

## Minute of Meeting

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 05 September 2018	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 John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor Andy Steel, Councillor Jane Strang

#### Chair

Councillor J Shaw, Convener, presided.

#### In Attendance

S MacDougall, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, K Goldie, Senior Project Executive (Regeneration), B Lambert, Strategic Procurement Manager and C Grainger, Service Planning & Policy Development Manager (all Chief Executive's); A Moulson, Town Centre Project Manager (Communities, Housing & Planning Services) D Gillies, Head of Facilities Management, G Hannah, Acting Head of Operations & Infrastructure; K Anderson, Amenity Services Manager – Waste (all Environment & Infrastructure Services); and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, R Cree, OD & Workforce Planning Manager, E Shields, Business Services Manager, D Farrell, Finance & Business Manager, G Innes, Customer Services Manager, and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

#### Apology

Councillor K MacLaren.

## **Declarations of Interest**

Councillor Nicolson declared a non-financial interest in Item 16 of the agenda, Civic Hospitality, as his wife was employed by Quarriers, and intimated his intention to remain in the meeting but not take part in the discussion or voting thereon.

### **1 Investment Review Board**

There was submitted the Minute of the Investment Review Board meeting held on 13 June 2018 which forms Appendix 1 hereto.

**DECIDED**: That the Minute be noted.

### **2 Joint Consultative Board (Non-teaching)**

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 6 June 2018 which forms Appendix 2 hereto.

**DECIDED**: That the Minute be noted.

### **3 Revenue Budget Monitoring Report to 22 June 2018**

There was submitted a revenue budget monitoring report by the Director of Finance & Resources in respect of Finance & Resources, Environment & Infrastructure Services and Miscellaneous expenditure for the period 1 April to 22 June 2018.

**DECIDED**: That the report be noted.

### **4 Revenue Budget Monitoring Report - Council Overview**

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 22 June 2018.

**DECIDED**: That the report be noted.

### **5 Capital Budget Monitoring Report to 22 June 2018**

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 22 June 2018.

**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 to 22 June 2018.

**DECIDED:** That the report be noted.

### **SEDERUNT**

Councillor Harte entered the meeting during consideration of the undernoted item.

## **7 Charitable Registration of Common Good Funds**

There was submitted a report by the Director of Finance & Resources relative to the charitable registration of the common good funds controlled by the Council for Paisley, Renfrew and Johnstone.

The report explained that each of the three common good funds had been registered as charities many years ago, possibly to take advantage of tax benefits available at the time for investment income, particularly share dividends. Such tax benefits were no longer available, and as a result most common good funds controlled by local authorities in Scotland were no longer registered as charities. Costs associated with accounting and auditing arrangements for charities would no longer be required to be met from the three common good funds controlled by the Council should they no longer be registered as charities.

Councillor Shaw, seconded by Councillor McNaughtan, moved that a formal application be submitted to the Office of the Scottish Charity Regulator requesting the de-registration of the Paisley Common Good Fund, SCO19478, Renfrew Common Good Fund, SCO19479 and Johnstone Common Good Fund, SCO19480.

Councillor Sharkey, seconded by Councillor Brown, moved as an amendment, that the report be not approved.

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

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

6 members having voted for the amendment and 7 members having voted for the motion, the motion was accordingly declared carried.

**DECISION:** That a formal application be submitted to the Office of the Scottish Charity Regulator requesting the de-registration of the Paisley Common Good Fund, SCO19478, Renfrew Common Good Fund, SCO19479 and Johnstone Common Good Fund, SCO19480.

## **8 Renfrew Christmas Lights Switch On**

Under reference to paragraph 6 of the Minute of the meeting of Renfrew & Gallowhill Local Area Committee held on 21 August 2018, there was submitted a report by the Director of Finance & Resources relative to the provision of enhanced activities for the Renfrew Christmas Lights Switch On event.

The report outlined the activities to be supported, explained that the Renfrew & Gallowhill Local Area Committee budget for voluntary organisations was exhausted and no further applications for funding could be considered and proposed that a contribution of £10,000 be made from Renfrew Common Good to deliver the programme of events.

**DECIDED:** That a contribution of £10,000 be provided from Renfrew Common Good to support the cost of delivering the infrastructure required to launch the fireworks, the indoor animation programme and marketing.

## **9 Barclay Implementation - Response to Scottish Government Consultation**

There was submitted a report by the Director of Finance & Resources relative to the Barclay Review of Non-Domestic Rates published in August 2017 which included recommendations to reform the business rates system.

The report explained that some of the recommendations of the Barclay Review had been accepted and implemented by the Scottish Government, while others required primary legislation to be changed. In this connection, the Scottish Government were carrying out a consultation exercise to determine how that legislation should operate and responses were invited by 17 September 2018. A copy of both the consultation and the Council's proposed response were appended to the report.

**DECIDED:** That the Council's response, as set out in the report, be approved for submission to the Scottish Government by 17 September 2018.

## **10 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 over the period 1 April to 31 July 2018.

The report included performance information about revenue collection, benefit administration, Discretionary Housing Payments and the Scottish Welfare Fund. Appendices to the report set out the Revenues Collection Statement and Supplementary Key Performance Indicators for the period.

**DECIDED:** That the report be noted.

## **11 Operational Performance Report: Integrated Facilities Management (Hard & Soft Services)**

There was submitted an update report by the Director of Environment & Infrastructure Services relative to the performance of services delivered by Integrated Facilities Management (Hard & Soft Services) from 1 April to 22 June 2018.

Councillor Shaw, seconded by Councillor Nicolson, moved that the operational performance update report be approved.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment: (a) that the Finance Board notes that the uptake of free school dinners is below the annual target and below performance in the same period in 2017/18. The Board also notes that the level of Pupil Equity Fund per school is impacted by the rates of free school dinner uptake.

The Board further notes that changes in the process for applying for free school dinners means that application forms must be requested from and then returned to the Council, rather than via individual schools.

Council will consider how to make the free school dinners application process accessible to parents within school settings, and a report will be brought forward to the next meeting of the Finance Board outlining how this matter will be taken forward; and

(b) the Finance Board notes that the percentage of street lighting faults that are dealt with internally and reported beyond the 7 day timescale is not presented in Performance Updates. A report will be brought forward to the next meeting of the Finance Board outlining how this matter will be taken forward.

In terms of Standing Order 27, the mover and seconder of the amendment agreed to replace "Finance Board" with "appropriate Board" in the last sentence of part (a) and thereafter the mover and seconder of the motion agreed to include part (a) of the amendment only within the motion.

On the roll being called the following members voted for the amendment as set out in part (b): Councillors Begg, Brown, Dowling, Harte, Sharkey and Strang.

The following members voted for the motion as amended: Provost Cameron and Councillors Audrey Doig, McNaughtan, Nicolson, Paterson, Shaw and Steel.

6 members having voted for the amendment and 7 members having voted for the motion as amended, the motion as amended was accordingly declared carried.

### **DECIDED:**

(a) That the operational performance update report be approved;

(b) That it be noted that the uptake of free school dinners was below the annual target and below performance in the same period in 2017/18, that the level of Pupil Equity Fund per school was impacted by the rate of free school dinner uptake, and that changes in the process for applying for free school dinners meant that application forms must be requested from and then returned to the Council, rather than via individual schools; and

(c) That it be agreed that the Council consider how to make the free school dinners application process accessible to parents within school settings and that a report be brought forward to the next meeting of the appropriate Board outlining how this matter would be taken forward.

## **12 Annual Procurement Report 2017/18**

There was submitted a report by the Chief Executive relative to the Annual Procurement Report 2017/18 (Annual Report) required by the Procurement Reform (Scotland) Act 2014. A copy of the Annual Procurement Report 2017/18 was appended to the report.

The Annual Report provided an update on procurement activity over 2017/18 and summarised the regulated procurements that had been completed; the community benefit fulfilled; the steps taken to facilitate the involvement of supported businesses in regulated procurements; and the regulated procurements that the Council expected to commence in the next two financial years. The Annual Report also provided an update on key indicators set out in the Corporate Procurement Strategy.

Councillor Shaw, seconded by Councillor Paterson, moved (a) that the content of the Annual Report 2017/18 be noted and (b) that it be noted that an Annual Procurement Report 2018/19 would be submitted to this Board in 2019.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment that the Finance Board notes and welcomes the progress on the infrastructure projects within Paisley Town Centre. The Board also notes the equal importance of supporting improvements and the modernisation of cultural venues and infrastructure in Johnstone and Renfrew town centres and Renfrewshire villages, and will bring forward a report to the next meeting of the Finance Board outlining how this matter will be taken forward.

In terms of Standing Order 27, the mover and seconder of the motion agreed to amend the motion to include the amendment. Thereafter, the motion as amended was agreed unanimously.

### **DECIDED:**

- (a) That the content of the Annual Report 2017/18 be noted;
- (b) That it be noted that an Annual Procurement Report 2018/19 would be submitted to this Board in 2019;
- (c) That progress on the infrastructure projects within Paisley Town Centre be noted;
- (d) That the equal importance of supporting improvements and the modernisation of cultural venues and infrastructure in Johnstone and Renfrew town centres and Renfrewshire villages be noted; and
- (e) That a report be submitted to the next meeting of this Board outlining how this matter will be taken forward.

### **13 HR & OD Policies (Flexible Working, Parenting Leave & Pay and Trade Union Facility Time Policies)**

There was submitted a report by the Director of Finance & Resources relative to revised Human Resources & Organisational Development policies for flexible working, parenting leave and pay, and Trade Union facility time. A copy of each of the revised policies was appended to the report.

The report explained that reviewing these policies was a key priority of the Council's Organisational Development Strategy 2016/19. The report highlighted that consultation had taken place with Trade Unions and services and had informed the development of the policies, all of which had been modernised and updated in line with best practice and legislation. Key changes for each policy were also set out within the report.

Through the implementation of these policies, the Council would promote and encourage a healthy and inclusive working environment that supported all employees to better balance their work and home commitments.

Councillor Shaw, seconded by Councillor McNaughtan, moved that the revised Human Resources & Organisational Development policies for Flexible Working, Parenting Leave and Pay, and Trade Union Facility Time as set out in the report be approved.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment, that the Finance Board notes that key changes in the Trade Union Facility Time Policy includes a process for requesting, approving and recording of facility time. The Board also notes that although broadly supportive of the policy, our Trade Unions have expressed concerns regarding discrepancies in the method the Council uses to calculate time spent on facility time activities and the subsequent cost to the Council.

A revised report will be presented to the next Finance Board to allow further consultation with our Trade Unions on matters of policy concern to be resolved.

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

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

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

**DECIDED:** That the revised Human Resources & Organisational Development policies for Flexible Working, Parenting Leave and Pay, and Trade Union Facility Time as set out in the report be approved.

### **14 Public Holidays for Renfrewshire Council Employees**

There was submitted a report by the Director of Finance & Resources relative to public holidays and one day of no work requirement for Renfrewshire Council employees in 2019. The proposed holidays followed the pattern set over previous years and were listed in an appendix to the report.

**DECIDED:** That the public holidays and day of no work requirement for Renfrewshire Council employees for 2019, as detailed in the report, be approved.

## **15 Chief Executive's Service: Annual Health & Safety Report 2017/18 and Action Plan 2018/19**

There was submitted a report by the Chief Executive relative to the Annual Health & Safety Report 2017/18, Action Plan 2017/18 and new Action Plan 2018/19 for the Chief Executive's Service.

The report set out arrangements for the management of health and safety within the service, demonstrated the commitment to continuous improvement in health and safety performance and summarised the achievements of the service from 1 April 2017 to 31 March 2018. The Annual Health & Safety Report 2017/18 formed Appendix 1 to the report, a full update on the Action Plan for 2017/18 formed Appendix 2 to the report and the new Action Plan 2018/19 formed Appendix 3 to the report.

### **DECIDED:**

(a) That the content of the Annual Report 2017/18 and progress to deliver the Action Plan 2017/18 be noted; and

(b) That the Action Plan 2018/19 as set out in Appendix 3, be approved.

## **DECLARATION OF INTEREST**

Councillor Nicolson, having declared an interest in the undernoted item, remained in the meeting but did not take part in the discussion or voting thereon.

## **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 been arranged, 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 for Pals of the Privies and the unveiling of the bronze sculpture in commemoration of May Donoghue, be homologated; and

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



Paisley Magic Circle 80<sup>th</sup> Anniversary - £1,300

Queen's Award for Voluntary Service (Crisis Counselling, I Am Me Scotland and St Vincent's Hospice) - £2,350

Rays of Hope – table for 10 at first Ladies Lunch - £400

Riverbrae School official opening - £600

The Spree launch show - £900

R&W Paper Mill 50<sup>th</sup> Anniversary - £950

Quarriers Volunteer Awards - £500

Renfrew Sea Scouts 100<sup>th</sup> Anniversary - £3,000

Renfrewshire Makar appointment - £1,000.

## **Contract Authorisation Reports**

As below.

### **17 Purchase of Three Wheelchair Accessible Buses**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the purchase of three wheelchair accessible buses as part of the Council's Vehicle Replacement Programme 2018/19.

In terms of the Council's Standing Orders relating to Contracts, it was proposed that a direct award be made under Lot (9) of the Scotland Excel Framework Agreement for Heavy Vehicles and Municipal Vehicles (ref. 03/17) to Nu-Track Limited as this demonstrated best value for money.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for the purchase of three wheelchair accessible buses to Nu-Track Limited in the sum of £374,124 excluding VAT, with delivery of the buses to Environmental & Infrastructure Services by 31 March 2019.

### **18 Treatment of Post-consumer Recyclate Consisting of Mixed Plastics, Cans and Glass**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the treatment of post-consumer recyclate consisting of mixed plastics, cans and glass.

Following a procurement exercise carried out in accordance with Council procedures three tenders were received and after evaluation the tender submitted by Levenseat Limited was found to be the most economically advantageous.

Councillor Shaw, seconded by Councillor Nicolson, moved that the Head of Corporate Governance be authorised to award a contract: (a) for the treatment of post-consumer recyclate consisting of mixed plastics, cans and glass to Levenseat Limited at a cost of £580,000 excluding VAT for a contract period of two years to commence no later than 22 October 2018 or such other date as the Council may specify in the letter of acceptance; and (b) with the option to exercise a break clause and terminate the contract every six months from the start date without penalty or compensation payable to the service provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed plastics, cans and glass.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment that the report be not approved.

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

The following members voted for the motion: Provost Cameron and Councillors Audrey Doig, McNaughtan, Nicolson, Paterson, Shaw and Steel

Councillors Begg and Strang abstained.

4 members having voted for the amendment, 7 members having voted for the motion and 2 members having abstained, the motion was accordingly declared carried.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract:

(a) for the treatment of post-consumer recyclate consisting of mixed plastics, cans and glass to Levenseat Limited at a cost of £580,000 excluding VAT for a contract period of two years to commence no later than 22 October 2018 or such other date as the Council may specify in the letter of acceptance; and

(b) with the option to exercise a break clause and terminate the contract every six months from the start date without penalty or compensation payable to the service provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed plastics, cans and glass.

## **19 Treatment of Post-consumer Recyclate Consisting of Mixed Paper & Cardboard**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the treatment of post-consumer recyclate consisting of mixed paper and cardboard.

Following a procurement exercise carried out in accordance with Council procedures three tenders were received and after evaluation the tender submitted by Regen Waste Limited was found to be the most economically advantageous.

Councillor Shaw, seconded by Councillor Nicolson, moved that the Head of Corporate Governance be authorised to award a contract: (a) for the treatment of post-consumer recyclate consisting of mixed paper and card to Regen Waste Limited at a cost of £650,000 excluding VAT for a contract period of two years to commence no later than

22 October 2018 or such other date as the Council may specify in the letter of acceptance; and (b) with the option to exercise a break clause and terminate the contract every six months from the start date without penalty or compensation payable to the service provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed paper and glass.

Councillor Dowling, seconded by Councillor Brown, moved as an amendment that the report be not approved.

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

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

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

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract:

(a) for the treatment of post-consumer recyclate consisting of mixed paper and cardboard to Regen Waste Limited at a cost of £650,000 excluding VAT for a contract period of two years to commence no later than 22 October 2018 or such other date as the Council may specify in the letter of acceptance; and

(b) with the option to exercise a break clause and terminate the contract every six months from the start date without penalty or compensation payable to the service provider where the Council identifies such a proposed contract rate does not represent best value and does not match the emerging market conditions associated with mixed paper and cardboard.

## **20 Outdoor Digital Advertising - Concession Contract**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of two separate concession contracts for outdoor digital advertising.

The report explained that no bids had been received following publication of a competitive tender for large format outdoor advertising at Cockels Loan, Renfrew and at the roundabout joining Hillington Park and Kingsinch Road, Renfrew. However, SSUK Limited had expressed an interest and direct discussions were entered into with the company to negotiate a concession contract for each site. The Council would receive a guaranteed service fee plus percentage share of advertising revenues per annum for each contract over a 10-year contract period should SSUK Limited obtain the necessary permissions and consents to use the sites for digital advertising.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award two separate concession contracts to SSUK Limited for outdoor digital advertising at Cockels Loan, Renfrew (Lot 1) and at the roundabout joining Hillington Park and Kingsinch Road,

Renfrew (Lot 2) each for a period of 10 years to commence at the time confirmed in the letter of acceptance; and

(b) That it be noted that the total income generated for the Council under both contracts, based on each lasting the maximum 10-year period, was anticipated in the region of £1,000,000 which could increase/decrease according to the actual uptake of advertising space at each location.

## **21 Real Time Mobile Application and Platform**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the supply, support and delivery of a real time mobile application and platform.

Following a procurement exercise carried out in accordance with the Council's procedures, two tenders were received and after evaluation the tender submitted by Kirona Solutions Limited was found to be the most economically advantageous.

**DECIDED:** That the award of a contract for the supply, support and delivery of a real time mobile application and platform to Kirona Solutions Limited be approved for an initial period of five years from 1 October 2018 with the sole option by the Council to extend the contract for up to one year on two separate occasions at a cost of no more than £195,000 excluding VAT for the initial five-year period and £273,000 excluding VAT for the full period including extensions.

## **22 Drainage Maintenance Works for Council Properties**

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing & Planning Services relative to the award of a measured term contract for drainage maintenance works for Council properties.

Following a procurement exercise carried out in accordance with the Council's procedures, three tenders were received and after evaluation the tender submitted by EEG Utilities Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a measured term contract for drainage maintenance works for Council properties to EEG Utilities Limited for a contract period of three years with the option to extend on two separate occasions for a period of 12 months on each occasion at a total cost of £1,000,000 excluding VAT for the initial period and both extensions, commencing 1 October 2018 or on the start date confirmed in the letter of acceptance.

## **23 External Upgrade Works to Various Properties in Renfrewshire**

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing & Planning Services relative to the award of an NEC3 Engineering and Construction Short Contract for external upgrade works to various properties in Renfrewshire.

Following a procurement exercise carried out in accordance with the Council's procedures, seven tenders were received and after evaluation the tender submitted by A C Whyte & Company Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for external upgrade works to various properties in Renfrewshire to A C Whyte & Company Limited at a cost of £333,643.26 excluding VAT to commence on 19 September 2018, or on the start date confirmed in the letter of acceptance, for completion by 27 weeks from the date of commencement.

## **24 Preparation and Delivery of Community Meals (Sandwiches)**

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the preparation and delivery of community meals (sandwiches).

Following a procurement exercise carried out in accordance with the Council's procedures, three tenders were received and after evaluation the tender submitted by PJ's Foods Limited was found to be the most economically advantageous.

**DECIDED:** That the Head of Corporate Governance be authorised to award a contract for the preparation and delivery of community meals (sandwiches) to PJ's Foods Limited for a period of two years from 15 December 2018 to 14 December 2020 with the option to extend for an additional 12 months on two separate occasions until no later than 14 December 2022 at a cost of £116,121.60 excluding VAT for the first two years and should the options to extend be utilised, and pricing remained fixed at current rates, the total cost would be £232,243.20.

## **25 Glasgow Airport Investment Area (GAIA) Project: Multi-disciplinary Services, Roads & Bridges Contract (including Site Supervision Services)**

There was submitted a joint report by the Chief Executive and the Project Director – City Deal relative to the utilisation of the site supervision services option included in the contract scope for the Glasgow Airport Investment Area Lead Consultancy – Multi-disciplinary Services, Roads and Bridges contract awarded on 27 October 2015 to Sweco Limited (formerly Grontmij Limited).

The report intimated that in 2015 the cost of site supervision services had been estimated at £860,000 exclusive of VAT and an updated fee forecast had now estimated site supervision services, commencing early 2019, would cost £885,300 exclusive of VAT. The report further intimated that the estimated fee forecast to conclude Parts A-H of the contract was now £4,480,000 exclusive of VAT and the increase would be met from the existing City Deal infrastructure funding package.

### **DECIDED:**

(a) That the Project Director – City Deal be authorised to take up the option within the Glasgow Airport Investment Area Lead Consultancy – Multi-disciplinary Services, Roads and Bridges contract, awarded on 27 October 2015 to Sweco Limited (formerly Grontmij Limited) for site supervision services (part H) at an anticipated cost of £885,300 exclusive of VAT; and

(b) That it be noted that the updated fee forecast to conclude Parts A-H of the contract was now £4,480.000 exclusive of VAT and the increase would be met from the existing City Deal infrastructure funding package.