

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 15 June 2022	14:00	Teams - virtual meeting,

Present: Councillor Fiona Airlie-Nicolson, Councillor Alison Ann-Dowling, Councillor Jacqueline Cameron, Provost Lorraine Cameron, Councillor Michelle Campbell, Councillor Graeme Clark, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Neill Graham, Councillor Bruce MacFarlane, Councillor Iain Nicolson, Councillor John Shaw

Chair

Councillor Shaw, Convener, presided.

In Attendance

A MacArthur, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Adamson, Communications & Public Affairs Manager, B Bradley, Senior Procurement Specialist (Housing), B Lambert, Corporate Procurement Manager, G Beattie, Strategic Commercial Category Manager, A Donaldson, Strategic Commercial Category Manager, L Fingland, Service Planning & Policy Development Manager, S Ford, Senior Procurement Specialist, L Gillan, Strategic Commercial Category Manager and R Park, Category Manager (all Chief Executive's); T Irvine, Homeless & Housing Support Services Manager and R Walkinshaw, Housing Regeneration and Development Manager (both Communities and Housing Services); D Gillies, Head of Facilities Management and G Hutton, Head of Operations & Infrastructure (both Environment & Infrastructure); C McCourt, Head of Finance & Business Services, M Conaghan, Head of Corporate Governance, P Murray, Head of Digital, Transformation and Customer Services, M Boyd, Head of People & OD, J Lynch, Head of Property Services, E Shields, Business Services Manager, G Dickie, Partnering & Commissioning Manager, G Innes, Customer Services Manager, S Fanning, Principal HR & OD Adviser, D Pole and J Whitehead, End User Technicians, E Gray, R Devine and P Shiach, Senior Committee Services Officers, D Cunningham, Assistant Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Policy Board would be filmed for live or subsequent viewing via the Council's internet site.

Apologies

Councillors Grady, McGonigle and Mullin.

Declarations of Interest

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

1 Joint Consultative Board (Non-teaching)

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 30 March 2022, which forms the Appendix to this Minute.

DECIDED: That the Minute be noted.

2 Revenue Budget Update 2022/23

There was submitted a Revenue Budget Update report by the Director of Finance & Resources relative to the impact on the revenue budget as a result of decisions taken by the Council on 3 March 2022.

DECIDED: That the report be noted.

3 Business Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to the performance of key Business Service functions including revenue collection and benefit administration for the period ending 28 April 2022.

The report provided an update on the funding and expenditure position for Discretionary Housing Payments and the Scottish Welfare Fund. Appendices to the report provided information on revenue collection and key performance indicators.

DECIDED: That the report be noted.

4 Chief Executive's Service - Service Improvement Plan 2022-23 and Service Delivery Plan 2021-22 Outturn Report

There was submitted a report by the Chief Executive relative to the Chief Executive's Service Improvement Plan for the period April 2022 to 2025.

The plan set out the priorities being addressed; the key tasks to be implemented; the implementation timetable; and the measure of success. The Service Improvement Plan was attached as Appendix 1 to the report.

The report provided an overview of performance against the actions and measures set out in the Chief Executive's Service Delivery Plan 2021/22. A detailed outturn report was attached as Appendix 2 to the report. A mid-year progress update on the Improvement Plan would be submitted to this Board in November 2022.

DECIDED:

- (a) That the Service Improvement Plan be approved;
- (b) That the progress made in delivering the Service Delivery Plan 2021/22 be noted; and
- (c) That it be agreed that a mid-year progress report on the Service Improvement Plan be submitted to this Policy Board in November 2022.

5 Customer Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to performance across key Customer Services functions including call centre, face-to-face and digital support for customers for April 2022.

The report provided an update on the overall contact centre call handling volumes and indicated that face-to-face services had returned in Renfrewshire House, with these being managed on an appointment basis.

DECIDED: That the report be noted.

6 Finance & Resources Service Improvement Plan 2022-23 and Service Delivery Plan 2021-22 Outturn Report

There was submitted a report by the Director of Finance & Resources relative to the Finance & Resources' Service Improvement Plan for the period April 2022 to 2025.

The plan set out the priorities being addressed; the key tasks to be implemented; the implementation timetable; and the measure of success. The Service Improvement Plan was attached as Appendix 1 to the report.

The report provided an overview of performance against the actions and measures set out in the Service Delivery Plan 2021/22. A detailed outturn report was attached as Appendix 2 to the report. A mid-year progress update on the Improvement Plan would be submitted to this Board in November 2022.

DECIDED:

- (a) That the Service Improvement Plan be approved;

(b) That the progress made in delivering the Service Delivery Plan 2021/22 be noted; and

(c) That it be agreed that a mid-year progress report on the Service Improvement Plan be submitted to this Policy Board in November 2022.

7 Environment & Infrastructure Service Improvement Plan 2022/23-24/25 and Service Delivery Plan 2021-22 Outturn Report

There was submitted a report by the Director of Environment & Infrastructure relative to the Environmental & Infrastructure Service Improvement Plan 2022/23-24/25 and Service Delivery Plan 2021-22 Outturn Report.

The Plan linked with the Council Plan, Community Plan, Risk Management Plan and Workforce Plan to form a set of documents which provided the strategic direction for the service. The Plan was intended to complement the Economic Recovery and Social Renewal Plans. The Service Improvement Plan was attached as Appendix 1 to the report. A detailed outturn report was attached as Appendix 2 to the report. A mid-year progress update on the Improvement Plan would be submitted to this Board in November 2022.

The Plan was presented to this Policy Board for approval of the areas within the Board's remit. The Plan would also be reported to the Infrastructure, Land & Environment Policy Board for approval of areas within that Board's remit.

DECIDED:

(a) That the 2022/23–2024/25 Service Improvement Plan for Environment & Infrastructure attached as Appendix 1 to the report and as specific to the activity of the Finance, Resources & Customer Services Policy Board be approved;

(b) That the progress being made in delivering the Service Delivery Plan 2021-22 be noted; and

(c) That it be agreed that progress in respect of areas of activity delegated to this Policy Board be reported to the Finance, Resources & Customer Services Policy Board in November 2022.

Declaration of Interest

At this point in the meeting, Councillor N Graham declared an interest in the following item of business for the reason that he was a member of the Lodge Paisley St Mirrins' No 129 and would withdraw from the meeting/leave the online meeting during any discussion and voting on the item.

8 Civic Hospitality

There was submitted a report by the Director of Finance & Resources relative to a request received by the Provost for civic hospitality from Lodge Paisley St Mirrins' No 129 to accompany their 250th Anniversary celebrations on 10 September 2022.

DECIDED: 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:

Lodge Paisley St Mirrin's No 129 250th Anniversary celebrations - £2,000.

9 **Charitable Registration of Common Good Funds**

There was submitted a report by the Director of Finance & Resources relative to the charitable registration of Common Good Funds.

The report advised that at the meeting of this Policy Board held on 5 September 2018, it was agreed that a formal application be submitted to the Office of the Scottish Charity Regulator (OSCR) requesting the de-registration of the Paisley Common Good Fund SCO19478, Renfrew Common Good Fund SCO19479 and Johnstone Common Good Fund SCO19480. The request was submitted to OSCR in 2018 and a response was only received by the Council from OSCR in March 2022. The response from OSCR indicated that Renfrewshire's Common Good Funds did not meet the charity test on two grounds as detailed in the report.

DECIDED:

(a) That following approval from the Board in 2018 and OSCR's recent confirmation of the position, that it be noted that withdrawal in accordance with the Section 30 route be selected to progress de-registration of Renfrewshire's Common Good Funds from the OSCR register; and

(b) That authority be delegated to the Director of Finance & Resources to write to OSCR on behalf of the Board in this regard.

10 **Oakshaw Trinity Church Tower – Urgent repairs to Common Good property**

There was submitted a report by the Chief Executive relative to urgent repairs which were required to Oakshaw Trinity Church Tower and a proposal to meet these costs from a combination of the Paisley Common Good Fund and the Place Based Investment Programme.

The report provided details of different ownership of the Church and the Tower, the damage and deterioration to the Tower, the work undertaken to date and funding arrangements.

DECIDED:

(a) That it be agreed that the Paisley Common Good Fund meet the £11,597 costs of recent emergency repairs to the Oakshaw Trinity Church Tower, met to date from the Council's Property Repairs Budget; and

(b) That a 50% or £50,000 contribution, whichever is lower, to be matched by the Place Based Investment Programme, from the Paisley Common Good Fund to implement full repair works to the Church Tower be approved.

11 Chief Executive's Service – Annual Health and Safety Report 2021/2022 and Action Plan 2022/2023

There was submitted a report by the Chief Executive relative to the Chief Executive's Service Annual Health and Safety Report 2021/22 and Action Plan 2022/23.

The Chief Executive's Service Annual Health and Safety Report set out the arrangements for the management of health, safety and wellbeing within the service, demonstrated the service's commitment to continuous improvement in health and safety performance in accordance with the Corporate Health, Safety and Wellbeing Strategy 2019-2022 and summarised the achievements from 1 April 2021 to 31 March 2022. The report provided information on the impact that the Covid-19 pandemic had on health and safety arrangements for the Chief Executive's Service. The Annual Health and Safety Report was attached as Appendix 1.

The Chief Executive's Service action plan for 2022/23 set out the planned actions the service would undertake during 2022/2023, outlining the service's commitment to continuous improvement in health and safety performance in accordance with the Corporate Health, Safety and Wellbeing Strategy 2019-2022. The action plan included a specific action recognising the recovery phase from the Covid-19 pandemic, ensuring the continuation of employee safety and awareness. The 2022/23 Plan was attached as Appendix 2 to the report.

DECIDED:

(a) That the content of the Annual Health and Safety Report attached as Appendix 1 to the report be noted; and

(b) That the Chief Executive's Service health and safety action plan for 2022/23 as detailed in Appendix 2 to the report be approved.

12 Revised FARS Health and Safety Policy 2022

There was submitted a report by the Director of Finance & Resources relative to the revised Finance and Resources (FAR) Health and Safety Policy 2022.

The revised policy had been developed to reflect service changes in recent years and the current health and safety risk profile for the service. The aims of the policy were detailed in the report.

DECIDED: That the revised FARS Health and Safety Policy 2022 be approved.

13 FARS Health and Safety Report and Plan 2022/2024

There was submitted a report by the Director of Finance & Resources relative to the FARS Health and Safety Report and Plan 2022/24.

The report set out the health and safety activity within the service in the year up to 31 March 2022 taking into account the ongoing pandemic and demonstrated the service's commitment to continuous improvement in health and safety performance.

The report summarised achievements to March 2022. The health and safety report for Finance & Resources and action plan for 2022/24, detailing the actions which the service aimed to take to consolidate and improve health and safety practice were appended to the report.

DECIDED:

(a) That the content of the report attached as Appendix 1 be noted; and

(b) That the action plan appended to the report be approved.

14 2021/22 Annual Report on the Health, Safety and Wellbeing Activities within Renfrewshire Council

There was submitted a report by the Director of Finance & Resources relative to the 2021/22 annual report on health and safety wellbeing activities within Renfrewshire Council.

The report outlined the Council's commitment to ensuring the health, safety and wellbeing of its employees during the COVID-19 pandemic and public health crisis and took into consideration the response to the Scottish Government's strategy document "Coronavirus (COVID-19): Scotland's route map through the crisis".

The health and well-being activities supported the aims of the council's People Strategy: "Our People Our Future 2021-2026" document.

DECIDED: That the report on the health, safety and wellbeing activities and health and safety performance of the Council be noted.

15 Report on the Voluntary Redundancy/Early Retirements Scheme

There was submitted a report by the Director of Finance & Resources relative to the Council's Voluntary Redundancy/Early Retirement scheme.

The report advised that an annual report outlining the number of employees leaving the Council through voluntary redundancy or voluntary early retirement schemes (VR/VER) and the associated financial implications for the Council was presented to the Finance, Resources and Customer Services Policy Board following the end of each financial year.

The report provided an update for the period from 1 April 2021 to 31 March 2022, confirming that 28 employees (24.65 FTE) had left the Council through voluntary redundancy or early retirement. The related financial costs and savings were detailed in Appendix 1 to the report. An assessment was carried out in each VR/VER exercise to confirm the length of time for savings to be achieved. For the 28 individuals released from service, the average was just under 20 months.

DECIDED: That the report be noted.

16 **Festive Lighting**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for Festive Lighting (RC-CPU-21-335) to Field and Lawn Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for Festive Lighting (RC-CPU-21-335) to Field and Lawn Limited;

(b) That it be noted that for the service period of three years the Council would have the option to extend the service period for up to 12 months, subject to contract performance. The anticipated start date was 26 September 2022. The actual start date would be confirmed in the Council's letter of acceptance to Field and Lawn Limited; and

(c) That a maximum contract value of up to £650,000.00 excluding VAT plus an additional £80,000 excluding VAT to cover re-measurable works for the four (4) year service period be authorised.

17 **Maintenance and Refurbishment - Voids and Tenanted Properties**

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to the award of a works contract for Maintenance and Refurbishment - Voids and Tenanted Properties (contract RC-CPU-21-248) to City Gate Construction (Scotland) Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Maintenance and Refurbishment Works – Voids and Tenanted Properties (RC-CPU-21-248) to City Gate Construction (Scotland) Limited;

(b) That the maximum contract value of up to £20,000,000.00 excluding VAT be authorised; and

(c) That the contract be authorised with a proposed start date of 18 July 2022; that the contract period be two years with the Council having the option to extend the contract period for up to 12 months on two separate occasions. The proposed dates would be confirmed in the letter of acceptance.

18 **Provision of Housing Support Services for Single Homeless People & Childless Couples who may have Complex Needs**

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to the award of a contract to Blue Triangle (Glasgow) Housing Association Limited for the Provision of Housing Support Services for Single Homeless People & Childless Couples who may have Complex Needs.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for the Provision of Housing Support Services for Single Homeless People & Childless Couples who may have Complex Needs to Blue Triangle (Glasgow) Housing Association Limited;

(b) That it be noted that the award of the contract would be for a period of two years, anticipated to commence on 1 October 2022 and end on 30 September 2024 with the Council having the option to extend for up to 12 months on two separate occasions. If the maximum extension option was taken up, the anticipated end date would be 30 September 2026. The exact dates would be confirmed in the Council's letter of acceptance; and

(c) That the award of the contract up to a maximum value of £799,984 excluding VAT for the entire contract period (£199,996 per annum) be approved.

19 Supply and Delivery of 4 x 7.5Tonne Multilift XR5 Hook Lifts

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 supply and delivery of 4 x 7.5Tonne Multilift XR5 Hook Lifts (Contract RC-CPU-22-016) to Lothian Vehicle Bodybuilders Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Supply and Delivery of 4 x 7.5Tonne Multilift XR5 Hook lifts (Contract RC-CPU-22-016) to Lothian Vehicle Bodybuilders Limited made following a mini-competition under Lot 3 Bodies for Tippers of the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (schedule 03/21);

(b) That the total contract value of £271,004.00 excluding VAT be authorised; and

(c) That it be noted that Lothian Vehicle Bodybuilders Limited had committed to delivering the 4 x 7.5Tonne Multilift XR5 Hook Lifts to Fleet Services, Underwood Road, Paisley week commencing 20 March 2023.

20 Framework Contract for Works to Roads Related Structures

There was submitted a joint report by the Chief Executive and Director of Environment & Infrastructure relative to authorisation to enter into a framework contract with a number of suitably qualified and experienced contractors for Works to Roads Related Structures (Contract RC-CPU-21-427).

DECIDED:

(a) That the Head of Corporate Governance be authorised to enter into a framework contract for Works to Roads Related Structures (RC-CPU-21-427) ("Framework Contract") with each of the suppliers shown in paragraph 3.11 of the report;

(b) That it be noted that the cumulative spend made under this framework contract would be up to the maximum value of £2,000,000 excluding VAT;

(c) That it be noted that the framework contract was intended to commence on 11 July 2022 or alternatively, the date confirmed in the Council's letter of acceptance issued to each supplier and would be for a period of two years with the Council having the sole option to extend on two separate occasions for a period of up to twelve months on each occasion; and

(d) That it be noted that the call-off contracts made under this framework contract would be awarded by way of a package order using the selection procedure or the quotation procedure contained in the framework contract. Selection of the most appropriate procedure was at the discretion of the Council and would be subject to Council Standing Orders Relating to Contracts, the requirements of the individual package order (call-off contract) for the works and the need to secure best value.

21 Notification of the award of the Contract for Surface Treatment under delegated authority granted to the Strategic Commercial and Procurement Manager

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a contract for Surface Treatment (RC-CPU-21-434) which had been approved for award under the delegated authority for the Framework Contract for Roads Related Maintenance Works (RC-CPU-120-172) granted to the Strategic Commercial and Procurement Manager by this Policy Board on 2 February 2022.

The contract was awarded following mini-competition under Lot 5 – Surface Treatment of Renfrewshire Council's Framework Contract for Roads Related Maintenance Works (RC-CPU-12-172).

DECIDED:

(a) That the detail in section 3 of the report which detailed the contract for Surface Treatment, reference RC-CPU-21-434, approved for award to Kiely Bros. Limited under delegated authority granted to the Strategic Commercial and Procurement Manager by the Finance, Resources and Customer Services Policy Board on 2 February 2022 for the Framework Contract for Roads Related Maintenance Works, reference RC-CPU-20-172 be noted;

(b) That it be noted that the start date was 23 May 2022 and the completion date was 26 August 2022. These dates were confirmed in the Employer's Acceptance; and

(c) That it be noted that the contract sum was £745,121.31 excluding VAT.

22 Paisley Grammar School Community Campus (PGSCC) - Principal Contractor (PC)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a pre-construction services agreement for Paisley Grammar School Community Campus (PGSCC) - Principal Contractor (RC-

CPU-21-247) (the PCSA) to Galliford Try Construction Limited T/A Morrison Construction Scotland.

The report advised that it was intended to subsequently award a Design and Build Works Contract for Paisley Grammar School Community Campus Principal Contractor (RC-CPU-21-247) to Galliford Try Construction Limited T/A Morrison Construction Scotland on completion of the Pre-Construction Services (the D&B Contract).

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a pre-construction services agreement (PCSA) for the Paisley Grammar School Community Campus (PGSCC) – Principal Contractor (RC- CPU-21-247) to Galliford Try Construction Limited, T/A Morrison Construction Scotland;

(b) That the value of the PCSA at £228,862.21 exclusive of VAT be authorised;

(c) That it be noted that the pre-construction services were scheduled for commencement on Monday 11 July 2022. The actual date would be confirmed in the Council's letter of acceptance to Galliford Try Construction Limited, T/A Morrison Construction Scotland; and

(d) That it be noted that, on completion of the pre-construction services, a further report would be brought to the Finance, Resources and Customer Services Policy Board seeking approval to enter into the Design and Build Contract with Galliford Try Construction Limited, T/A Morrison Construction Scotland.

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Councillor N Graham re-joined the meeting prior to the commencement of the following item of business.

23 Demolition of Tannahill Road and Tannahill Terrace

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 Tannahill Road and Tannahill Terrace (Contract RC-CPU-21-229) to Caskie Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract titled Demolition of Tannahill Road and Tannahill Terrace (RC-CPU-21-229) to Caskie Limited;

(b) That the contract sum of £235,850.00 excluding VAT for this contract be authorised; and

(c) That it be noted that the works were for a period of 28 weeks, with the intention for commencement of the works on 18 July 2022 and a date for completion of 10 February 2023. The actual date for the commencement of the works would be confirmed in the Council's letter of acceptance to Caskie Limited.

24 **PAS2035 Retrofit Works (Housing Investment and Regeneration Programmes)**

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to the award of a works contract for PAS2035 Refit Works (Housing Investment and Regeneration Programmes) (RC-CPU-21-318) to MP Group UK Limited who were the lead contractor for a consortium consisting of MP Group UK Limited and Bolix SA.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for PAS2035 Retrofit Works (Housing Investment and Regeneration Programmes) (RC-CPU-21-088) to MP Group UK Limited, who were the lead contractor for a consortium consisting of MP Group UK Limited and Bolix SA;

(b) That a maximum contract value of up to £60,000,000.00 excluding VAT for all task orders made under this contract be authorised;

(c) That a proposed start date of 18 July 2022 with the contract period being two years with the Council having the option to extend for up to 12 months on two separate occasions be authorised. The actual start date would be confirmed in the Council's letter of acceptance;

(d) That it be noted that the final value of the contract would be determined by the number of properties both Council owned and privately owned identified and subject of Task Orders;

(e) That it be noted that a Consortium Guarantee was required from the contractor within two weeks of the date of the letter of acceptance; and

(f) That it be noted the contract award was subject to MP Group UK Limited providing the required level of Professional Indemnity insurance cover.