty or compensation payable to the service provider where the Council identified such a proposed contract rate did not represent best value and did not match the emerging market conditions associated with mixed glass, cans and plastic; and
- (d) That a total contract value of up to £712,782.88 excluding VAT be authorised.

22 White Cart Footbridge

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for strengthening the White Cart footbridge to W I & A Gilbert Limited.

DECIDED:

- (a) That the Head of Corporate Governance be authorised to award a contract for strengthening the White Cart footbridge to W I & A Gilbert Limited;
- (b) That a spend of up to £365,683.90 excluding VAT plus an additional 10% contingency for any unforeseen circumstances, be authorised;
- (c) That it be noted that the contract was funded fully by Strathclyde Partnership for Transport and Sustrans Limited; and
- (d) That it be noted that the start date was 1 December 2020, or as confirmed in the letter of acceptance, with an anticipated completion date of 31 March 2021.

23 National Care Home Contract Minute of Variation: 6 April 2020 to 5 April 2021

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the progression of Minutes of Variation to the National Care Home Contract (NCHC) for providers listed in Appendix A to the report for the period 6 April 2020 to 5 April 2021.

The report advised that the form of the NCHC had been agreed at a national level between the Convention of Scottish Local Authorities, Scotland Excel, Coalition of Care and Support Providers and Scottish Care (representing the Care Home Providers).

The services in Renfrewshire continued under the existing NCHC, in accordance with revised rates agreed in national negotiations. Providers had been asked to formally confirm their agreement to the Minute of Variation for the period 6 April 2020 to 5 April 2021 in accordance with the agreed revised rates as detailed in the report. The revised rates had been used to calculate the weekly charge payable and paid from 6 April 2020. It was highlighted that the revised NCHC took account of the Scottish Government's Living Wage initiative and required all providers to pay all care workers

a minimum of £9.30 per hour with effect from 6 April 2020.

DECIDED:

(a) That it be noted that the Minute of Variation for changes to the National Care Home Contract commenced on 6 April 2020 for the period to 5 April 2021;

(b) That it be noted that in line with the decision taken for the previous Minute of Variation, the increases in fees payable by 3.51% for nursing and 3.54% for residential now being applied for period 6 April 2020 to 5 April 2021 were in accordance with the rates as agreed nationally by the Convention of Scottish Local Authorities, Scotland Excel, Coalition of Care and Support Providers and Scottish Care (representing the Care Home Providers);

(c) That it be noted that the formal Minute of Variation for the period 6 April 2020 to 5 April 2021 had been issued to the providers listed within the appendices to this report for their completion; and

(d) That it be noted that the total spend during this period under all National Care Home Contracts would be approximately £26 million excluding VAT.

24 Request to Suspend Part of Standing Order 18.1 of the Standing Orders Relating to Contracts for the Demolition of existing buildings on Chivas Regal Site, Paisley

There was submitted a joint report by the Chief Executive, the Head of Policy & Commissioning and the Head of Corporate Governance relative to the suspension of part of the wording in Clause 18.1 of Standing Orders relating to Contracts to permit use of the Quick Quote procedure for the demolition of existing buildings on the Chivas Regal Site, Paisley.

The report detailed the urgency of the works and the course of action now being taken.

DECIDED:

(a) That it be agreed that the application of the words “and the estimated value is below the Threshold” contained in Clause 18.1 of the Council’s Standing Orders relating to Contracts be suspended in respect of the contract for the demolition of existing buildings on the Chivas Regal site, Paisley; and

(b) That it be noted that the suspension would not impact on the process of seeking approval to award the contract or the outcome of the tender evaluation and that the recommendation to award would require the prior authorisation of this Policy Board in accordance with Standing Order 27.4 of the Council’s Standing Orders relating to Contracts.

25 Provision of Family Support Services for Children Affected by Disability (RC-CPU-19-293)

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 a family

support service for children affected by disability (RC-CPU-19-293) to Action for Children, subject to meeting the Council's requirements for Health and Safety.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for the provision of family support services for children affected by disability to Action for Children;

(b) That the contract be awarded for three years from 1 December 2020 to 30 November 2023 with the option at the discretion of the Council to extend for an additional one year on two occasions until no later than 30 November 2025; and

(c) That a maximum contract value of £637,299.20 for the entire contract period including available extensions be approved.

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 6 and 9 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

26 PPP Contract Negotiations and Mediation

There was submitted a report by the Director of Environment & Infrastructure relative to PPP contract negotiations and mediation.

DECIDED:

(a) That it be noted that negotiations had been taking place regarding the past and future operation of the PPP contract and the outcome of the formal mediation undertaken by the parties.

(b) That the Director of Environment & Infrastructure be authorised in consultation with the Head of Corporate Governance to finalise the terms of an agreement with Renfrewshire Schools Partnership covering the areas outlined in section 5 of the report; and

(c) That it be noted that the final legal documentation would be submitted to a future meeting of this Policy Board for approval.