

Notice of Meeting and Agenda

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

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Tom Begg: Councillor Bill Brown: Provost Lorraine Cameron: Councillor Audrey Doig: Councillor Alison Jean Dowling: Councillor Jim Harte: Councillor Kenny MacLaren: Councillor Iain Nicolson: Councillor Jim Paterson: Councillor Jim Sharkey: Councillor Andy Steel: Councillor Jane Strang:
Councillor John Shaw (Convener): Councillor John McNaughtan (Depute Convener):

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

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- 15 **Chief Executive's Service: Annual Health & Safety Report 2017/18 and Action Plan 2018/19** 193 - 206
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Minute of Meeting

Investment Review Board

Date	Time	Venue
Wednesday, 13 June 2018	11:00	Corporate Meeting Room 3, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor John McIntyre, Councillor Iain Nicolson, Councillor John Shaw

Present

Councillor John McIntyre, Councillor John Shaw and Councillor Iain Nicolson.

Chair

Councillor Shaw, Convener, presided.

In Attendance

A MacArthur, Head of Finance, L Dickie, Finance Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

Also in Attendance

D Millar, Senior Investment Analyst, Hymans Robertson LLP; and M Connor and G Brisbane, Portfolio Managers (both Standard Life Wealth Limited).

Apologies

Councillor Alison Dowling.

Declarations of Interest

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

1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Investment Review Board held on 22 November, 2017.

DECIDED: That the Minute be approved.

2 Information Session

D Miller, Hymans Robertson LLP, provided a briefing on market and economic news since the last meeting. In addition, he made reference to the performance of the markets in 2018; outlined trends encountered by investors in the equity markets during the last quarter of 2017 and first quarter of 2018; and summarised the influencing factors which had impacted on the performance of the equities market. It was highlighted that although performance had dipped in comparison to recent quarters equity investments were viewed as a long-term activity. Performance in terms of the Bond markets was outlined, together with the reasons for the poorer performance and potential actions to alleviate the situation. It was noted that the portfolios were well diversified and gained exposure to a wide range of countries/regions, sectors and assets.

DECIDED: That the briefing be noted.

3 Paisley and Renfrew Common Good Funds - Review of Investment and Income Performance.

There was submitted a report by the Director of Finance & Resources relative to the performance of the Paisley and Renfrew Common Good Funds during the six-month period ending 31 March 2018. A performance review by Hymans Robertson LLP was attached as an appendix to the report.

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M Connor and G Brisbane, Portfolio Managers (both Standard Life Wealth Limited) entered the meeting.

M Connor and G Brisbane provided a presentation which advised of the performance of the world markets during the first quarter of 2018; highlighted the effect of notable events on global equities and gilts; made reference to the investment guidelines pertaining to the Funds; highlighted the performance of the Common Good Funds as at 31 March 2018 and, in particular, the asset contribution by asset class. Mention was made of the best and worst performing stocks and equity holdings within the portfolios and a summary of factors which could impact on future prospect was provided. Actions taken to address these factors were outlined.

DECIDED: That the report and presentation be noted.

4 Date of Next Meeting

It was noted that the next meeting of the Investment Review Board would be held in Renfrewshire House on Wednesday 21 November 2018 at 11am.

DECIDED: That the information be noted.

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 06 June 2018	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Representing Renfrewshire Council Management - Councillors T Begg, J McNaughtan, J Paterson and A Steel.

Representing Trade Unions – J Boylan and S Hicks (UNISON).

In Attendance

G McKinlay, Head of Schools (Children Services); K Anderson, Amenities Services Manager (Community Resources); R Laouadi, HR Manager; S Fanning, Principal HR Adviser (Health Safety and Absence) and R Devine, Senior Committee Services Officer (all Finance & Resources); and I Beattie, Renfrewshire Health and Social Care Services.

Apologies

S McAllister (Manual Workers Spokesperson); J McMenemy (GMB); and M Ferguson (UNISON).

Declarations of Interest

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

1 Appointment of Chairperson

It was proposed and agreed that Councillor Steel chair the meeting.

DECIDED: That Councillor Steel chair the meeting.

2 Developments in Health, Safety and Wellbeing

There was submitted a report by the Director of Finance & Resources relative to developments in relation to health, safety and wellbeing issues.

The report advised that first aid guidance including the use of defibrillators and the Corporate Policy on Health and Safety at Work had been issued and published on the Council's intranet.

In addition, it was highlighted that the following policies and guidance were currently being revised. -

- Guidance on Accident, Incident and Violence and Aggression Reporting;
- Control of Legionella Bacteria in Hot and Cold Water Systems;
- The selection and control of contractors
- Alcohol and substance misuse
- Control of smoking at work
- Violence and aggression
- Guidance on Fire Precautions for Renfrewshire Council Premises

The report also advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that the next return visit was scheduled to be undertaken during June 2018.

It was noted that to support the Healthy Working Lives Gold award strategy a number of awareness sessions had been undertaken and it was intended to run further sessions across the Council sessions.

Terms of Reference for the Corporate Health and Safety Committee were still being developed and it was anticipated that they would be agreed at the next meeting.

The report also indicated that the health and safety section continued to work with the risk and insurance section to identify accident causation type which could result in claims against the Council. This may reduce the impact of claims to the Council and raise health and safety awareness among employees and managers.

The section also continued to work with services to survey the fire arrangements within Renfrewshire House. A review of the planned fire evacuation undertaken on 23 April 2018 had been undertaken and key learning and observation points had been published on the Health and Safety and Wellbeing pages of the Council's intranet. A survey tool had been developed with the aim of utilising it in all Council premises.

It was highlighted that the section undertook risk evaluations of contractor health and safety documentation provided when applying for Council contracts, was involved in the development, testing and implementation of health, safety and wellbeing inspection and audit tools utilising the survey 123 application, supported the Town Centres Team and other event organisers to ensure that safe, controlled and

enjoyable events and had been involved in the operation and planning of the Beer and Food Festival, British Pipe Band Championship and the St Mirren celebration event.

DECIDED: That the report be noted.

3 Absence Statistics

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 January to 31 March 2018. The report provided information in relation to absence targets and how services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting attendance activity levels by service and costs of sick pay and the overall number of days lost for Quarter 3, ending 31 March 2018 and for the equivalent quarters in previous years.

The Trade Union representatives highlighted the need to exercise caution when considering the levels of psychological (non-work related) absence recorded as the existing recording process did not enable updates to be made to the nature of the psychological absence recorded following the initial diagnosis. It was noted that discussions were ongoing between management and the trade unions in relation to streamlining processes and procedures to enable employees to return to work as soon as possible when they had been deemed to be fit for work.

DECIDED: That it be noted that the report reflected the absence statistics for the period 1 January to 31 March 2018.

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Councillors Begg and Paterson left the meeting prior to consideration of the following items of business.

4 Details of Grievances

There was submitted a report by the Director of Finance & Resources relative to the number of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there was a total of 9 grievances as at May 2018, which was a reduction of 1 from the previous report. It was noted that relationship issues between employees had been identified as a trend when analysing reasons for grievances. A trained mediator was available to resolve issues.

DECIDED: That the report be noted.

5 Agency Workers

There was submitted a report by the Director of Finance & Resources relative to the number of agency staff employed within the Council as at April 2018, and detailing the capacity and service in which they were engaged.

The report showed a decrease of one in the number of agency workers across all services from the figure previously reported. A total of 59 agency workers had been

employed during the reporting period.

During discussion in connection with the offer to existing home care workers of additional hours the need for management and employees to be aware of the potential impact on benefits eligibility should the associated payment result in the relevant benefits financial threshold being exceeded was highlighted.

DECIDED: That the report be noted.

6 Date of Next Meeting

DECIDED: It was noted that the next meeting of the Joint Consultative Board Non-Teaching was scheduled to be held at 3 pm on Wednesday, 5 September 2018.



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Director of Finance and Resources

Heading: Revenue Budget Monitoring to 22 June 2018

1. Summary

1.1 The financial position for services reporting to this Board is summarised in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Finance & Resources	Break even	-	N/A	-
Corporate Landlord	Break even	-	N/A	-
Miscellaneous	Break even	-	N/A	-

2. Recommendations

2.1 Members are requested to note the budget position.

3. **Budget Adjustments**

- 3.1 Members are requested to note the following budget adjustments to the baseline budget:

There has been a net budget increase of £499,000 in Miscellaneous as a result of additional grant being received from the Scottish Government in relation to early years and school clothing. This has been offset by budget transfers in relation to events and a transfer to the HSCP.

Within Finance and Resources there is a budget increase of £53,000 in relation to additional Scottish Welfare fund grant. The allocation of Finance & Resources' share of corporate efficiencies has reduced the department budget by £135,000.

4. **Finance and Resources**

Current Position:	break even
<i>Previously Reported:</i>	<i>N/a</i>

At this stage in the financial year Finance and Resources reflects a breakeven position with no significant variances to report.

4.1 **Projected Year End Position**

It is anticipated that Finance and Resources will breakeven at year end.

5. **Environment & Infrastructure**

Current Position:	break even
<i>Previously Reported:</i>	<i>N/a</i>

At this stage in the financial year Environment & Infrastructure reflects a breakeven position with no significant variances to report.

5.1 **Projected Year End Position**

It is anticipated that Environment & Infrastructure will breakeven at year end.

6. **Miscellaneous Services**

Current Position: break even
Previously Reported: N/a

At this stage in the financial year Miscellaneous reflects a breakeven position with no significant variances to report.

6.1 **Projected Year End Position**

It is anticipated that Miscellaneous will breakeven at year end.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
 2. **HR & Organisational Development** - none
 3. **Community Planning** – none
 4. **Legal** - none
 5. **Property/Assets** - none
 6. **Information Technology** - none.
 7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – none
 9. **Procurement** – none
 10. **Risk** – none
 11. **Privacy Impact** - none
 12. **Cosla Policy Position** - none
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Author: Lisa Dickie, Extension 7384
Stewart Muir, Extension 6132

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES

Description	Revised Annual Budget	Revised Period Budget	Actual	Adjustments	Revised Actual	Budget Variance		
(1)	(2)	(3)	(4)	(5)	(6) = (4 + 5)	(7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	95,406	10,426	8,285	2,133	10,418	7	0.1%	underspend
Property Costs	9,333	979	1,326	(332)	994	(15)	-1.6%	overspend
Supplies & Services	11,507	4,255	4,365	(91)	4,274	(19)	-0.5%	overspend
Contractors and Others	8,453	484	1,403	(843)	560	(76)	-15.8%	overspend
Transport & Plant Costs	1,112	224	138	84	222	1	0.5%	underspend
Administration Costs	31,079	679	403	272	676	4	0.5%	underspend
Payments to Other Bodies	3,773	30	25	5	30	0	0.0%	breakeven
CFCR	1,000	0	0	0	0	0	0.0%	breakeven
Capital Charges	(11,830)	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	149,833	17,075	15,946	1,228	17,174	(99)	-0.6%	overspend
Income	(95,420)	(16,267)	(12,348)	(4,018)	(16,366)	99	0.6%	over-recovery
NET EXPENDITURE	54,413	808	3,598	(2,790)	808	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22 June 2018 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Finance and Resources	6,468	8,709	8,717	(8)	8,709	0	0.0%	breakeven
Environment and Communities	16,098	2,901	8,117	(5,216)	2,901	0	0.0%	breakeven
Miscellaneous	31,847	(10,802)	(13,236)	2,434	(10,802)	0	0.0%	breakeven
NET EXPENDITURE	54,413	808	3,598	(2,790)	808	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22 June 2018 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u><u>0</u></u>	<u><u>0.0%</u></u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : FINANCE AND RESOURCES

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	31,084	5,253	5,253	0	5,253	0	0.0%	breakeven
Property Costs	3,442	164	164	0	164	0	0.0%	breakeven
Supplies & Services	3,827	2,747	2,755	(8)	2,747	0	0.0%	breakeven
Contractors and Others	1,089	77	77	0	77	0	0.0%	breakeven
Transport & Plant Costs	31	2	2	0	2	0	0.0%	breakeven
Administration Costs	14,938	347	347	0	347	0	0.0%	breakeven
Payments to Other Bodies	2,351	(111)	(111)	0	(111)	0	0.0%	breakeven
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	2,441	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	59,203	8,479	8,487	(8)	8,479	0	0.0%	breakeven
Income	(52,735)	230	230	0	230	0	0.0%	breakeven
NET EXPENDITURE	6,468	8,709	8,717	(8)	8,709	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22 June 2018 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : FINANCE AND RESOURCES

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Finance	(862)	871	871	0	871	0	0.0%	breakeven
Development	483	5,205	5,205	0	5,205	0	0.0%	breakeven
Cost of Collection of Rates	1,289	59	60	0	60	(1)	-1.7%	overspend
Cost of Collection of Council Tax	464	89	89	0	89	0	0.0%	breakeven
Private Sector Housing Benefit	2,324	346	346	0	346	0	0.0%	breakeven
Finance Miscellaneous	804	18	26	(8)	18	0	0.0%	breakeven
Directorate	(122)	19	19	0	19	0	0.0%	breakeven
Investment & Technical Services	597	1,478	1,478	0	1,478	0	0.0%	breakeven
Finance & Support Services	(385)	28	28	0	28	0	0.0%	breakeven
Office Accommodation	0	(125)	(125)	0	(125)	0	0.0%	breakeven
Personnel Services	(8)	369	369	0	369	0	0.0%	breakeven
Legal and Democratic Services	630	352	351	0	351	1	0.3%	underspend
TOTAL FINANCE AND RESOURCES	5,214	8,709	8,717	(8)	8,709	0	0.0%	breakeven
Valuation Joint Board	1,254	0	0	0	0	0	0.0%	breakeven
NET EXPENDITURE	6,468	8,709	8,717	(8)	8,709	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22 June 2018 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : MISCELLANEOUS

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	44,715	1,098	(660)	1,758	1,098	0	0.0%	breakeven
Property Costs	2,250	8	859	(851)	8	0	0.0%	breakeven
Supplies & Services	1,797	163	158	5	163	0	0.0%	breakeven
Contractors and Others	1,344	17	12	5	17	0	0.0%	breakeven
Transport & Plant Costs	0	0	0	0	0	0	0.0%	breakeven
Administration Costs	14,019	45	45	0	45	0	0.0%	breakeven
Payments to Other Bodies	1,422	141	136	5	141	0	0.0%	breakeven
CFCR	1,000	0	0	0	0	0	0.0%	breakeven
Capital Charges	(15,331)	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	51,216	1,472	550	922	1,472	0	0.0%	breakeven
Income	(19,369)	(12,274)	(13,786)	1,512	(12,274)	0	0.0%	breakeven
NET EXPENDITURE	31,847	(10,802)	(13,236)	2,434	(10,802)	0	0.0%	breakeven

	£000's	
Bottom Line Position to 31 January 2014 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : MISCELLANEOUS

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Corporate & Democratic Core	60,921	169	(2,260)	2,429	169	0	0.0%	breakeven
Central Overheads	3,600	1,078	1,078	0	1,078	0	0.0%	breakeven
Capital Accounting	(21,712)	(20)	(20)	0	(20)	0	0.0%	breakeven
Welfare Fund Grants	1,188	225	225	0	225	0	0.0%	breakeven
Community Infrastructure	0	0	0	0	0	0	0.0%	breakeven
Temporary Interest	(700)	0	0	0	0	0	0.0%	breakeven
Integrated Joint Board	(11,450)	(12,254)	(12,259)	5	(12,254)	0	0.0%	breakeven
NET EXPENDITURE	31,847	(10,802)	(13,236)	2,434	(10,802)	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22 June 2018 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/19
1st April 2018 to 22nd June 2018

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES

Description	Revised Annual Budget	Revised Period Budget	Actual	Adjustments	Revised Actual	Budget Variance		
(1)	(2)	(3)	(4)	(5)	(6) = (4 + 5)	(7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	19,607	4,075	3,692	375	4,067	6	0.2%	underspend
Property Costs	3,641	807	303	519	822	(15)	-1.9%	overspend
Supplies & Services	5,883	1,345	1,452	(88)	1,364	(19)	-1.4%	overspend
Contractors and Others	6,020	390	1,314	(848)	466	(76)	-19.6%	overspend
Transport & Plant Costs	1,081	222	136	84	220	1	0.5%	underspend
Administration Costs	2,122	287	11	272	284	4	1.2%	underspend
Payments to Other Bodies	0	0	0	0	0	0	0.0%	breakeven
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	1,060	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	39,414	7,124	6,909	314	7,223	(100)	-1.4%	overspend
Income	(23,316)	(4,223)	1,208	(5,530)	(4,322)	100	2.4%	over-recovery
NET EXPENDITURE	16,098	2,901	8,117	(5,216)	2,901	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22nd June 2018 is breakeven	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven	<u>(0)</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/19
1st April 2018 to 22nd June 2018

POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES

Description (1) £000's	Revised Annual Budget (2) £000's	Revised Period Budget (3) £000's	Actual (4) £000's	Adjustments (5) £000's	Revised Actual (6) = (4 + 5) £000's	Budget Variance (7) £000's %		
Catering	3,806	651	519	132	651	0	0.0%	breakeven
Cleaning and Janitorial	8,038	1,369	1,373	(4)	1,369	0	0.0%	breakeven
School Crossing Patrol	710	111	104	7	111	0	0.0%	breakeven
Public Building Repairs	4,012	878	339	539	878	0	0.0%	breakeven
Building Services	(468)	(108)	5,782	(5,890)	(108)	(0)	0.0%	breakeven
NET EXPENDITURE	16,098	2,901	8,117	(5,216)	2,901	(0)	0.0%	breakeven

Bottom Line Position to 22nd June 2018 is breakeven	£000's (0)	0.0%
Anticipated Year End Budget Position is breakeven	(0)	0.0%



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Director of Finance and Resources

Heading: Revenue Budget Monitoring – Council Overview to 22 June 2018

1. Summary

- 1.1 This report provides an overview of the budget performance for all Services for the period to 22 June 2018. The report confirms a net overspend of £115,000 (0.2%). The summary position for General Fund Services and the Housing Revenue Account is outlined in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
General Fund Services	Net overspend £115,000	(0.2%)	N/A	-
HRA	Break even	-	N/A	-

- 1.2 The budget performance to date suggests a projected breakeven position at the year end
-

2. Recommendations

- 2.1 Members are requested to note the budget position.

3. **Service Commentaries**

3.1 Budget Monitoring reports will be considered by each Policy Board for services reporting directly to those Boards.

3.2 In terms of the Financial Regulations budgets have been approved on a service basis and Directors are expected to manage their spending needs within the bottom line of the budget approved. A brief commentary on budget variances by service is provided below and a Service overview is attached for information.

3.3 **Children's Services** (*Education and Children's Services Policy Board*)

Current position:	Breakeven
<i>Previously reported:</i>	<i>n/a</i>

The breakeven position reflects overspends in Additional Support for Learning and central administration, offset by underspends in primary and secondary schools.

Projected Year End Position

It is anticipated that Childrens' Services will achieve a break-even year-end position.

3.4 **Leisure Services** (*Leadership*)

Current position:	Breakeven
<i>Previously reported:</i>	<i>n/a</i>

At this stage in the financial year Leisure Services reflects a breakeven position with no significant variances to report.

3.5 **Projected Year End Position**

It is anticipated that Leisure Services will achieve a break-even year-end position.

3.6 **Chief Executive's Service** *(Leadership)*

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>n/a</i>

At this stage in the financial year Chief Executives reflects a breakeven position with no significant variances to report.

3.7 **Projected Year End Position**

It is anticipated that Chief Executives will achieve a break-even year-end position.

3.8 **Adult Services** *(Leadership Board)*

Current position:	Breakeven
<i>Previously reported:</i>	<i>n/a</i>

At this stage in the financial year Adult Services reflects a breakeven position with no significant variances to report.

3.9 **Projected Year End Position**

It is anticipated that Adult Services will achieve a break-even year-end position.

3.10 **Environment & Infrastructure** *(Infrastructure, Land and Environment Policy Board)*

Current Position:	£115,000 overspend
<i>Previously Reported:</i>	<i>n/a</i>

The overspend is mainly due to lower income levels from trade waste, special uplifts and parking income, and higher employee costs, which is partly offset by an underspend on property costs.

3.11 **Projected Year End Position**

It is currently forecast that the Environment & Infrastructure services reporting to this Policy Board will break even at year end as a result of remedial action being taken by the service to mitigate the current overspend.

There are a number of risks to this forecast position which the service will monitor and aim to address in relation to the costs of disposal of both residual and recycle waste, the levels of tonnages received for

recycling or disposal, roads maintenance throughout the autumn/winter period from October 2018 to March 2019.

3.12 **Communities, Housing and Planning Services (excl HRA)**

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>n/a</i>

At this stage in the financial year, a breakeven position is being reported for those services reporting to the Communities, Housing and Planning Policy Board.

3.13 **Projected Year End Position**

It is also projected that a breakeven position will be achieved at the year end for these services

3.14 **Development & Housing Services – Economic Development Division** (*Leadership Board*)

Current position:	Breakeven
<i>Previously reported:</i>	<i>n/a</i>

At this stage in the financial year Economic Development reflects a breakeven position with no significant variances to report.

3.15 **Projected Year End Position**

It is projected that the Economic Development division will achieve a breakeven position by the year end.

3.16 **Finance and Resources** (*Finance, Resources and Customer Services Policy Board*)

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>N/a</i>

At this stage in the financial year Finance and Resources reflects a breakeven position with no significant variances to report.

3.17 **Projected Year End Position**

It is anticipated that Finance and Resources will breakeven at year end.

3.18 **Miscellaneous Services** (*Finance, Resources and Customer Services Policy Board*)

Current Position: **break even**
Previously Reported: **N/a**

At this stage in the financial year Miscellaneous reflects a breakeven position with no significant variances to report.

3.19 **Projected Year End Position**

It is anticipated that Miscellaneous will breakeven at year end.

3.20 **Housing Revenue Account** (*Communities, Housing & Planning Policy Board*)

Current Position: **Breakeven**
Previously Reported: **First reporting period this year**

At this stage in the financial year, the Housing Revenue Account reflects a breakeven position, with no material variances to report.

3.23 **Projected Year End Position**

At this stage in the financial year, it is projected that the HRA will achieve a breakeven position at the year end.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none
3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** - none.

7. **Equality & Human Rights** The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** - none
12. **Cosla Policy Position** - none

Author: Lisa Dickie, Extension 7384

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW

Description	Revised Annual Budget	Revised Period Budget	Actual	Adjustments	Revised Actual	Budget Variance		
(1)	(2)	(3)	(4)	(5)	(6) = (4 + 5)	(7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	283,749	43,126	41,383	2,007	43,390	(263)	-0.6%	overspend
Property Costs	97,441	17,965	17,358	617	17,975	(10)	-0.1%	overspend
Supplies & Services	24,689	6,284	6,550	(195)	6,355	(71)	-1.1%	overspend
Contractors and Others	96,704	13,806	14,716	(881)	13,835	(29)	-0.2%	overspend
Transport & Plant Costs	12,609	2,772	2,361	422	2,783	(12)	-0.4%	overspend
Administration Costs	64,407	1,052	887	189	1,077	(24)	-2.3%	overspend
Payments to Other Bodies	52,488	9,720	9,679	(12)	9,667	53	0.5%	underspend
CFCR	2,500	0	0	0	0	0	0.0%	breakeven
Capital Charges	37,551	26	26	0	26	0	0.0%	breakeven
GROSS EXPENDITURE	672,138	94,749	92,961	2,147	95,108	(358)	-0.4%	overspend
Income	(276,529)	(35,354)	(32,607)	(2,990)	(35,597)	243	0.7%	over-recovery
NET EXPENDITURE	395,609	59,395	60,354	(843)	59,511	(115)	-0.2%	overspend

	£000's	
Bottom Line Position to 22 June 2018 is an overspend of	<u>(115)</u>	<u>-0.3%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : GENERAL MANAGEMENT AND FINANCE : OVERVIEW

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Education and Children	206,063	28,610	28,598	12	28,610	0	0.0%	breakeven
Leisure Services	12,430	2,538	2,568	(30)	2,538	0	0.0%	breakeven
Environmental & Infrastructure	60,415	9,610	15,208	(5,483)	9,725	(115)	-1.2%	overspend
Finance & Resources	6,468	8,709	8,717	(8)	8,709	(0)	0.0%	breakeven
Other Housing	4,758	15,225	14,739	486	15,225	(0)	0.0%	breakeven
Economic Development	4,700	1,046	147	899	1,046	0	0.0%	breakeven
Chief Executives	1,923	1,115	1,161	(46)	1,115	(0)	0.0%	breakeven
Miscellaneous	31,847	(10,802)	(13,236)	2,434	(10,802)	0	0.0%	breakeven
Adult Services	67,005	9,551	9,551	0	9,551	0	0.0%	breakeven
SUB -TOTAL GENERAL SERVICES	395,609	65,602	67,454	(1,736)	65,718	(115)	-0.2%	overspend
Housing Revenue Account (HRA)	0	(6,207)	(7,100)	893	(6,207)	(0)	0.0%	breakeven
NET EXPENDITURE	395,609	59,395	60,354	(843)	59,511	(115)	-0.2%	overspend

	£000's	
Bottom Line Position to 22 June 2018 is an overspend of	<u>(115)</u>	<u>-0.3%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>



To: FINANCE, RESOURCES & CUSTOMER SERVICES POLICY BOARD

On: 5 SEPTEMBER 2018

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 22nd June 2018 totals £1.001m compared to anticipated expenditure of £1.000m for this time of year. This results in a £0.001 overspend those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Corporate Issues	£0.001m o/spend	0% o/spend	<i>n/a</i>	<i>n/a</i>
Total	£0.001m o/spend	0% o/spend	<i>n/a</i>	<i>n/a</i>

- 1.2 The expenditure total of £1.001m represents 8% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.
-

2. Recommendations

- 2.1 It is recommended that Members note this report.

3. **Background**

3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive.

3.2 This capital budget monitoring report details the performance of the Capital Programme to 22nd June 2018, and is based on the Capital Investment Programme which was approved by members on 2nd March 2018, adjusted for movements since its approval.

4. **Budget Changes**

4.1 Since the last report budget changes totalling £2.418m has arisen which reflects the following:-

Budget carried forward from 2017/18: (£2.582m):

- ICT Infrastructure Maintenance & Renewal Programme (£0.403m);
- Corporate Asset Management Information System (£0.043m);
- Energy Efficiency Programme (£0.800m);
- Lifecycle Capital Maintenance Fund (£0.208m);
- Enterprise Resource Planning (£1.128m).;

Budget Transfers in 2018/19 (£5.000m)

- SAMF (£4.000m) transferred to Roads/Footway Upgrade;
- SAMF (£1.000m) transferred to Parks Improvement Programme;
- SAMF to Digital Infrastructure Provision (£1.500m);
- SAMF to Community Empowerment Fund (£1.000m).

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.

2. **HR & Organisational Development** – none.

3. **Community Planning** –

Creating a sustainable Renfrewshire for all to enjoy – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.

4. **Legal** – none.

5. **Property/Assets** – none.
 6. **Information Technology** – none.
 7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
 8. **Health & Safety** – none.
 9. **Procurement** – none.
 10. **Risk** – none.
 11. **Privacy Impact** – none.
 12. **Cosla Policy Position** – none.
-

List of Background Papers

- (a). Non-Housing Capital Investment Programme 2018/19 to 2020/21 – Council, 2nd March 2018.

The contact officers within the service are:

- Geoff Borland, Extension 4786
- Gillian Dickie, Extension 7790
- Joe Lynch, Extension 6159

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Finance, Resources & Customer Services - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: FINANCE, RESOURCES & CUSTOMER SERVICES

Project Title	Approved Programme @02/03/18	Current Programme MR 3	Year To Date Budget to 22-Jun-18	Cash Spent to 22-Jun-18	Variance to 22-Jun-18	% Variance	Cash to be Spent by 31-Mar-18	% Cash Spent
CORPORATE PROJECTS								
ICT Infrastructure Maintenance & Renewal Programme	900	1,303	155	154	1	1%	1,149	12%
Corporate Asset Management Information System	0	38	0	0	0	0%	38	0%
RVJB - Council Requisition (56.2%)	0	5	0	0	0	0%	5	0%
Strategic Asset Management Fund	7,500	0	0	0	0	0%	0	-
Energy Efficiency Programme	0	800	0	0	0	0%	800	0%
Lifecycle Capital Maintenance (LCM) Fund	6,111	6,319	250	249	1	0%	6,070	4%
Enterprise Resource Planning	0	1,128	595	598	-3	-1%	530	53%
Digital Infrastructure Provision	0	1,500	0	0	0	0%	1,500	0%
Community Empowerment Fund	0	1,000	0	0	0	0%	1,000	0%
TOTAL FINANCE, RESOURCES & CUSTOMER SERVICES	14,511	12,093	1,000	1,001	-1	0%	11,092	8%



To: FINANCE, RESOURCES & CUSTOMER SERVICES POLICY BOARD

On: 5 SEPTEMBER 2018

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report - Overview

1. **Summary**
 - 1.1 This report provides an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 22nd June 2018.
 - 1.2 The Council Approved Programme figures reflect the Capital Investment Strategy which was approved by Council on 2nd March 2018 for both Housing Services and Non Housing Services. The Private Sector Housing programme was approved by Council on 2nd March 2018. The Current Programme figures reflect adjustments to the approved Capital Programme since approval.
 - 1.3 The Council must determine and keep under review the maximum amount which it can afford to allocate to capital expenditure. In addition, the Council must also keep under review its Capital Financing Requirement (CFR) i.e. the level of resources that are used to fund capital expenditure over the longer term (rather than at point of spend). It is also the duty of the Council to have regard to the Prudential Code in setting its capital expenditure limit and its capital expenditure requirement.
 - 1.4 The limit on capital expenditure which the Council has set for 2018-19 is shown in the table overleaf. The limit is based on the resources available to fund the capital programmes, split between Housing and Non Housing Services, but excludes PSHG as this is not considered to be capital spend.

	Approved Plan £m	Forecast Expenditure £m
Non Housing	62.076	76.491
Housing	15.439	15.728
Total	77.515	92.219

- 1.5 The CFR which the Council has set for 2018-19 is shown in the table below, and is split between Housing & Non Housing Services. In addition, the projected out-turn at 31st March 2019 is also shown. Any significant increase in the capital expenditure limit which is not funded at point of spend will result in an increase in the CFR.

	Approved CFR to 31 March 2018 £m	Projected CFR to 31 March 2018 £m
Non Housing	282	269
Housing	131	112
Total	413	381

- 1.6 14% of the available resources for Housing and 7% for Non Housing have been spent to 22nd June 2018. Monitoring procedures are in place to ensure the programmes are managed flexibly and spending is contained within the approved limits.

2. **Recommendations**

- 2.1 It is recommended that Members note this report.

3. **Background**

- 3.1 Individual reports have been presented to each Policy Board on the spending performance of the relevant departmental programmes and this information is summarised in Appendix 1.
- 3.2 The capital monitoring information available as at 22nd June 2018 is summarised for both the Housing & Non-Housing programmes on Appendix 2.
-

4. **Housing Services Programme**

- 4.1 The programme approved by Council on 2nd March 2018 totalled £15.439m. The programme currently stands at **£15.728m**, a increase of £0.289m, being the net effect of resources brought forward from 2017/18 of £1.057m and projects re-profiled from 2018/19 to 2019/20 of £0.768m.
- 4.2 Capital expenditure at 22nd June 2018 totals **£2.208m** compared to anticipated expenditure of £2.203m.

The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Housing Programme	£0.005m 0/spend	0% 0/spend	<i>n/a</i>	<i>n/a</i>

- 4.3 The actual capital expenditure of **£2.208m** is 14% of the available resources, and compares with 9% for the equivalent time in 2017/18.
- 4.4 Capital income of £0.033m has been received in the period to 22nd June 2018 representing 1% of the estimated capital income for the year. This compares with 24% in 2017/18, the higher income in 2017/18 is a result of capital receipts for the sale of council houses under the Right to Buy scheme which was concluded in summer 2017. The majority of the income in 2018/19 relates to grant awarded by the Scottish Government for Council House New Build.

5. **Non Housing Services Programme**

- 5.1 The programme approved by Council on the 2nd March 2018 totalled £62.076m. The current programme totals **£76.491m**, a increase of £14.415m, being the net effect of resources brought forward from 2017/18 of £17.655m, projects re-profiled from 2018/19 to 2019/20 of £9.421m and new funding in 2018/19 of £6.181m which primarily relates to grant funding anticipated to be received in 2018/19 for the Early Years 1,140 hours expansion.
- 5.2 Capital expenditure to 22nd June 2018 totals **£5.051m** compared to anticipated expenditure of £5.040m, and therefore shows an over-spend of £0.011m. The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Non Housing Programme	£0.011m o/spend	0% 0/spend	n/a	n/a

- 5.3 The actual cash expenditure of **£5.051m** is 7% of the available resources, and compares with a 9% spend for the equivalent time in 2017/18. It is anticipated that the available resources will be fully utilised by the 31 March 2018.
- 5.4 Capital income totalling £6.034m has been received to 22nd June 2018. This represents 21% to date of the total anticipated income, and compares with 24% for the equivalent period in 2017/18.

6 Private Sector Housing Grant Programme

- 6.1 The overall budget provision for this programme is included within the revenue budget. However, in order to monitor the performance of the individual programmes, it is included within the capital budget monitoring procedures.
- 6.2 The programme approved by Council on 2nd March 2018 was £1.320m. The programme currently stands at **£1.366m**, an increase of £0.046m, being the effect of resources brought forward from 2017/18 of £0.046m.
- 6.3 Expenditure to 22nd June 2018 totals **£0.140m** compared to anticipated expenditure of £0.140m, and therefore shows a break even position.

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –
Creating a sustainable Renfrewshire for all to enjoy – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.

6. **Information Technology** – none.
 7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
 8. **Health & Safety** – none.
 9. **Procurement** – none.
 10. **Risk** – none.
 11. **Privacy Impact** – none.
 12. **Cosla Policy Position** – none.
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List of Background Papers

- (a). Non-Housing Capital Investment Programme 2018/19 to 2020/21 – Council, 2nd March 2018.
 - (b). Housing Revenue Account Budget and Rent Levels 2018/19 and Housing Capital Investment Plan 2018/19 to 2020/21 – Council, 2nd March 2018.
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CAPITAL PROGRAMME 2018/19 - BUDGET MONITORING REPORT TO 22 JUNE 2018 (£000s)

Project Title	Approved Programme @02/03/18	Current Programme MR 3	Year To Date Budget to 22-Jun-18	Cash Spent to 22-Jun-18	Variance to 22-Jun-18	% Variance	Cash to be Spent by 31-Mar-19	% Cash Spent
EDUCATION & CHILDREN'S SERVICES								
Education & Children's Services	10,263	18,914	2,610	2,620	-10	0%	16,294	14%
TOTAL	10,263	18,914	2,610	2,620	-10	0%	16,294	14%
COMMUNITIES, HOUSING & PLANNING								
Housing(HRA)	15,439	15,728	2,203	2,208	-5	0%	13,520	14%
Housing(PSHG)	1,320	1,366	140	140	0	0%	1,226	10%
Development & Housing(THI/LGAN)	1,255	1,387	55	55	0	0%	1,332	4%
TOTAL	18,014	18,481	2,398	2,403	-5	0%	16,078	13%
INFRASTRUCTURE, LAND & ENVIRONMENT								
Environment & Communities	5,489	17,832	630	631	-1	0%	17,201	4%
TOTAL	5,489	17,832	630	631	-1	0%	17,201	4%
FINANCE, RESOURCES & CUSTOMER SERVICES								
Corporate Projects	14,511	12,093	1,000	1,001	-1	0%	11,092	8%
TOTAL	14,511	12,093	1,000	1,001	-1	0%	11,092	8%
LEADERSHIP								
Leisure Services	1,331	2,152	275	274	1	0%	1,878	13%
Development & Housing Services	29,227	24,102	470	470	0	0%	23,632	2%
Social Work Services(Adult Social Care)	0	11	0	0	0	0%	11	0%
TOTAL	30,558	26,265	745	744	1	0%	25,521	3%
TOTAL ALL BOARDS	78,835	93,585	7,383	7,399	-16	0%	86,186	8%
MADE UP OF :-								
Non-Housing Programme	62,076	76,491	5,040	5,051	-11	0%	71,440	7%
Housing Programme(HRA)	15,439	15,728	2,203	2,208	-5	0%	13,520	14%
Housing Programme(PSHG)	1,320	1,366	140	140	0	0%	1,226	10%
PROGRAMME TOTAL	78,835	93,585	7,383	7,399	-16	0%	86,186	8%

RENFREWSHIRE COUNCIL

2017/18 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO PERIOD 22 JUNE 2018 (23% OF FINANCIAL YEAR 2018/19)

	2018/19			
	Housing Services	Non Housing Services	PSHG Programme	Total
A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAMME	£'000	£'000	£'000	£'000
1. Prudential Borrowing	11,115	39,367		50,482
2a. General Capital Grant		15,194	900	16,094
2b. Specific Capital Grant	4,613	239		4,852
3. Usable Capital Receipts	0	13,565		13,565
4. Contribution From Current Revenue (CFCR)	0	8,126	466	8,592
5. Total Resource Availability	15,728	76,491	1,366	93,585
B. CAPITAL PROGRAMME				
6. Resources Available	15,728	76,491	1,366	93,585
7. Current Programme	15,728 100% 	76,491 100% 	1,366 100%	93,585 100%
C. ACTUAL EXPENDITURE VS PROJECTED				
8. Resource Availability	15,728	76,491	1,366	93,585
9. Cash Spent as at 22/06/2018	2,208 14% 	5,051 7% 	140 10%	7,399 8%
10. Cash to be Spent by 31/03/19	13,520	71,440	1,226	86,186
D. ACTUAL RECEIPTS VS PROJECTED				
11. Current Programme (total receipts expected)	4,613	28,998	900	34,511
12. Actual Cash Received to 22/06/2018	33	6,034	225	6,292
13. Receipts available to augment capital programme to 22/06/2018	33 1%	6,034 21%	225 25%	6,292 18%
14. Receipts to be received by 31/03/19	4,580	22,964	675	28,219



To: Finance, Resources & Customer Service Policy Board

On: 5 September 2018

Report by: Director of Finance & Resources

Heading: Charitable registration of Common Good Funds

1. **Summary**

- 1.1 The three Common Good Funds controlled by the Council (Paisley, Renfrew and Johnstone) are registered with the Office of the Scottish Charity Regulator (OSCR) as charities, each in their own right. The original registration of the Funds as charities was made many years ago when charity registration was managed by Her Majesties Revenue & Customs, possibly to take advantage of tax benefits available at the time with regards investment income, particularly in relation to share dividends.
- 1.2 These tax benefits are no longer available, and there exists an anomalous position whereby the majority of common good funds controlled by Scottish local authorities are not registered as charities. The provisions of local government legislation in relation to the use of Common Good Funds would suggest that there is also a question as to whether any Common Good Fund should be registered as a charity. In addition, there are particular costs associated with the accounting and auditing arrangements for charities which the Common Good Funds currently bear which potentially could be avoided were the Funds not registered.
- 1.3 It is proposed therefore that an application to de-register each of the three Common Good Funds is lodged with OSCR in order to clarify and address the current apparent anomalous position.

2. **Recommendations**

- 2.1 To agree a formal application be submitted to the Office of the Scottish Charity Regulator requesting the de-registration of the Paisley Common Good Fund, SC019478, Renfrew Common Good Fund, SC019479 and Johnstone Common Good Fund SC019480.

3. **Background**

- 3.1 The three Common Good Funds controlled by the Council (Paisley, Renfrew and Johnstone) are registered with the Office of the Scottish Charity Regulator (OSCR) as charities, each in their own right. The original registration of the Funds as charities was made many years ago when charity registration was managed by Her Majesties Revenue & Customs, possibly to take advantage of tax benefits available at the time with regards investment income, particularly in relation to share dividends.
- 3.2 The tax relief which appears to have been the basis of the decision to register the Funds as charities has not existed for many years, so the original motive for registration is no longer valid. Since that time, the administration of the charities register has moved to OSCR in line with the provisions of the Charities and Trustee Investment (Scotland) Act 2005 and associated regulations. Under this legislation, and to secure charitable status, a body must pass the 'Charity Test'.
- 3.3 The use of all Common Good Funds has been for some time and remains subject to the test set down in longstanding local government legislation, more recently in Section 222(2) of the Local Government (Scotland) Act 1973 as now carried forward by Section 15(4) of the Local Government etc. (Scotland) Act 1994. The test in dealing with property held as part of the Common Good is "to have regard to the interests of the inhabitants" of the area to which the fund relates, a broad discretion which can include but would not strictly be confined to charitable purposes. When it is compared with a charity, a common good fund has the following essential differences –

- A common good fund does not have trustees as the fund belongs to the local authority which manages the fund in accordance with its own internal governance arrangements.
- A common good fund does not have a trust deed and therefore does not have declared trust purposes, charitable or otherwise.
- A common good fund, however, is and has been governed by legislation for some considerable time with the principal rule for spending its funds ("regard for the interests of the inhabitants") the only criterion specifically applying to it.

It would therefore appear that, in terms of the strict application of the charity test as applied by OSCR, there is considerable doubt as to whether any common good fund would meet this test.

- 3.4 The current position with regards registration of common good funds is inconsistent, with the vast majority of funds controlled by Scottish local authorities not being registered as charities. According to the OSCR register, it would appear that there are only six common good funds registered, (three of which are controlled by Renfrewshire Council), despite the fact that thirty out of thirty two councils control common good funds.
- 3.5 For councils whose common good funds are not registered as charities, local government accounting regulations apply, which demand that common good funds are separately accounted for and are clearly reported within each council's annual accounts. The audit of these funds is consolidated with the audit of the council's own accounts.
- 3.6 In Renfrewshire's case, as each fund is a registered charity, the provisions of the above noted charities legislation also applies, meaning the common good funds require a separate set of accounts, which are separately audited. This incurs an annual audit fee which is borne by the common good funds in the order of £5,000. This cost excludes the officer time to prepare the accounts and provide monitoring returns to OSCR.
- 3.7 In order to address the apparent inconsistent position which currently exists, it is proposed that an application to de-register the three funds as charities is submitted to OSCR. In the event they agree the application, there would be no change to the current procedures for monitoring spend, agreeing the annual budget or in the management of assets. Annual reporting would be consolidated within the Council annual accounts and would be open to both elected member and public scrutiny as is currently the case. Control of assets, spend and scrutiny would remain with the Finance, Resources and Customer Services

Policy Board. In the event OSCR do not agree with the basis of the application, then no change would be made to the current monitoring and reporting processes.

Implications of the Report

1. **Financial** – the de-registration of the Common Good Funds as charities would generate cost efficiencies in terms of additional audit fees. The reporting and transparency of spend and assets would continue to be in line with the relevant local government legislation and proper accounting practice.
2. **HR & Organisational Development** - none
3. **Community/Council Planning** – none
4. **Legal** – the charitable status of the Common Good Funds controlled by the Council would be removed, however there is no change in the applicability of local government legislation which governs how common good funds and assets may be utilised.
5. **Property/Assets** – none
6. **Information Technology** - none
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - none
9. **Procurement** – none
10. **Risk** - none

- 11. **Privacy Impact** - none
- 12. **Cosla Policy Position** – none

Author: Alastair MacArthur, Ext 7363



To: Finance and Resources Policy Board

On: 5th September 2018

Report by: Chief Executive

Heading: Renfrew Light Switch on

1. Summary

- 1.1 The Christmas Lights Switch On in Renfrew is a valued annual event that fosters community spirit and encourages wide participation of residents and children within the community. This has a positive impact on the local economy allowing local retailers to maximise trade on the day. The fireworks display was introduced to celebrate the relaunch of the Town Hall following refurbishment. Due to the success of the event, there was a request to integrate a fireworks display into the annual Switch On event. The event subsequently evolved at the request of the Community Council to include reindeers and a programme of outdoor activities. The event is produced and delivered by Renfrewshire Council's event team who provide indoor programming, marketing and the infrastructure required to host the event and launch the fireworks..
-

2. Recommendations

- 2.1 The Board is asked to approve the contribution of £10k to the Chief Executive's Event Service to support the costs for delivering the infrastructure required to launch the fireworks, the indoor animation programme and marketing
-

3. **Background**

- 3.1 Renfrew Christmas Lights Switch On is being held on Saturday 24 November 2018. The event will be held at Renfrew Town Hall and outdoors in Renfrew town centre with a range of free activities for families to enjoy culminating in a fireworks finale as the lights are switched on. The event attracts audiences of 4,000.
- 3.2 In previous years additional Local Area Committee funding has enabled an enhanced programme of activities to be delivered including Santa's grotto with gift give-away, reindeers and a live music stage programmed with local acts and choirs hosted by Pulse FM. Activities in the Town Hall include programming such as concerts, interactive theatre performance 'The Elves Are Very Shy' for the under 5s, children's craft workshops, face painters and balloon modellers.
- 3.3 An application was prepared for Renfrew and Gallowhill Local Area Committee to secure support for the 2018 Renfrew Light Switch On, however, due to the allocation of £40k to support new festive lighting in Renfrew there were insufficient funds to support this application.
- 3.4 A report was subsequently submitted to Renfrew and Gallowhill Local Area Committee to ask for their support to submit a request for funding to Finance Board for £10k for Renfrew Light Switch On to make up the budget shortfall for 2018 only.
- 3.5 The Christmas lights switch on event is accessible to all. All activities apart from the fun-fair are free and all rooms are accessible to those with mobility issues. The outdoor firework viewing area will have an area set aside for wheelchair users.
-

Implications of the Report

1. **Financial** - £10,000 grant funding from the Renfrew Common Good Fund
2. **HR & Organisational Development** - none
3. **Community/Council Planning** - none
4. **Property/Assets** - none
5. **Legal** - none
6. **Information Technology** - none

7. Equality & Human Rights:

The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. Health & Safety – none

9. Procurement - none

10. Risk - none

11. Privacy Impact - none

12. Cosla Policy Position - none

List of Background Papers - none

Author: Amanda Moulson, Chief Executive's Service



To: Finance, Resources & Customer Services Policy Board

On: 5 September 2018

Report by: Director of Finance & Resources

Heading: Barclay Implementation – Response to Scottish Government Consultation

1. Summary

1.1 The report of the Barclay Review of Non-Domestic rates (NDR) was published in August 2017, which included a number of recommendations for the Scottish Government to consider in relation to the reform of the business rates system. Some of these recommendations have been accepted and implemented, however some recommendations require changes to primary legislation and the Scottish Government has issued a consultation seeking views on the details on how that legislation will operate. The full consultation is attached at Appendix 1 to this report.

1.2 Responses have been developed for those questions relevant to the Council which are attached in Appendix 2. The consultation closes on 17 September 2018.

2. Recommendations

2.1 Agree the response to the consultation questions outlined in Appendix 2 and agree the Director of Finance & Resource submit these responses to the Scottish Government on behalf of the Council.

3. **Background**

- 3.1 Over the period from July 2016 to August 2017, Ken Barclay led a review into the business rates system in Scotland under the following remit -

“To make recommendations that seek to enhance and reform the non-domestic rates system in Scotland to better support business growth and long term investment and reflect changing marketplaces, whilst still retaining the same level of income to deliver local services upon which businesses rely.”

- 3.2 The Barclay review published its final report on 22 August 2017 and made 30 recommendations to The Scottish Government. In a statement to Parliament and accompanying publication on 12 September 2017, the Cabinet Secretary for Finance and the Constitution responded to 25 of the recommendations, accepting the majority, and noting that the remaining five required further engagement and consideration. Following that engagement, a further response was confirmed on 28 November 2017 in respect of council arm’s-length external organisations (ALEOs).

- 3.3 On 14 December an implementation plan including substantive responses to all 30 recommendations together with the Government’s implementation actions was published. To inform delivery of the Barclay response, the Scottish Government convened an Implementation Advisory Group to advise on the details of a number of Barclay recommendations. The group has met several times and their views have informed the consultation paper. They will continue to meet to progress administrative reforms and discuss progress of primary legislation.

- 3.4 Several Barclay recommendations can be, and have been, implemented administratively but others require the Government to bring forward legislation. The Scottish Government has therefore published a consultation paper which seeks views on those Barclay recommendations which require primary legislation. The full consultation is attached at Appendix 1 to this report.

- 3.5 Council officers from finance, economic development and NDR administration services have developed responses to the questions relevant to the Council which are attached in Appendix 2 (Council responses shown in italics). The consultation closes on 17 September 2018.
-

Implications of the Report

1. **Financial** – there may potentially be costs incurred by the Council from the implementation of the Barclay recommendations both directly through a more regular revaluation cycle which requires information to be gathered and additional responsibilities in terms of debt recovery; and indirectly through increased demands on the Assessor which require additional funding.
2. **HR & Organisational Development** - none
3. **Community/Council Planning** –
 - *Reshaping our place, our economy and our future* – the recommendations in the Barclay review may increase NDR income collected.
 - *Working together to improve outcomes* – implementing the recommendations of the Barclay review will require close cooperation between different council services and the Assessor.
4. **Legal** - none
5. **Property/Assets** – none
6. **Information Technology** – the Barclay recommendations may have an impact on the ICT systems operated by the Assessor, which could require to be upgraded or revised in order to meet revised requirements.
7. **Equality & Human Rights** -The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

- 8. **Health & Safety** - none
- 9. **Procurement** – none
- 10. **Risk** - none
- 11. **Privacy Impact** - none
- 12. **Cosla Policy Position** – none

Author: Alastair MacArthur, Ext 7363

Barclay Implementation

A consultation on non-domestic rates reform

Ministerial Foreword



As Cabinet Secretary for Finance, I am always seeking opportunities to make Scotland a better place to do business.

That is why when the *Report of the Barclay Review of Non-Domestic Rates* was published, I not only responded quickly but also built on some of the recommendations to create a competitive advantage for Scottish ratepayers. I believe those measures along with others in the Budget strike the right balance between offering a competitive and sustainable taxation environment while delivering sufficient resources to fund the public service upon which we all rely.

On 1 April this year I introduced a number of measures to underpin that competitive advantage. The growth accelerator and 100% relief for new build properties until first occupied will support speculative development and encourage improvements to our building stock. And our new targeted nursery relief will support a sector that is vital to ensuring an inclusive workforce. These measures are unique in the UK and apply equally to the public, private and third sectors.

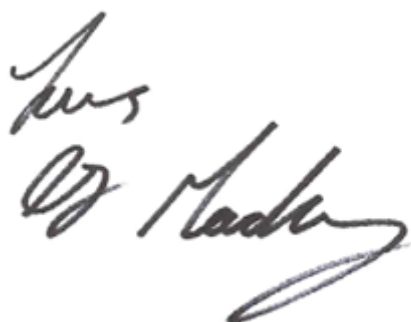
I am confident that these measures will not only attract new investment into Scotland, but also incentivise new developments and support employment.

Rates reform is a multi-faceted and multi-disciplinary piece of work, and to inform the implementation of the Barclay Review recommendations, I have convened an Implementation Advisory Group. I wish to thank the organisations represented on that Group for their work informing the drafting of this paper and their on-going work in progressing other non-legislative reforms.

Several of the Barclay recommendations require primary legislation and it is my intention to introduce a Bill during the current term of Parliament.

While the strategic direction of the reforms has been set by the Barclay Review, this consultation document seeks views on the specific details of how that legislation will work in a number of areas. This, along with the continued work of the Implementation Advisory Group and the targeted stakeholder engagement I plan to take forward over the Summer, will ensure the legislation I intend to bring forward in early 2019 not only delivers the recommendations of the Barclay Review swiftly but also efficiently and effectively.

No final decisions have yet been taken on the legislation ahead of the consultation or the final report of the Implementation Advisory Group and I would encourage all stakeholders to engage fully with this consultation process and I look forward to hearing your views.

A handwritten signature in dark ink, appearing to read 'Derek Mackay', with a stylized, flowing script.

Derek Mackay MSP

Cabinet Secretary for Finance and the Constitution

Background

1. Over the period from July 2016 to August 2017, Ken Barclay led a review into the business rates system in Scotland under the following remit -

“To make recommendations that seek to enhance and reform the non-domestic rates system in Scotland to better support business growth and long term investment and reflect changing marketplaces, whilst still retaining the same level of income to deliver local services upon which businesses rely.”

2. The Barclay review published its final report on 22 August 2017 and made 30 recommendations to The Scottish Government.
3. In a statement to Parliament¹ and accompanying publication² on 12 September 2017, the Cabinet Secretary for Finance and the Constitution responded to 25 of the recommendations, accepting the vast majority, and noting that the remaining five required further engagement and consideration. Following that engagement, a further response was confirmed on 28 November 2017 in respect of council arm’s-length external organisations (ALEOs)³.
4. On 14 December an implementation plan including substantive responses to all 30 recommendations together with the Government’s implementation actions was published⁴. That included measures which went beyond what Barclay recommended, including several that are unique within the UK.
5. The overall response, ensures that Scotland offers the most competitive package of non-domestic rates reliefs in the UK.
6. To inform delivery of our Barclay response, Scottish Government convened an Implementation Advisory Group to advise on the details of a number of Barclay recommendations. The group has met several times so far and their views have informed this consultation paper. They will continue to meet to progress administrative reforms and discuss progress of primary legislation.
7. Several Barclay recommendations can be implemented administratively but others require the Government to bring forward legislation. The detail for each recommendation is set out in the table below.

¹ <https://news.gov.scot/speeches-and-briefings/response-to-the-report-of-the-barclay-review-of-non-domestic-rates>

² www.gov.scot/Topics/Government/local-government/17999/11199/NDRministerialstatement120917

³ <https://news.gov.scot/news/sports-arts-and-community-centres-to-keep-rates-relief>

⁴ <https://beta.gov.scot/publications/barclay-review-of-non-domestic-tax-rates-implementation-plan/Barclay%20review%20of%20non-domestic%20rates%20-%20implementation%20plan.pdf?inline=true>

Summary of Barclay recommendations

Table 1: Barclay recommendations - summary

Number	Description	Status	Legislation needed
1	Business growth accelerator	Accepted - implemented 1 April 2018	Secondary legislation (completed April 2018). Option for primary legislation-informed by this consultation paper
2	Three yearly revaluations	Accepted	Primary legislation needed. Informed by this consultation paper
3	Reduction in large business supplement	Accepted	Will be implemented by secondary legislation when affordable
4	New relief for day nurseries	Accepted – implemented 1 April 2018	Secondary legislation (completed April 2018)
5 a	Expanding fresh start relief to benefit town centres	Accepted – implemented 1 April 2018	Secondary legislation (completed April 2018)
5 b	Pilot scheme to increase rates out of town	Accepted	Primary legislation needed. Informed by this consultation paper
6	Review of plant and machinery valuation	Accepted	None. Administrative change
7	Review of Small Business Bonus Scheme	Accepted	None. Administrative change
8	'Road map' for future rates changes	Accepted	None. Administrative change
9	Provision of better information	Accepted	None. Administrative change
10	Relief recipients to be published	Accepted	None. Administrative change
11	Employ rateable value finder product	Accepted	None. Administrative change
12	More transparency & consistency from Assessors	Accepted	None. Administrative change
13	Greater information gathering power for Assessors	Accepted	Primary legislation needed. Informed by this consultation paper
14	Standardised rates bills across Scotland	Accepted	None. Administrative change
15	Incentivise online billing	Accepted	None. Administrative change
16	Penalty for non-provision of information to councils	Accepted	Primary legislation needed. Informed by this consultation paper
17	Councils to make refund payments faster	Accepted	Administrative change
18	Enable quicker debt recovery from ratepayers	Accepted	Primary legislation needed. Informed by this consultation paper
19	Reform of the appeals system	Accepted	Primary legislation needed. Informed by this consultation paper
20	General Anti-Avoidance Rule (GAAR)	Accepted	Primary legislation needed. Informed by this consultation paper
21	Close empty property relief loophole	Accepted	Primary legislation needed. Informed by this consultation paper
22	Close SBBS second homes loophole	Accepted	Primary legislation needed. Informed by this consultation paper
23	All relief awards to be checked for errors	Accepted	None. Administrative change
24	Reform charity relief	Partially accepted	Primary legislation needed for part of this recommendation. Informed by this consultation paper
25	Relief restricted to properties in active occupation	Accepted	Primary legislation needed. Informed by this consultation paper
26	Reform empty property relief	Accepted	Primary legislation needed. Informed by this consultation paper
27	Sports relief for affordable community facilities	Accepted	Primary legislation needed. Informed by this consultation paper
28	All property should be on valuation roll	Will not be progressed	N/A
29	Commercial agricultural processing	Will not be progressed	N/A
30	Commercial activity on parks etc.	Accepted	Primary legislation needed. Informed by this consultation paper

Introduction and how to get involved

8. The Scottish Government continues to engage with stakeholders on the implementation of Barclay, and this consultation paper seeks your views on those Barclay recommendations (highlighted in Table 1) which require primary legislation. A glossary explaining some rating terminology is at **Annex A**.
9. The recommendations requiring primary legislation appear in the following pages set out using Barclay's numberings and respective groupings of measures to support growth, to improve administration and to increase fairness.
10. The drafting of this consultation paper has been informed by the Implementation Planning Group, the membership of which is found at **Annex B**.
11. A partial Business and Regulatory Impact Assessment (BRIA) has been produced to accompany this consultation paper.
12. All correspondence should be addressed to NDR@gov.scot

Process

13. There will be a 12 week consultation period, which will run from 25 June to 17 September 2018. All responses will be published where consent is given shortly thereafter and each response will be considered fully.
14. It is our intention to introduce primary legislation following analysis of responses to this consultation.

CONSULTATION ON BARCLAY IMPLEMENTATION

MEASURES TO SUPPORT GROWTH

Barclay recommendation 1

A Business Growth Accelerator – to boost business growth, a 12 month delay should be introduced before rates are increased when an existing property is expanded or improved and also before rates apply to a new build property.

15. Secondary legislation has delivered these policies with effect from 1 April 2018 and similar secondary legislation will be laid in all future years to which this policy applies.
16. To simplify the current application based relief, an alternative would be to create a time delay in primary legislation to ensure that increases in rateable value due to a new property being built and occupied or improvements to an existing property do not take effect for a set period. To allow future flexibility, this could include a power to enable Ministers to vary the time delay by Regulations (either increasing or decreasing the current 12 months delay period depending on prevailing circumstances and affordability). This would also have the benefit of removing the need for ratepayers to apply for relief, ensure consistency in the approach across Scotland and reduce administration of relief applications by Councils.
17. Currently, secondary legislation has delivered these policies with effect from 1 April 2018 and similar secondary legislation will be laid in all future years to which this policy applies. However, the legislation is complex and primary legislation could simplify this.
18. In addition to recommendation 1, the Scottish Government went beyond Barclay and introduced a further measure which, from 1 April 2018, will see new-build properties receive 100% relief until first occupied.
19. To remove the need for the current application based relief for new build unoccupied property primary legislation could alternatively adjust the duties of the Assessor in relation to entries in the valuation roll. This would ensure a new build property would be entered on the roll only on the date of occupation. Again, this would simplify the process for ratepayers by removing the need for applications.
20. Alternatively annual secondary legislation could have the same effect.

Question 1 – What are your views on how the growth accelerator and new unoccupied build should be treated in legislation?

Barclay recommendation 2

There should be three yearly revaluations from 2022 with valuations based on market conditions on a date one year prior (the 'Tone date').

21. In order to reflect changes that occur over time, property valuations for rates are reassessed at regular intervals as part of a process known as Revaluation. At each revaluation, the Assessors have to determine the rateable value of each property at a fixed point in time, known as the Tone date. Currently legislation sets Non-Domestic Rates revaluations at five yearly intervals with the Tone date two years prior. We will legislate to change the revaluation cycle to allow three yearly revaluations with a one year Tone date from 2022 onwards. Barclay was clear that more frequent revaluations ahead of 2022 was not possible.
22. More frequent revaluations mean the timetable for dealing with the resulting appeals is reduced by two years. As such, the Implementation Advisory Group advise that delivery of this recommendation is heavily reliant on reforms to the appeals system (Recommendation 19) to ensure appeals are dealt with timeously and the vast majority are cleared before the start of the next revaluation cycle.

Question 2 – Do you have any comments on three yearly revaluations?

Barclay recommendations 3, 4 and 5 (a) do not require primary legislation and are outwith the scope of this consultation.

Recommendation 3 is for the large business supplement to be reduced when affordable, recommendation 4 is for a new day nursery relief, which was introduced in April 2018 and 5 a) is for an expansion of Fresh Start, which came into force on April 2018.

Barclay recommendation 5 b)

A new power to enable councils to impose an additional levy on rates in certain circumstances.

23. Barclay suggested a new discretionary power for councils to apply modest rates supplements in certain circumstances from 2020 for out-of-town ratepayers or predominantly online ratepayers. The proceeds would be used to support ratepayers in town centres. This should be a pilot scheme (involving no more than three towns) and must be subject to a formal evaluation to determine whether those pilots were successful prior to any further rollout.

24. The Implementation Advisory Group acknowledges that the Scottish Government has already committed to implement these pilots, but recommend that this measure include a number of safeguards.

25. It was suggested that those safeguards could include one or more of the following:

a) A cap on the level of supplement set in legislation determined by Scottish Ministers. As an example, this could be linked to the prevailing poundage rate (e.g. no more than a set percentage of the annual poundage rate).

b) A requirement for Ministerial and/ or Parliamentary approval for each scheme. If parliamentary scrutiny is considered appropriate this could be achieved by laying of Regulations for each pilot scheme.

c) A requirement for the local Council to consult on the scheme, including with local ratepayers and to publish analysis of this consultation prior to any approach being made to the Scottish Government to take part in a pilot scheme.

d) A requirement for local ratepayers to have a say on how proceeds from the supplement are spent (similar to the Business Improvement District model).

The Implementation Advisory Group also strongly supported Barclay's view that this should only be a pilot scheme and must be formally assessed prior to any wider rollout.

Question 3 – From 2020 a small number of pilot councils will have a new power to increase rates paid by out of town or predominantly online businesses.

a) Do you agree or disagree with putting in place safeguards?

b) Please explain your response to (a) including what the safeguards should be if you agree they are required.

Question 4 - Do you have any comments on the criteria and process which should be used to assess the pilot scheme(s)?

Barclay recommendation 6 is for a review of plant and machinery valuations. This has commenced by a separate process reviewing hydro valuations. This review is currently underway and is outwith the scope of this consultation.

Barclay recommendation 7 is for an review of the Small Business Bonus Scheme (SBBS). The Scottish Government are committed to implementing this recommendation, which will commence in 2018, and findings will be available in time to inform the 2022 revaluation. This recommendation is subject to separate process and is outwith the scope of this consultation.

MEASURES TO IMPROVE ADMINISTRATION

Barclay recommendations 8 - 12 are administrative and are outwith the scope of this consultation

8 - The Scottish Government should provide a 'road map' to explain changes to the rating system and should consult whenever possible on those changes, prior to implementation.

9 - There should be better information on rates made available to ratepayers – co-ordinated by Scottish Government.

10 - A full list of recipients of rates relief should be published to improve transparency.

11- A "rateable value finder" product should be used – to identify properties that are not currently on the valuation roll, so as to share the burden of rates more fairly.

12 - Assessors should provide more transparency and consistency of approach. If this is not achieved voluntarily, a new Scotland wide Statutory Body should be created which would be accountable to Ministers.

Barclay recommendation 13

The current criminal penalty for non-provision of information to Assessors should become a civil penalty and Assessors should be able to collect information from a wider range of bodies.

26. At each revaluation, the Assessors have to determine the rateable value of each property at a fixed point in time, known as the Tone date. Generally this involves information such as rent paid and details of rental agreements, but in certain cases may involve additional information such as construction costs or turnover.
27. Currently for certain areas or types of property the level and quality of information provided is low, meaning valuations may not be as accurate as they would otherwise be. This can result in the appeals system being used as the mechanism to correct valuations, putting undue burden on the appeal system and means the appeal process takes longer than it would otherwise.
28. The Scottish Government have committed to change primary legislation to remove the current criminal penalty for non-provision of information, which is rarely, if ever, used and replace this with a civil penalty, which will be simply to apply and enforce. This should incentivise higher information return rates and

ensure more accurate valuations. If valuations are more accurate, then fewer ratepayers should appeal resulting in less burden on the appeals system.

29. Any new penalty created will have to have a designated body that is responsible for administration and suitable provision for appeals against the penalty notice.
30. The penalty is not intended as a revenue raising measure, but rather an incentive to ensure better information from the outset and remove the need to rely on the appeal system to set valuations at the correct level.
31. The range of organisations/ individuals that the Assessors can request information from to inform valuations will also be considered for expansion.

Question 5 - What level(s) should this civil penalty be set at?

Question 6 - How should the penalty be set? Should it be a fixed penalty or proportionate to/ banded by rateable value?

Question 7 - Do you have any views on who is responsible for administering the penalty and the process for appeals against the penalty notice?

Question 8 - Which organisations/ individuals should be required to supply necessary information to the Assessors, where applicable?

Barclay recommendations 14 and 15 are administrative and will be taken forward without primary legislation and are outwith the scope of this consultation.

14 - Standardised rates bills should be introduced across Scotland.

15 - Ratepayers should be incentivised to sign up for online billing where available except in exceptional circumstances.

Barclay recommendation 16

A new civil penalty for non-provision of information to Councils by ratepayers should be created.

32. Barclay noted that it is important that Councils have up to date information on occupiers of non-domestic property to ensure that bills are accurate and relief is correctly applied.

33. This is required to prevent fraud, but also ensures the correct ratepayer is billed for the correct amount. The Scottish Government have committed to change primary legislation to create this penalty. This should ensure better information and more accurate bills issued to the correct ratepayers.
34. It is not intended to be a revenue raising exercise but penalties are intended to deter fraud and ensure information is kept up to date.
35. This runs in tandem with separate recommendations to ensure that Councils improve their services to ratepayers e.g. through faster repayment of any overpayments and better provision of information.
36. The Implementation Advisory Group believe there should be a duty for a ratepayer to inform the local council within 28 days of when they move in and move out of a non-domestic property and to provide any information on request by the Council within the same timeframe. This could include, but is not limited to, evidence of relief entitlement. The penalty could be an automatic fixed amount applied to bills or one which the Council has discretion over e.g. if there are extenuating circumstances the Council can waive the penalty.
37. Any new penalty created will have to have a designated body that is responsible for administration and suitable provision for appeals against the penalty notice.
38. The penalty is not intended as a revenue raising measure, but rather an incentive to ensure better information.

Question 9 - What level(s) should this penalty be set at?

Question 10 - How should the penalty be set? Should it be a fixed penalty or proportionate to / banded by rateable value?

Question 11 - Do you have any views on who is responsible for administering the penalty and the process for appeals against any penalty notice?

Question 12 - Should this be a mandatory penalty or one that the Council has discretion over (please indicate your preference and add any comments)?

Barclay recommendation 17 does not require primary legislation and is outwith the scope of this consultation.

17- Councils should refund overpayments to ratepayers more quickly.

Barclay recommendation 18

Councils should be able to initiate debt recovery at an earlier stage.

39. Currently debt recovery Council tax takes place earlier in the financial year than it does for rates. From 2020 the Scottish Government will bring debt recovery for both kinds of local taxation (non-domestic rates and Council tax) into line. This means a council will be able to initiate enforcement action for non-payment of rates earlier in the year to ensure fairness among all tax payers (both citizens and businesses). This may also reduce avoidance. It would also be an option to allow Councils some discretion over exceptional circumstances.
40. This runs in tandem with separate recommendations to ensure that Councils improve their services to ratepayers e.g. through faster repayment of any overpayments and better provision of information to ratepayers.
41. Ratepayers will also need to be aware that payments still need to be made regardless of whether a bill is in dispute, for example whilst an appeal is progressing. This could be achieved by including this information prominently on bills if it is not already included.

Question 13 - How should the debt recovery changes be communicated to ratepayers?

Question 14 - What are your views on whether Councils should retain a discretion over debt recovery to allow for any extenuating circumstances?

Barclay recommendation 19

Reform of the appeals system is needed to modernise the approach, reduce appeal volume and ensure greater transparency and fairness.

42. In the longer term, the functions of the current Valuation Appeal Committees (VACs) are expected to transfer to the Scottish Tribunals in 2022, noting that the functions of the VAC extend beyond those related to non-domestic valuation. Those reforms will be made under separate legislation, however one recommendation made by Barclay was that the outcome of an appeal should be to increase as well as decrease the rateable value of a property.
43. Currently the valuation appeals system is risk free for ratepayers in that the valuation may only decrease or remain the same. Whilst the majority of appeals result in no change for the ratepayer, and an appeal cannot increase the valuation even if there is new evidence to support such an outcome.

44. As noted in Recommendation 2, it is considered critical by the Implementation Advisory Group that the appeals system is reformed in order to deliver a more effective system and to support the move to three yearly revaluations.
45. It is not anticipated that this will impact on significant numbers of ratepayers, nor that it will raise significant amounts of revenue, but if during the course of an appeal it becomes apparent that a valuation is too low, this could be corrected to ensure fairness with other ratepayers.

Question 15 - How should this change be communicated to ratepayers?

Question 16 - Do you have any points about the change to allow valuation appeals to increase?

Barclay recommendation 20

A General Anti-Avoidance Rule (GAAR) should be created to reduce avoidance and make it harder.

46. There will always be those who try to avoid paying taxes to create a competitive advantage for themselves to the detriment of others.
47. Where possible, known loopholes will be closed (see recommendations 21 and 22). However, even as loopholes are closed, there will be those who look to new ways to exploit the system to create an unfair advantage.
48. The Implementation Advisory Group agrees that action should be taken to tackle those who deliberately avoid payment of taxation. A General Anti Avoidance Rule (GAAR), as used in other taxes, will also go some way to future proofing the system and allow Councils to act swiftly to tackle new avoidance tactics as they arise.

Question 17 - When the General Anti Avoidance Rule is introduced, do you have any recommendations or principles that this should encompass?

Barclay recommendation 21- *To counter a known avoidance tactic, the current 42 days reset period for empty property should be increased to 6 months in any Financial year.*

49. Currently, after a 42-day period of occupation a property can be eligible for empty property relief (e.g. 100% relief for six months for industrial property). This is open to abuse through patterns of occupation aimed at obtaining successive periods of empty relief.

50. The Scottish Government will change the rules around the eligibility for empty property relief to reduce this known avoidance tactic from 2020. This will increase the period a property must be occupied before a new period of empty property relief may be claimed from 42 days to 6 months. Barclay advised that the 6 month period should be discontinuous so as not to inhibit pop-up uses of empty premises.

51. Additional reforms to empty property relief are addressed under Recommendation 26.

Question 18 – How do we raise awareness of this change among ratepayers?

Question 19 – Do you have any further comments around the 6 month reset period for empty property relief?

Barclay recommendation 22

To counter a known avoidance tactic for second homes, owners or occupiers of self-catering properties must prove an intention to let for 140 days in the year and evidence of actual letting for 70 days.

52. Currently, for self-catering holiday accommodation to be entered in the valuation roll (and thereby be liable to non-domestic rates, rather than council tax), it must be made available for letting for a total of at least 140 days in the year in question. However, it need not actually be let for any period.

53. This is open to abuse, such as by owners of second homes who wish to avoid council tax, who claim a property is available to let with no actual intention of letting it. Such properties can then be eligible for 100% rates relief under the Small Business Bonus Scheme, with the outcome that no local tax is paid by the property (either non-domestic rates or council tax).

54. The requirement will be changed so that actual let for 70 days and intended let for 140 days must be evidenced by the ratepayer to allow the property to be able to be classed as a non-domestic property.

55. This could be either a mandatory requirement or one with local discretion to allow flexibility e.g. for small numbers of genuine self-catering properties where the individual property is incapable of being let for 70 days due to circumstances outwith the owners control. An example of this could be due to poor access to the property following a landslide or in the event of periods of prolonged adverse weather.

Question 20 - Should there be any local discretion in the application of this policy?

Question 21 - If your answer to question 18 is yes, under what circumstances should this discretion apply?

Barclay recommendation 23 is for the Scottish Government to check relief awarded and does not require primary legislation and is outwith the scope of this consultation.

Barclay recommendation 24

Charity relief should be reformed/restricted for a small number of recipients.

56. The Scottish Government will remove charity relief for most independent schools from April 2020 to bring independent schools into line with Council schools. However, the Scottish Government has committed that schools for children and young people with additional support needs that are in receipt of disabled persons relief or charitable relief will be able to retain that relief.

57. There may be a small number of independent schools with exceptional circumstances, such as specialist music schools that require further consideration.

58. Additional separate engagement will be undertaken with the sector.

The separate strand of this recommendation for ALEO (Arms Length External Organisations) properties is being taken forward administratively.

59. **Question 22** - How should independent schools with exceptional circumstances such as specialist music schools be treated?

Barclay recommendation 25

To focus relief on economically active properties, only properties in active occupation should be entitled.

60. This change will primarily impact on empty properties either previously occupied by charities which receive charity relief (not empty property relief) or empty properties that claim the more generous SBBS instead of empty property relief.
61. Active occupation must be defined in a way which does not give rise to avoidance so for example could include floor space used, accessibility to the public and/ or council, demonstration of accounts for a business in operation at the property. A combination of these or any other criteria could form the basis of a definition. An alternative could be for the General Anti Avoidance Rule to be utilised in cases where a property is not in active use, but claims a relief other than empty property relief.

Question 23 - How should active occupation be defined?

Barclay recommendation 26

To encourage bringing empty property back into economic use, relief should be reformed to restrict relief for listed buildings to a maximum of 2 years and the rates liability for property that has been empty for significant periods should be increased.

62. From 2020 empty listed property will receive 2 years 100% relief and thereafter receive 10% relief in line with other types of empty property. Additionally, any type of property that is empty for over 5 years, with the exception of listed property, will pay a 10% bill surcharge after 5 years. This will create incentives to bring all types of empty non-domestic property back into economic use.
63. It has been suggested by the Implementation Advisory Group that property in the planning process could be excluded from reforms, but this could have consequences if the planning system were abused with properties “parked” in the system to avoid payment of local taxation. An alternative may be to allow local discretion.
64. Additional separate engagement will be undertaken with the sector and the impact of this policy on the public sector will be considered.

Question 24 - What are your views on whether Councils should have discretion in the application of this measure for properties, so that local circumstances can be accounted for?

Barclay recommendation 27

Sports club relief should be reviewed to ensure it supports affordable community-based facilities, rather than members clubs with significant assets which do not require relief.

65. This relief is currently offered to affordable, community sports clubs and it is anticipated that 95% of current recipients of this relief will be unaffected.

66. However, a small number of clubs with very high fees and/ or membership policies which specifically exclude certain parts of the local community may lose relief as a result of reforms.

67. Options for reform could include incorporating a requirement for all beneficiaries to have inclusive and transparent membership policies, membership fees below a certain threshold, availability of the facilities to the local community or other criteria.

68. Additional separate engagement will be undertaken with the sector.

Question 25 - How should affordable/ community sports facilities be defined?

Barclay recommendations 28 and 29 will not be progressed by The Scottish Government and are outwith the scope of this consultation.

Barclay recommendation 30

Commercial activity on current exempt parks and Local Authority (council) land vested in recreation should pay the same level of rates as similar activity elsewhere so as to ensure fairness.

69. Currently public parks and land vested by the local authority in recreational purposes are exempt from entry in the valuation roll and hence commercial activity taking place on these pay no rates. From 2020 the Scottish Government will remove those exemptions and rates will become payable on the property or land within the park undertaking that activity.

70. Additional separate engagement will be undertaken with the sector.

Question 26 – How should commercial activity on parks be defined?

ANNEX A

Glossary

Appeal - The valuation appeals system allows a ratepayer to challenge the Assessors rateable value for their property. This has various stages, but initial appeals are heard by local panels.

Assessor - An independent public official who determines the rateable value of all properties entered on the valuation roll, along with other functions. Assessors must be members of the Royal Institution of Chartered Surveyors and work under a non-Statutory umbrella body called the Scottish Assessors Association.

Council Tax - a property tax levied on domestic property and used to fund local services.

Non-domestic rates - A property based tax, also known as business rates, levied on non-domestic property that is used to fund local services provided by the council, including those provided to businesses. The rating system is administered by councils.

Rateable value (RV) - For most property this is the Assessor's determination of one year's annual rent on the open market. This is determined by looking at rents for similar or nearby properties.

Ratepayer - Anyone who is liable for rates on a non-domestic property. Ratepayers include businesses, public sector, third sector and citizens.

Relief - A discount/ reduction applied to the rates bill of eligible properties. Most reliefs are funded by the Scottish Government, although councils do have discretion to create their own reliefs.

Revaluation - All properties are reassessed by the Assessors at a revaluation, the purpose of which is to redistribute the tax based on more recent market conditions. The last revaluation was in 2017, the next planned revaluation will be in 2022.

Tone date - The date at which all properties are valued by the Assessor. Currently this is 2 years before the revaluation date. Using a single date for all properties ensures fairness and allows the Assessor sufficient time to collect evidence from ratepayers. The Tone date for the 2017 revaluation was 1 April 2015.

Valuation Roll - A record of all non-domestic (business) premises valued by the Assessor, including their address, rateable value and other related data. Valuation rolls are searchable online at www.saa.gov.uk

ANNEX B

Membership of Implementation Advisory Group

The following organisations were represented on the group -

CBI Scotland

CoSLA

Federation of Small Business

Institute Revenue Rating and Valuation

Rating Surveyors Association / RICS

Scottish Assessors Association

Scottish Chambers of Commerce

Scottish Property Federation

Scottish Retail Consortium

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Barclay recommendation 1

A Business Growth Accelerator – to boost business growth, a 12 month delay should be introduced before rates are increased when an existing property is expanded or improved and also before rates apply to a new build property.

Question 1 – What are your views on how the growth accelerator and new unoccupied build should be treated in legislation?

Question 1- It is noted that this recommendation has already been delivered by means of annually laid secondary legislation and that SG intends to simplify this process by introducing primary legislation. This would be preferable to the Council.

In a similar way it would be preferable for new unoccupied buildings to be entered in the roll from the date of occupation which would mean the Council were not required to consider empty relief. This would however be dependent on the practicalities of the Assessor keeping up to date with regards occupancy, in particular where companies' failure to advise on occupancy results in rates avoidance.

Barclay Recommendation 2

There should be three yearly revaluations from 2022 with valuations based on market conditions on a date one year prior (the 'Tone date').

Question 2 – Do you have any comments on three yearly revaluations?

A 3 year review cycle should result in the Assessor determining a rateable level which is more reflective of the current market conditions and may assist in reducing major movements valuations, which is to be welcomed.

However, in the absence of any change to the appeals process, it is likely to have resources issue for not only the Assessor, who will require to resolve appeals in a more diligent manner, but also for landlords/owners who own more than one property, (including local authorities) who have a large operational portfolio.

With a 3 year cycle, as opposed to a 5 year cycle, there will be less time available for both the appellant and the Assessor to determine whether the rateable value proposed is fair and reasonable. This could result in an increased number of appeals being taken to the VAC/Scottish Tribunals. In such circumstances, the Scottish Government will require to provide adequate resource to Assessors to enable them to meet the workload demands of an increasingly regular revaluation cycle.

Barclay recommendation 5 b)

A new power to enable councils to impose an additional levy on rates in certain circumstances.

Question 3 – From 2020 a small number of pilot councils will have a new power to increase rates paid by out of town or predominantly online businesses.

a) Do you agree or disagree with putting in place safeguards?

b) Please explain your response to (a) including what the safeguards should be if you agree they are required.

Question 4 - Do you have any comments on the criteria and process which should be used to assess the pilot scheme(s)?

Question 3 – The safeguards proposed seem reasonable but the impact of large online businesses predominantly affects national, not local businesses. For instance, the presence of an Amazon warehouse in Inverclyde will not impact on the shopping mall in Greenock any differently from the High Streets of Paisley or Inverness. To that end it would appear the proposal is potentially disjointed in putting in place a local solution to a national problem. The Council would agree there should be a supplement but it should be written in legislation, imposed by the Councils, paid to the Scottish Government and then redistributed fairly across all areas. We do not believe this should follow a Business Improvement District model, but the additional income should be controlled by Council for investment in regeneration initiatives. The criteria should be linked to global turnover, with a maximum cap and should be written into legislation.

It is essential that safeguards for on-line business keep business rates at below the level whereby they could act as a disincentive for investment in Scotland.

Question 4 – this would be best responded by those councils who are best placed to be pilot areas.

Barclay recommendation 13

The current criminal penalty for non-provision of information to Assessors should become a civil penalty and Assessors should be able to collect information from a wider range of bodies.

Question 5 - What level(s) should this civil penalty be set at?

Question 6 - How should the penalty be set? Should it be a fixed penalty or proportionate to/ banded by rateable value?

Question 7 - Do you have any views on who is responsible for administering the penalty and the process for appeals against the penalty notice?

Question 8 - Which organisations/ individuals should be required to supply necessary information to the Assessors, where applicable?

Questions 5-8 require to be addressed by the Assessor.

A new civil penalty for non-provision of information to Councils by ratepayers should be created.

Question 9 - What level(s) should this penalty be set at?

Question 10 - How should the penalty be set? Should it be a fixed penalty or proportionate to / banded by rateable value?

Question 11 - Do you have any views on who is responsible for administering the penalty and the process for appeals against any penalty notice?

Question 12 - Should this be a mandatory penalty or one that the Council has discretion over (please indicate your preference and add any comments)?

Questions 9 and 10 – The penalty should be set after a defined period and pre-agreed activity by Councils to obtain information. The penalty should be proportionate to/banded by rateable value depending on the system that is in place to calculate the penalty. If this is not the current rates system it would most definitely need to be within a banding. Rules would also need to be in place where RV reductions and increases follow the penalty but relate to the period prior to the penalty being imposed.

Question 11 – Councils should be responsible on the basis that the penalty is incurred when information is not provided to the Council. The appeal process should follow the normal Council appeal process.

Question 12 – The Council must have discretion if there is an appeal process however the mechanism would need to follow mandatory rules to allow systems to impose and bill the penalty.

Barclay recommendation 18

Councils should be able to initiate debt recovery at an earlier stage.

Question 13 - How should the debt recovery changes be communicated to ratepayers?

Question 14 - What are your views on whether Councils should retain a discretion over debt recovery to allow for any extenuating circumstances?

Question 13 – Councils should include with annual bills in 2019 information advising ratepayers of changes the following year. The leaflet should provide full details on the new payment terms and follow-up and links to the Scottish Government legislation. It is suggested the Scottish Government should also run a national campaign of adverts in the months prior the annual billing when the change will take effect.

Question 14 – The Council believes there is sufficient flexibility within the current regulations to allow the effective management of NDR debt recovery, and the timescales over which it is reasonable to allow a debt to be repaid.

Barclay recommendation 19

Reform of the appeals system is needed to modernise the approach, reduce appeal volume and ensure greater transparency and fairness.

Question 15 - How should this change be communicated to ratepayers?

Question 16 - Do you have any points about the change to allow valuation appeals to increase?

Question 15 – Information could be included with Annual Bills, however the additional costs of this would require to be funded by the Scottish Government. Information could also be included within the Assessors literature and website.

Question 16 – this is principally an issue for the Assessor to respond to, however the risk of a valuation appeal increasing a valuation would place a greater obligation on those appealing to consider the merits of launching an appeal and is likely to assist in reducing overall volumes and appeals that have little or no merit entering the system.

Barclay recommendation 20

A General Anti-Avoidance Rule (GAAR) should be created to reduce avoidance and make it harder.

Question 17 - When the General Anti Avoidance Rule is introduced, do you have any recommendations or principles that this should encompass?

Question 17 – The loopholes that are covered in recommendations 21 and 22 refer to empty properties and SBBS. There are companies in existence who derive much of their business in exposing loopholes to reduce the rates burden for their clients. This is done through constant reinvention of scenarios; eg pop up art galleries when a building is clearly not accessible for the purpose of the business and is backed by continuous appeals to the Council which are resource intensive. The Council believes appeal findings in such cases should be applicable nationally ie one decision is applied across all council areas.

Another avoidance tactic is the use of phoenix companies. This activity can be fraudulent and legislation should be passed to make those who avoid rates in this manner accountable through the courts.

Barclay recommendation 21- *To counter a known avoidance tactic, the current 42 days reset period for empty property should be increased to 6 months in any Financial year.*

Question 18 – How do we raise awareness of this change among ratepayers?

Question 19 – Do you have any further comments around the 6 month reset period for empty property relief?

Question 18 – Care should be taken to avoid the event that raising awareness of particular avoidance tactics simply adds to the problem. However, any change to reliefs in general should be communicated in the normal way, either by a Scottish Government communication or with annual bills.

Question 19 – The Council would welcome this change.

Barclay recommendation 22

To counter a known avoidance tactic for second homes, owners or occupiers of self-catering properties must prove an intention to let for 140 days in the year and evidence of actual letting for 70 days.

Question 20 - Should there be any local discretion in the application of this policy?

Question 21 - If your answer to question 18 is yes, under what circumstances should this discretion apply?

Questions 20 and 21 – This is not a particularly relevant issue within Renfrewshire, however the principle of owners requiring to demonstrate evidence of letting or some other evidence of business operations is supported.

Barclay recommendation 24

Charity relief should be reformed/restricted for a small number of recipients.

59. Question 22 - How should independent schools with exceptional circumstances such as specialist music schools be treated?

Question 22 – The Council does not believe specialist schools should be treated exceptionally. Schools that provide dance, drama, or music are accessed through parent choice, and are often fee paying.

Barclay recommendation 25

To focus relief on economically active properties, only properties in active occupation should be entitled.

Question 23 - How should active occupation be defined?

Question 23 – Active occupation could be defined in a number of ways, for example:

- Where the majority of available floor space is actively used*
- The building is accessible to the public and opening hours are proportionate and appropriate for a business which is undertaking commercial activities*
- Inventories of sale stock which is reasonable for the space and is consistent with the generation of a commercial return. The availability of audited accounts demonstrating appropriate levels of commercial activity may help.*

Barclay recommendation 26

To encourage bringing empty property back into economic use, relief should be reformed to restrict relief for listed buildings to a maximum of 2 years and the rates liability for property that has been empty for significant periods should be increased.

Question 24 - What are your views on whether Councils should have discretion in the application of this measure for properties, so that local circumstances can be accounted for?

Question 24 – The Council is supportive of this proposal. There are particular circumstances within Paisley for example, which has a high number of listed buildings in the town centre, where there is little incentive for investment in these buildings or to bring them into economic use given the rates relief they enjoy. Limiting this relief would support initiatives to bring these buildings back into use and regenerate the town centre.

Barclay recommendation 27

Sports club relief should be reviewed to ensure it supports affordable community-based facilities, rather than members clubs with significant assets which do not require relief.

Question 25 - How should affordable/ community sports facilities be defined?

Question 25 – The Council does not agree that membership fees below a threshold is workable on the basis that if the club is non profit making but has large overheads i.e. occupies a listed building, then the membership fees will be high as a consequence to cover the overheads. If a sports club is required to make facilities available to the local community, the regulations need to define what charges are allowed to be imposed by the sports club i.e. hall and bar rental or whether the sports club are expected to offer free use of facilities to non members. It seems appropriate that any sports club should be able to cover their own costs including depreciation of their assets by others.

Barclay recommendation 30

Commercial activity on current exempt parks and Local Authority (council) land vested in recreation should pay the same level of rates as similar activity elsewhere so as to ensure fairness.

Question 26 – How should commercial activity on parks be defined?

Question 26 – The Council believes that there needs to be reflection of permanence in the definition ie a fixed building from which a commercial activity is delivered on a permanent basis. Where commercial activity is delivered from a park on a temporary or occasional basis then this is potentially more appropriate to be incorporated into a local charging regime rather than the NDR system.



To: Finance, Resources and Customer Services Policy Board

On: 6 June 2018

Report by: Director of Finance and Resources

Heading: Customer & Business Services Performance Report

1. Summary

- 1.1 This report details performance across key Customer & Business Service (CBS) functions including revenue collection and benefit administration for the period ending 31st July 2018 (including an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund). This report also provides a performance update in relation to customer services provision for the same period.
-

2. Recommendations

- 2.1 It is recommended that the Board consider the contents of the report.
-

3. Revenue Collection

3.1 Council Tax

- 3.1.1 This section details the collection performance as at 28th July 2018 for Council Tax. It also provides details of the total sums collected for the previous year.
- 3.1.2 The billable sum for 2018/19 is £77,767,476
- 3.1.3 The sums collected to date for 2018/19 are £32,533,020 which is 41.83% of the billable sum. This is broadly the same level of cash collection as a proportion of net charges billed compared with the same position for 2017/18.

3.1.4 The Council Tax Reduction awarded is £12,550,760 amounting to 13.90% of the billable sum, which is 0.37% less than at the same point last year.

3.1.5 The Service continues to undertake work to address the reduction in CTR applications. Activities include close tracking of potential applications, data matching and the use of visiting officers to maximise Council Tax Reduction awards.

3.2 Non Domestic Rates

3.2.1 This section details the collection performance as at 28th July 2018 for Non Domestic Rates (NDR). It also provides details of the total sums collected for the previous year.

3.2.2 The Non Domestic Rates (NDR) charges billed for 2018/19 amount to £132,298,931.

3.2.3 The cash receipts to date amount to £37,847,126 which is 28.61% of the sums billed. This is a decrease in cash collection as a proportion of net charges billed of 4.05% compared with the same position for 2017/18.

3.2.4 The reasons for the decrease in collection percentage are two-fold. Firstly, delayed payments from two large customers and secondly, and more significantly the impact of organisations appealing against the rateable value (RV) attributed to their business property by Renfrewshire Valuation Joint Board (RVJB) as part of the revaluation exercise is having an impact. Where following appeal to RVJB, the appeal results in a significant rateable value reduction, this leads to reductions in collection percentage. The current collection percentage reflects the impact of a significant RV reduction for a major account.

3.2.5 The Service tracks NDR receipts closely. Where appropriate and in line with the recovery process the Service will proactively target businesses for payment. NDR collection is at an early stage for 2018/19 and it is expected that the position will be recovered over the remainder of the financial year.

4. Benefit administration

4.1. This section details the processing performance in relation to Housing Benefit and the Scottish Welfare Fund, as at the end of April 2018. Also provided is an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund.

4.2 The Service continues to successfully balance a significant work load along with managing the impact of the ongoing effect from the UK Government's welfare reform agenda.

4.3 Speed of Processing – Housing/Council Tax Benefit

- 4.3.1 As detailed in Table 1 below, processing speed for New Claims is well within target for the period.
- 4.3.2 In relation to New Claims processed within 14 days of all information received, this measure is also within target for the period and year to date.
- 4.3.3 Processing of Changes in Circumstance (CIC) is within target for the period, the year to date position remained ahead of target.

(Supplementary processing information is attached in Appendix 2 for members' reference)

Table 1 – Performance Summary

Performance measure	4 Week Reporting Period 15 June 2018 to 12 July 2018	Year to date position	Annual Target
New Claims – processing time	21 days	21 days	24 days
New Claims - % processed within 14 days of all information received	98%	96%	92%
Changes in Circumstance – processing time	8 days	7 days	10 days

4.4 Discretionary Housing Payments

- 4.4.1 The total budget for Discretionary Housing Payments for 2018/19 is shown in table 2 below.
- 4.4.2 Funding for DHP was previously provided to Local Authorities by the Department for Work and Pensions, following the new social security powers devolved to the Scottish Government, DHP funding is now provided entirely by them. The total budget is detailed in table 2 below and shows the indicative spending split provided to the Council.
- 4.4.2 The DHP budget has been calculated to include the full Scottish Government estimate of the amount of funding required to fully mitigate the effect of the Bedroom Tax. This estimate includes a 20% reserve allocation which will be paid in May 2019, if required.
- 4.4.3 In line with DHP Policy and DHP Regulations, the Service makes awards to fully mitigate the effect of the Bedroom Tax and maximise spend within the year.
- 4.4.4 Table 3 shows the performance information in relation to DHPs. The table shows that processing time in relation to DHP is within target.

- 4.4.5 Award levels have been altered in line with a lower overall budget than last year when the Board agreed to supplement the DHP budget by £120K. The Service anticipates that even with the reduction in award levels not all applications will result in an award and is currently analysing spend year to date and is reviewing current projections to support member consideration of a fund top up resource allocation as part of a wider package of support for customers as they transition to Universal Credit.

Table 2 – DHP Budget

Funding – indicative allocations	amount
Financial Hardship (non Benefit Cap)	£99,384
Financial Hardship (Benefit Cap)	£186,847
Bedroom Tax*	£1,940,786
Total budget for the year	£2,227,017

*This figure represents the maximum amount required to cover the estimated shortfall of customers impacted by the Bedroom Tax.

Table 3 – DHP Performance Summary

Measure	1 April 2018 to 31 July 2018
Volume of DHP applications received	4,061 applications
Volume of DHP decisions made	4,006 decisions
Number of DHP awards	3,907 awards
Average processing time (target 29 days)	9 days
Total amount committed/paid	£1,996,182

4.5 The Scottish Welfare Fund

- 4.5.1 The Scottish Welfare Fund (SWF) provides a safety net for vulnerable people on low incomes through the provision of Community Care Grants and Crisis Grants. The Scottish Welfare Fund is a national scheme, underpinned by law and delivered on behalf of the Scottish Government by all local councils. The SWF replaced elements of the Social Fund abolished by the Department for Work and Pensions in 2013.

- 4.5.2 The Service makes awards in 2018/19 in line with Scottish Government guidance and had spent 33.64% of its total budget for the Scottish Welfare Fund (SWF) by the end of July 2018. The Service is currently analysing spend year to date is and reviewing current projections in light of Universal Credit Full Service go live on 19 September 2018 to support member consideration of a fund top up resource allocation as part of a wider package of support for customers as they transition to Universal Credit.
- 4.5.2 The performance data relating to the Fund is presented in table 4 below. The Service has processed Crisis and Community Care Grants well within target for the month.

Table 4 – SWF Performance Summary

Measure	1 April 2018 to 31 July 2018
Number of Crisis Grant applications received	3,001
Number of Crisis Grant Awards	2,376
Total amount paid for Crisis Grants	£166,515
Average Processing time (2 working days target)	1 day
Average Processing time (within month)	1 day
Number of Community Care Grant applications received	674
Number of Community Care Grant Awards	435
Total amount paid for Community Care Grant	£227,926
Average processing time year to date (15 working days target)	13 days
Average processing time (within month)	12 days
Total amount paid/committed from the fund	£394,441
Total Budget	£1,172,473

5. Customer Service Provision

- 5.1 This section details the performance of the Customer Service Unit for July 2018 and the year to date position from 1st April to 31st July 2018. The report provides an update on the overall contact centre call handling response times as well as face to face response times across the three customer service locations in Paisley, Renfrew and Johnstone.
- 5.2 **Telephone Call handling**
- 5.2.1 High level monthly summary – in July the contact centre received 35,360 calls and answered 95% against a primary target of 90% for the period.

Table 5 – Customer Service Unit – Primary Target (call handling)

Primary target	Year	July - Calls Received	July - % Answered	Year to Date – Calls Received	Year to Date - % Answered
90% calls answered	2018	35,360	95%	128,674	96%
	2017	28,289	92%	119,040	96%

5.2.3 The contact centre is currently exceeding the primary target of answering 90% of all calls. This was achieved when the overall demand increased by 7,071 (25%) calls for the month of July and a 9,634 (8%) overall for the year to date position.

5.2.4 The secondary target is to respond to 70% of all calls within 40 seconds

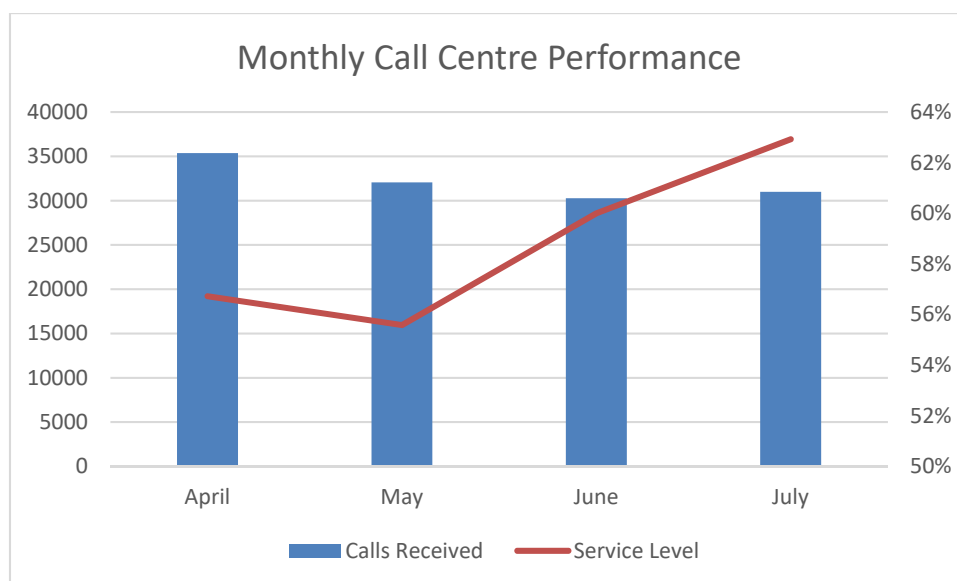
Table 6 – Customer Service Unit – Secondary Target (call handling)

Secondary target	Year	July	Year to date
70% calls in 40 seconds	2018	63%	60%
	2017	66%	68%

5.2.5 The contact centre was below target for the month of July, mainly due to an increase in calls relating to Free School Meals and Clothing Grants, Stinging Insects and Gas Safety Checks as Development and Housing Services conducted a programme to re-align the annual servicing of boilers to the summer months.

5.2.6 Members are reminded that a new contact centre call management system was implemented in April and this required significant management focus over several weeks to ensure continuity of service for our customers and support the training of staff to handle calls effectively.

5.2.7 While the transition to the new ways of working had an impact on the overall service level at the start of the financial year, performance continues to recover with the first week in August seeing a return to a service level above the 70% target.



5.3 Face to face provision

5.3.1 The primary target for Face to Face customer service is to ensure average wait time for all customer visits is below 20:00 minutes. The table below outlines the performance for the period across all Customer Service locations.

5.3.2 The service received 3,923 customer visits in the period and continues to deal with these customers within target performance. This is compared to 3,758 visits for the same period last year. All locations continue to achieve target for face to face customer service visits.

5.3.3 Year to date, the customer service centre has supported 15,411 customers within the performance target. The volume of customers is in line with the same period last year.

Table 7 – Customer Service Unit – Primary Target (Face to Face)

Location	Year	July	Year to Date
Paisley	2018	13:55	17:53
	2017	14:31	14:43
Renfrew	2018	05:51	05:55
	2017	01:49	04:40
Johnstone	2018	12:55	11:15
	2017	12:32	11:48

5.4 Factors impacting performance in the period

5.4.1 The service level for the contact centre was below the target of 70% of calls answered in 40 seconds. The key factors during the month which caused this are outlined below.

- The contact centre experienced a 25% increase in demand compare to last year which is mainly attributed to normal seasonal activity; Free School Meals, Clothing Grants, recycling, special uplifts and enquiries relating to removal of stinging insects.
- This year Building Services also completed a coordinated programme to re-align annual gas safety checks to the summer months which makes resources available in winter months to deal with heating and hot water issues, this resulted in a 40% increase in Gas Safety calls to the contact centre.

5.5 Contact Centre Performance Comparison

5.5.1 A review of contact centre performance has been undertaken to understand how performance levels compare to other councils and a selection of companies in the private sector.

5.5.2 Renfrewshire has two challenging targets for the call centre operation; answer 90% of all calls and answer 70% of calls within 40 seconds.

5.5.3 We approached our telephony partner (BT) to gain insight into how private sector organisations set contact centre targets, and it appears the time to answer within service level in Renfrewshire is more challenging than others. Organisations are moving to a % of calls answered in 60 seconds compared to the 40 seconds at Renfrewshire. The % of calls answered in the 60 second target varies from 70% and 90% depending on the nature of the calls.

5.5.4 Also, in comparison to neighbouring Local Authorities (outlined in the table below), some have already moved to a single % answered target, others have no specific targets however both Lanarkshire authorities are working towards more challenging target than Renfrewshire's current targets. Table 8 below outlines the performance targets for neighbouring Local Authorities.

Table 8

Authority	Call Centre Target
Glasgow	Answer 90% of calls
North Lanarkshire	Answer 80% of calls in 20 seconds
East Renfrewshire	Answer 85% of calls
South Lanarkshire	Answer 90% of all calls and Answer 70% of calls in 30 seconds
East Dunbartonshire	No target – report on % of calls answered in 120 seconds
Inverclyde	No target – report on volumes only.

5.5.5 Members are asked to note the challenging nature of the 40 second threshold in the secondary target for Renfrewshire and note how this compares to current industry standards. Members are also asked to note that performance against the primary target continues to exceed not only the Council's, but also that of all other neighbouring authorities' targets.

Implications of the Report

1. **Financial** - The level of collection of Local Taxation continues to provide funding for the delivery of Council services throughout Renfrewshire.
2. **HR & Organisational Development** - None
3. **Community/Council Planning –**
 - Our Renfrewshire is fair - An effective Benefits service is vital to the quality of life of many of our citizens as it provides vital support for low income households to sustain tenancies and meet their rent obligations
 - Working together to improve outcomes - An efficient and effective billing and administrative process for the collection of local taxes is vital for ensuring the recovery of income to the council to support the provision of local services. This is supported by a range of payment opportunities for the public, including electronic and digital payments (e.g. Direct Debit, Website and Telephone).
 - Working together to improve outcomes – An efficient and effective Customer Service Unit is vital to ensuring citizens have equality of access to Council services whether this is digitally, by telephone or face to face
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - The Recommendation contained within this report has been considered in relation to its impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for consideration of performance only.
8. **Health & Safety** - None

- 9. **Procurement** – None
- 10. **Risk** - None
- 11. **Privacy Impact** – None
- 12. **Cosla Policy Position** – None

List of Background Papers

- (a) None

Author: **Rhona McGrath, Head of Customer & Business Services, Ext 6879**

Appendix 1

RENFREWSHIRE COUNCIL

REVENUES COLLECTION STATEMENT AS AT 28TH July 2018

COUNCIL TAX		
	2017/18	2018/19
	£m	£m
Projected Yield	82.043	85.957
Gross Charges	86.246	90.318
Less rebates	12.166	12.551
Net Charges Billed	<u>74.080</u>	<u>77.767</u>
Cash Collected	70.694	32.533
Rebate Grant	12.166	12.551
	<u>82.860</u>	<u>45.084</u>
Cash collected as % of Net Charges	95.43%	41.83%
Income as % of Projected Yield	101.00%	52.45%

NON DOMESTIC RATES		
	2017/18	2018/19
	£m	£m
Projected Yield	123.744	129.653
Gross Charges	146.153	151.319
Less reliefs	19.884	19.020
Net Charges Billed	<u>126.269</u>	<u>132.299</u>
Cash Collected	123.191	37.847
Cash collected as % of Net Charges	97.56%	28.61%
Cash collected as % of Projected Yield	99.55%	29.19%

Customer & Business Services Performance Report – Appendix 2

Supplementary KPIs – Finance & Resources Policy Board

APPEALS

Where a claimant disputes a Benefits decision and also disputes a revision decision they can formally make an Appeal. The Benefits Service will prepare a detailed submission which is then considered by the Independent Tribunals Service. Preparation of a submission is a very involved process and requires significant data gathering.

Target processing speed	60		
Result: last 3 months (days)	May: 53 days	June: 31 days	July: 25 days
Average (12 months to date)	40 days		
Average Appeals Completed	7 Appeals per month		

Comment:- Appeals have been processed well within target over the period.

REVISIONS

Where a claimant disputes a benefits decision in the first instance they can request for it to be looked at again. This is known as a Revision. The process involves a Senior Benefit Assessor reviewing the decision thoroughly to decide whether the decision should stand.

Target	28 days		
Result last report	Feb: 38	March: 44	April: 50
Result Last 3 months	May: 35	June: 26	July: 28

Comment:- Revisions have been processed within target for the period

ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit 3% of all calculations. The actual level of checking for this reporting period is higher due to a number of new staff joining the Benefits team and therefore requiring 100% of their work to be checked.

	Target %	Actual %
Volume of Audits	3%	7%
Accuracy – July 18	95%	91%
Accuracy – Year to Date	95%	91%

Comment:- The Service has set a stretching target for Accuracy and is slightly behind for the period, audit outcomes are analysed for trends and patterns and takes action to revise guidance/provide additional training where required.

OVERPAYMENTS

	Target %	Actual %
17/18: % recovery of debt raised	73%	76.77%
18/19: % recovery of debt raised	73%	100.81%

Comment:- The value of overpayments reported at the last Board was £7,460,758, the current value is £7,458,475. The amount of overpayments collected is higher than the same point last year, at the same time new debt raised is lower.



To: FINANCE, RESOURCES AND CUSTOMER SERVICES POLICY BOARD

On: 5 SEPTEMBER 2018

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

Heading: OPERATIONAL PERFORMANCE REPORT: INTEGRATED FACILITIES MANAGEMENT (HARD & SOFT SERVICES)

1. Summary

- 1.1 Environment & Infrastructure brings together a range of Council services and activities, with both strategic and operational responsibilities. This report provides an operational performance update on Facilities Management (Hard and Soft Services) delivered by Environment & Infrastructure over the first 3 periods of 2018/2019 (1 April 2018 to 22 June 2018).
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board approves the operational performance update contained within this report.
-

3. Operational Updates

3.1 Facilities Management - Hard Services

Housing Repairs & Maintenance

Void Properties

- 3.1.1 The Council's target time for reletting a void property is 14 calendar days, including public holidays. Voids that are over the 14 day target are monitored and reviewed jointly with Communities, Housing and Planning on a weekly basis. During the first

quarter there were 25%-30% of all voids, that required additional work from what was first anticipated at the inspection stage.

- 3.1.2 The planned depot move from Clark Street to the integrated depot at Underwood Road has now been completed. This included the relocation of the joiners' workshop and stores. A transition period of 6 weeks has gone to plan, with operational capacity now stabilised.

Compliance Update

- 3.1.3 The Hard FM compliance team continues to manage areas of compliance effectively through the Corporate Asset Management Information System (CAMIS). The information held within the system continues to develop and is now available at site level to property users. Areas of Soft FM are being introduced into CAMIS, as part of the integration of Hard & Soft FM services. On-site user training continues to progress with approximately 25 sites remaining outstanding. This will be a continuous process due to staff changes at site level, the Hard FM team are happy to support this training at site level as it supports system knowledge with users. All sites will be completed by the end of September 2018.

3.2 Facilities Management - Soft Services

3.2.1 The school catering service – working with pupils and partners

New menus were introduced in both Primary and Secondary schools in June 2018. Catering staff will continue to participate in Hearty Lives' and School Nutrition Action Groups to obtain feedback on the success of these new menus to form the basis of further menu changes.

3.2.2 Scottish Government Review of School Food Regulations

The Scottish Government is currently undertaking a review of Nutrition Requirements for Food and Drink in Schools (Scotland) Regulations 2008. The Scottish Government has established a technical working group to provide evidence based recommendations to progress school food further towards the Scottish Dietary Goals. The public consultation on the recommended changes closed on 29 August 2018. The proposed changes will impact on the current school meals' service as well as any other food provision throughout the school day including breakfast service. Further reports will be brought to this Policy Board prior to the anticipated timescale of August 2019 for any changes becoming effective.

3.2.3 Period Poverty

Facilities Management, in consultation with Children's Services, will implement the provision of free sanitary products in all Renfrewshire Schools with effect from the start of the new term in August 2018.

3.2.4 Plastic Straws Campaign

Facilities Management is working with Scotland Excel to explore alternative market products to replace plastic straws. Feedback will be provided to this Policy Board once this information is available.

4. Service Specific Projects Update

4.1 Facilities Management - Hard Services

General Capital Programme, Update

- 4.1.1 The table below summarises the current ongoing capital project works that are being undertaken by Building Services, scheduled for completion during 2018/2019.

Project	Type of Work	Site Progress	Contract Value
High Flats Fire Upgrade	Door seal renewal	Works Ongoing	£300K
Electrical Compliance Testing	Periodic Testing & Smoke Detector Upgrades	Works Ongoing	£300K

General Responsive Repairs Update

- 4.1.2 Repairs and maintenance performance outcomes for Building Services, are detailed below for quarter 1 of 2018/19. They represent individual responsive repairs requested, across all trades. Building Services attended to over 96.04% within the time category allowed.

Category	Q1 2018/19	2017/18	2016/17	Target
	Value	Value	Value	
Total Repairs Completed	13115	53,985	54,162	n/a
% Overall Repairs Completed Within Target	96.04%	95.43%	93%	94%
% Emergency Repairs completed within target	99.15%	98.31%	98%	97%
% Routine repairs completed within target	92.8%	91.51%	89%	97%
% Programmed repairs completed within target	100%	98.79%	100%	97%
% Right to Repair Qualifying repairs completed within target	99.2%	99.04%	97%	97%

4.2 Facilities Management - Soft Services

Partnership Working

4.2.1 Early Years and Childcare

The schools catering service continues to work in partnership with Children's Services to facilitate the initial roll-out of the new Early Years service provision. This

project will also be supported by Hard FM, when required alteration works are progressed in some premises.

Soil Association Food for Life Served Here

- 4.2.2 The work being undertaken in Primary Schools in conjunction with the Soil Association Food for Life scheme, is being extended into the Secondary Schools, with the Soil Association providing assistance with menu options.

5. Workforce Development

5.1 Facilities Management - Hard Services

- 5.1.1 As part of an annual ongoing commitment to apprenticeships, trade apprentices are employed by the Building Services operation. Currently there are 7 trade apprentices and 2 adopted apprentices progressing through their training programmes both at college and on site. Quarterly reviews are carried out by Managers and the Training Coordinator to monitor progress.
- 5.1.2 Building Services also provides the opportunity for pupils from local schools to visit the depot for the day to learn about different apprenticeships within the construction industry. The pupils also participated in practical exercises in electrical, joinery, painting and decorating, with the assistance and guidance of existing Building Services apprentices.

5.2 Facilities Management - Soft Services

- 5.2.1 Soft Services continues to make a strong commitment to provide opportunities through both Project Search and Traineeship programmes in the authority. These programmes are having a positive impact on all individuals, both mentors and trainees. The participation of Soft Services has been entered for consideration in the Guardian Public Service awards for 2018.
- 5.2.2 A further phase of a Cooking Skills Development Course for ++ catering staff will be rolled out on August 2018. This course has been designed specifically to meet the needs of schools catering and is being delivered by West College Scotland. The feedback from participating catering staff is very positive.
- 5.2.3 Partnership working continues with Invest in Renfrewshire, as part of the Employability Fund, has provided opportunities for work experience for candidates within the school catering service in 2018. These candidates received food hygiene and first aid training from Invest in Renfrewshire and were given work placements, providing them with relevant experience to assist them in their search for employment.

6. Performance Update – Indicators and Targets

- 6.1 The table below summarises target and actual performance for key performance indicators for Environment & Infrastructure, incorporating Facilities Management (Hard & Soft Services) and benchmarking targets under each of the key change themes for 2017/18.

Target for 2018/19	Actual to Period 3	Comments
Tackling inequality, ensuring opportunities for all		
1. % uptake of free school meals in primary and secondary schools		
75%	70.2%	<p>Free school meal uptake in the first three periods of 2018/1 was 70.2%. This is below the annual target of 75% and below the performance of 72% in the same period in 2017/18.</p> <p>The service continues to work with Head Teachers, Parents and young people to provide food that will help attract an increase in school meals uptake and to target schools where uptake is less than expected. Consideration will also be given to changes to the school meal service in order to improve efficiency whilst continuing to increase uptake for both free and paid school meals.</p> <p>Active Communities and Healthy Lives groups are also involved to consider menus in line with Health and Well Being initiatives in schools.</p>
Working together to improve outcomes		
2. % of front line resolutions dealt with within timescale		
i) Environment & Communities		
100%	81%	Environment & Infrastructure received 1,259 front line resolutions in the first quarter of 2018/19, of which 1,021 (81%) were responded to within timescale.
ii) Facilities Management (Hard & Soft Services)		
100%	86%	In the first quarter of 2018/19, Facilities Management received 35 front line resolutions of which 30 (86%) were responded to within timescale.
3. % of complaint investigations dealt with within timescale		
i) Environment & Infrastructure		

Target for 2018/19	Actual to Period 3	Comments
100%	40%	Environment & Infrastructure dealt with 33 complaint investigations in the first quarter of 2018/19, 13 (40%) of which were dealt with within the agreed timescale. The reduction in performance has been addressed and this will be reflected in quarter two's performance.
ii) Facilities Management (Hard & Soft Services)		
100%	NA	There were no complaint investigations for Facilities Management in the first quarter of 2018/19.
4. % of Freedom of Information requests completed within timescale		
Environment & Infrastructure		
100%	97%	<p>Environment & Infrastructure dealt with 167 Freedom of Information Requests in the first quarter of 2018/19.</p> <p>Of the 167 FOI requests received, 127 of which were departmental specific and the other 40 were cross-departmental.</p>
5. % of reported street lighting faults which were attended within the 7-day timescale		
95%	100%	<p>100% of reported street lighting repairs were attended to within the 7-day timescale in the first 3 periods of 2018/19.</p> <p>If a light is reported as faulty the service is confirming that it has attended 100% of faults within the timescale of 7 days. However, it should be noted that not all been resolved.</p> <p>Once attended the fault is triaged into 3 streams:</p> <ol style="list-style-type: none"> 1. Dealt with internally and repaired. 2. Subject to Scottish Power (28 days max) 3. Subject to Procurement (56 days max). <p>This indicator was historically produced to monitor the external contractors' attendance.</p> <p>Section 3.1.5 shows the workload split.</p>

Target for 2018/19	Actual to Period 3	Comments
6. Overtime as a % of total employee costs		
i) Environment & Infrastructure		
5%	8.3%	<p>The level of overtime across Environment & Infrastructure, at the end of period 3, was 8.3% which was above the 5% target.</p> <p>It should be noted that the actual overtime rate in this period, for Environment & Infrastructure, now includes four services previously classified as Trading Accounts, namely Catering, Roads, Transport & Building Services.</p> <p>Each trading account had its own target, which has historically been set above 5%. A revised Environment & Infrastructure target will be reported to the next Finance, Resources and Customer Services Policy Board to incorporate this change.</p>
ii) Facilities Management (Hard & Soft Services)		
5%	8.7%	<p>At the end of period 3 the level of overtime in Facilities Management was 7.9% which was above the 5% target.</p> <p>It should be noted that the actual overtime rate in this period, for Facilities Management, now includes two services previously classified as Trading Accounts, namely Building Services and Catering. Each trading account had its own target, 6.8% for Building Services and 7% for Catering.</p> <p>A revised Facilities Management target will be reported to the next Finance, Resources and Customer Services Policy Board to incorporate this change.</p>

Target for 2018/19	Actual to Period 3	Comments
7. Sickness Absence Figures:		
i) Environment & Infrastructure (Days lost per FTE)		
2.15	3.75	The absence performance, measured by days lost per FTE, was 3.75 for the first quarter of 2018/19 and was above the annual target of 2.15.
ii) Building Services (Days lost per FTE)		
2.15	4.5	<p>The absence level for Building Services measured by days lost per FTE, was 4.5 for the first quarter of 2018/19 and was above target.</p> <p>This was made up of:-</p> <ul style="list-style-type: none"> - 91% long term absences - 9% short term absences
iii) School Catering (Days lost per FTE)		
2.15	5.34	<p>The absence level for School Catering measured by days lost per FTE, was 5.34 for the first quarter of 2018/19 and was above target.</p> <p>This was made up of:</p> <ul style="list-style-type: none"> - 82.1% long term absences - 17.9% short term absences
iv) Building Cleaning (Days lost per FTE)		
2.15	4.63	<p>The absence level for Building Cleaning measured by days lost per FTE, was 4.6 for the first quarter of 2018/19 and was above target.</p> <p>This was made up of:</p> <ul style="list-style-type: none"> - 65.1% long term absences - 34.9% short term absences
v) Housekeeping (Days lost per FTE)		
2.15	5.5	<p>The absence level for Housekeeping measured by days lost per FTE, was 5.5 for the first quarter of 2018/19 and was above target.</p> <p>This was made up of:</p> <ul style="list-style-type: none"> - 84.7% long term absences - 15.3% short term absences

Target for 2018/19	Actual to Period 3	Comments
vi) School Janitorial (Days lost per FTE)		
2.15	4.4	<p>The absence level for School Janitorial measured by days lost per FTE, was 4.4 for the first quarter of 2018/19 and was above target.</p> <p>This was made up of:</p> <ul style="list-style-type: none"> - 92.7% long term absences - 7.3% short term absences
vii) School Crossing Patrol (Days lost per FTE)		
2.15	6.2	<p>The absence level for School Crossing Patrol measured by days lost per FTE, was 6.2 for the first quarter of 2018/19 and was above target.</p> <p>This was made up of:</p> <ul style="list-style-type: none"> - 73.7% long term absences - 26.3% short term absences
8. Building Services - % of overall repairs completed within target		
95%	94%	<p>In the first quarter of 2018/19 performance was 94%, slightly under the 95% target.</p> <p>The target was not met due to the relocation of staff from Clark Street to Underwood Road which impacted on day to day business. Sourcing materials and the manufacture of items continues to have an effect on the completion of repairs in target.</p>

6.2 Hard FM Services, Customer Satisfaction – Performance, for Q1 2018/19

- 6.2.1 As part of the Housing Customer Satisfaction survey required to be carried out by the Scottish Housing Regulator, questions are directed at the service provided by Building Services. During the first quarter of 2018/2019, 622 surveys were carried out with 100% of tenants satisfied with overall housing repair service including customer contact centre and housing repairs services.

Implications of the Report

1. **Financial** – Any financial savings from the service redesigns referenced in this report will be progressed through the Council's financial & budget planning process.
2. **HR & Organisational Development** – Any staffing changes from the service redesigns referenced in this report will be progressed through the Council's HR policies, including redeployment and utilisation of VR/VER scheme.
3. **Community / Council Planning** – the report details a range of activities which reflect local community / council planning themes.
4. **Legal** – None.
5. **Property/Assets** – None.
6. **Information Technology** – IT implications are contained within the report.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **CoSLA Policy Position** - None

List of Background Papers: None

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To: The Finance Resources and Customer Services Policy Board

On: 5 September 2018

Report by: The Chief Executive

Heading: Annual Procurement Report

1. Summary

1.1 Section 18 of the Procurement Reform (Scotland) Act 2014, requires that any contracting authority which is required to prepare or revise a procurement strategy in relation to a financial year must prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year.

1.2 As a minimum this report must include:

- a summary of the regulated procurements that have been completed during the year covered by the report;
- a summary of community benefit fulfilled during the year covered by the report;
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report; and
- a summary of the regulated procurements the authority expects to commence in the next two financial years.

1.3 The Annual Report provides an update on key indicators set in the Corporate Procurement Strategy and identifies areas for potential improvement.

2. **Recommendations**

- 2.1 The Finance, Resources and Customer Services Policy Board are asked to:
- 2.1.1 Note the content of the Annual Report for the Financial Year 2017 / 2018; and
- 2.1.2 Note that a further Report will be brought to the Finance, Resources and Customer Services Policy Board in 2019 for the Financial Year 2018 / 2019.
-

3. **Background**

- 3.1 Section 15 of the Procurement Reform (Scotland) Act 2014 required any public organisation, with an estimated total value of regulated procurement spend of £5 million or more (excluding VAT) in a financial year, to prepare and publish a procurement strategy by the end of the 2016 calendar year.
- 3.2 Renfrewshire Council's Corporate Procurement Strategy was approved for publication by Leadership Board on 30 November 2016.
- 3.3 The Annual Report provides an opportunity to provide an update on procurement activity undertaken over the last financial year, and to give an indication of future contracting opportunities.
- 3.4 A Regulated Procurement is any procurement for:
- Goods, Supplies and Services (excluding services covered under Schedule 3 Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015) with a total value of £50,000 up to £181,301.99;
 - Services defined under Schedule 3 Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015 with a total contract value of £50,000 up to £615,277.99;
 - Works contracts with a total value of £2million up to £4,551,412.99.
- 3.5 An EU Regulated Procurement is any procurement for:
- Goods, Supplies and Services (excluding services covered under Schedule 3 Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015) with a total value of £181,302 and above;

- Services defined under Schedule 3 Social and Other Specific Services of the Public Contracts (Scotland) Regulations 2015 with a total contract value of £615,278 and above; and
 - Works contracts with a total value of £2million up to £4,551,413 and above.
- 3.6 Appendix 1 contains the Annual Report for the Financial year 2017/2018.

Implications of the Report

1. **Financial** - None
 2. **HR & Organisational Development** - None
 3. **Community/Council Planning** – None
 4. **Legal** - None
 5. **Property/Assets** – None
 6. **Information Technology** – None
 7. **Equality & Human Rights** –
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only.
 8. **Health & Safety** - None
 9. **Procurement** – the attached Annual Report identifies how the Council is meeting the requirements of the Procurement Reform (Scotland) Act 2014.
 10. **Risk** - None
 11. **Privacy Impact** - None.
 12. **Cosla Policy Position** –not applicable.
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List of Background Papers

- (a) Background Paper 1 – *Report to Leadership on 30 November 2016, Item 6 on the Agenda “Corporate Procurement Strategy”*

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Renfrewshire Council's Annual Procurement Report

2017/18

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Introduction to Renfrewshire Council's Annual Report

In December 2016, in accordance with Section 15 of the Procurement Reform (Scotland) Act 2014, Renfrewshire Council published its Procurement Strategy for Renfrewshire for the period 2016/17 to 2017/18. That strategy described the fundamental role procurement had in supporting the delivery of the Council's strategic objectives.

In 2017, the Council published its Plan for the next five years, "Thriving People, Connected Communities". <http://www.renfrewshire.gov.uk/article/6346/Council-Plan> This plan sets out Renfrewshire Council's bold aspirations for the future, and how the Council will work with partners, communities and business to progress 5 key outcomes:

- Reshaping our place, our economy and our future;
- Building strong, safe and resilient communities;
- Tackling inequality, ensuring opportunities for all;
- Creating a sustainable Renfrewshire for all to enjoy; and
- Working together to improve outcomes.

Strategic procurement within Renfrewshire Council has a key role to play in helping to deliver these key outcomes.

Renfrewshire Council recognises the impact procurement has on our citizens and communities and actively seeks to promote a positive and inclusive approach to procurement. This Report provides an update on the previously published procurement strategy in accordance with Section 18 of the Procurement Reform (Scotland) Act 2014 which requires that:

"a contracting authority, which is required to prepare or revise a procurement strategy in relation to a financial year, to prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year"

In accordance with the statutory requirement this report provides an overview of Regulated procurement activity, however Renfrewshire Council also awarded 123 contracts below the threshold for Regulated Procurements and we have included figures for unregulated procurements as well as Regulated in this report for information.

Section 1 – Summary of Regulated Procurements Completed

Renfrewshire Council have provided a summary below of the regulated procurements that were completed over the last year. A regulated procurement is any procurement for public supplies or services with value of over £50,000 and for public works with a value of over £2 million – where an award notice has been published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

By providing this summary below it demonstrates the Council's commitment to working in a transparent manner by highlighting the procurement activity that has taken place over the past year.

Table 1. Summary of Regulated Procurements awarded in 2017-18

Number of supply regulated procurements	5 (11)
Number of Services regulated procurements	45 (84)
Number of Works regulated procurements	6 (49)
Total number of regulated procurements awarded	56 (144)
Total estimated value of regulated procurements awarded	£89,092,973
Percentage of regulated contracts awarded to SME's	38

**(value in bracket is the total contracts awarded inclusive of unregulated procurements).*

Further details of Regulated Procurements awarded by the Council between 1 April 2017 and 31 March 2018 can be found at Annex 1 of this Annual Procurement Report. Information on live contracts can also be found on Renfrewshire Council's Contract Register on Public Contract Scotland.

Section 2 – Review of Regulated Procurement Compliance

As detailed within the Procurement Strategy, procurement is a strategic priority at Renfrewshire Council and continues to be a key driver in delivering the Council's strategic objectives. This section of the Annual Procurement Report focuses on the achievement/compliance of more specific objectives as well as referring to the general duties of the act that should be adhered to.

Table 2. Review of Regulated Procurement Compliance

Description from Procurement Strategy	Review of actions
Provide strategic guidance and leadership on all Procurement matters	Fully Complied: <ul style="list-style-type: none">• All staff continue to receive appropriate training to allow them to continue to develop professionalism, knowledge and capability;• The role of Strategic Commercial Category Managers as partners, working with Services to provide high level support, guidance and input into commissioning strategies from the earliest stage and throughout the whole commissioning cycle is continually promoted.• The Strategic Commercial and Procurement Manager provides strategic guidance and advice to the Council's Corporate Management Team on all procurement related matters;• The Strategic Commercial and Procurement Manager is represented on all appropriate project boards overseeing the delivery of key strategic projects.
Support the Council to ensure it continues to achieve value for money from its circa £200m annual spend on goods, services and works;	Fully Complied:

	<ul style="list-style-type: none"> • Robust approach undertaken to existing contract and supplier management and work closely with new suppliers as new contracts are awarded to ensure value for money is delivered; • Development of market knowledge and expertise of commodity experts to help ensure that recommended route to market delivers best value solutions; • Explore new opportunities for innovation with partner providers, inviting their input and considering opportunities to achieve mutual goals and efficiencies for the benefit of all.
Ensure the Council explores all opportunities to use its procurement activities to promote its wider policy objectives, including its social, economic and environmental objectives;	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Actively engage with community partners and key partners within the Council and wider public sector to identify and explore opportunities to promote the Council's CSR objectives; • Continue to actively promote the inclusion of Community Benefits in all Regulated Procurements and where appropriate and feasible in all procurements; • Ensure that all procurements are carried out in accordance with the Council's Sustainable Procurement Strategy and that the Sustainability Test is embedded into all contract strategies; • Evaluate Fair Working Practices in accordance with legislation and work closely with suppliers and service providers to help support them to support their workforce and encourage them to ensure that all workers delivering services to the Council are paid a "living wage":

	<ul style="list-style-type: none"> Lead the implementation of the Council's commitment to ensure that all care workers providing externally purchased social care services to adults in Renfrewshire are paid at least the Scottish Living Wage (currently £8.75 per hour).
Support the development and implementation of an effective strategic commissioning model across areas of major service spend;	<p>Fully Complied:</p> <ul style="list-style-type: none"> Adopt a holistic approach, considering individual projects as a part of a whole Council approach, taking account of the Council's objectives and strategic outcomes and the impacts of the procurement; Work in partnership with colleagues from the Policy and Commissioning Service and the Strategic Change Management Unit to provide a professional service to internal stakeholders; Engage with external partners to ensure that the needs of and anticipated outcomes for service users and the changing needs of our population now and in the future, are fully reflected in our strategy and approach to commissioning; After each strategic procurement, reflect on the process and any lessons learned. Promote continuous improvement and celebrate success; Implement robust contract management which includes an opportunity to review contract usage to ensure that contracts remain fit for purpose and continue to meet our strategic objectives.
Continue to develop and improve the Council's procurement processes and	Fully Complied:

support their effective adoption across the Council;	<ul style="list-style-type: none"> • Work closely with partners in legal services, policy and commissioning, services and external partners to ensure a compliant, innovative, inclusive approach is taken to procurement, which fully embraces the fundamental principles of non-discrimination, transparency and proportionality.
Support the implementation of the new Enterprise Resource Planning (ERP) system to ensure it strengthens these processes and their effective adoption across the Council;	<p>Fully Complied:</p> <ul style="list-style-type: none"> • The Strategic Commercial and Procurement Manager sits on the ERP Board, providing advice, support and guidance to the project team; • The Strategic Commercial Category Managers are working closely with their client services to cleanse data and identify areas of recurring spend under £10,000 per annum to support compliance and identify opportunities for the establishment of low value cross service contracts; • The dedicated procurement lead in the ERP team continues to develop new procurement process maps and policies and procedures and to support the training delivered to individual service areas;
Increase the capability of the Council to think and act commercially;	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Continue to develop the skills and capabilities of the procurement team, promoting training and development opportunities available from within and outwith the Council to ensure that the team maximise their commercial and strategic skills, providing strong support, guidance and leadership to their services.

<p>Support the development and growth of local SME's, third sector, social entrepreneurs and supported business;</p>	<p>Fully Complied:</p> <ul style="list-style-type: none"> • This is a key objective for Renfrewshire Council and Procurement continue to play a role in delivering this objective • Continue to lead the Community Benefits Forum, to work closely with local and national business representatives and to actively engage with third sector and community partners and Economic Development within the Council to explore opportunities for developing and growing our local SME's, third / voluntary sector organisations and supported businesses, this should include small business mentoring, reserved contracts and procurement workshops to help build knowledge and capacity; • For every procurement, at strategy stage consider how to make the contract accessible to local SME's, third sector, social entrepreneurs and supported businesses.
<p>Ensure the Council meets the requirements of the procurement Regulations and the fundamental principles of non-discrimination, transparency and proportionality and actively seek to utilise the new flexibilities introduced to introduce innovative procurement approaches that can support the Council achieve its objective.</p>	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Ensure that all procurements are conducted in full accordance with legislation; • Ensure that the European Single Procurement Document is used for all Regulated procurements, and where appropriate and not too onerous for bidders, for under £50,000 procurements, promoting compliance with legislation including relevant Health and Safety legislation and the Equality Act 2010; • Implement standardised processes and procedures aligned to the Scottish Government Procurement Journey, ensuring good governance and due diligence at all key milestones;

	<ul style="list-style-type: none"> • Actively utilise the Public Contracts Scotland Suppliers Portal to advertise all forthcoming opportunities and invite supplier engagement, stimulating pre contract dialogue and promoting innovative thinking; • Maximise the opportunities of the new procurement procedures, questioning the most appropriate procedure to use at strategy stage, considering the benefits and opportunities associated with each option and seeking the most effective and sustainable solutions.
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Future Improvements

Priority	Action	Target Date:
Build capacity of local supply base promoting inclusive growth	<ul style="list-style-type: none"> • Offer supplier workshops and engage with third sector interface to help improve knowledge of Council procurement processes and support more SMEs and Social Enterprises to bid for Council contracts; 	31 December 2018

<p>Maximise opportunities to promote all aspects of sustainable procurement in appropriate contracts;</p>	<ul style="list-style-type: none"> • Ensure that the Sustainability Test is used to identify and prioritise the impacts of all relevant procurements across the 3 strands of Sustainable Procurement: <ul style="list-style-type: none"> ○ Social ○ Environmental; and ○ Economic • Ensure that supply chain conditions and the potential for worker exploitation are taken into account where appropriate and mitigate risk through rigorous contract management; • Continue to promote the importance and value of Fair Work Practices, recognising the impact a motivated and appreciated workforce can have on the quality and delivery of services; • Continue to make maximum use of Community Benefits to help tackle inequality and empower our communities; • Where possible improve the uptake of Fair Trade products by making the products more accessible and working with Scotland Excel to maximise the benefits of collaboration; • Work closely with Food for Life Scotland on the future development of contract strategies for the supply and distribution of fresh food. 	<p>31st March 2019</p>
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Section 3 – Community Benefit Summary

Renfrewshire Council identified one of its key objectives to be the exploring of **‘all opportunities to use its procurement activities to promote its wider policy objectives, including social, economic and environmental objectives’** in the Procurement Strategy. The importance of this was further emphasised by the active promotion of adding community benefits to all regulated procurements, and where appropriate and feasible to un-regulated procurements too.

A community benefits outcome menu has been developed and this is included in all relevant tenders providing a transparent and fair approach to assessing the value of the community benefits offered by each bidder.

Once a contract is awarded, our Community Benefits Forum work closely with the Council's procurement officers to co-ordinate and support the delivery of community benefits. The forum is chaired by the Strategic, Commercial and Procurement Manager and forum members include officers from the Council's Economic Development Team, Invest In Renfrewshire, Children Services, and representatives of Developing the Young Workforce and Engage Renfrewshire. As well as monitoring the delivery of community benefits in existing contracts, the forum is a platform to share new Contract Strategies and identify new opportunities for the delivery of community benefits.

The forum has significantly contributed to partnership working with providers, developing supplier capacity, local skills and employability by:

- Encouraging participation in Meet the Buyer events, attendance at workshops supported by Engage Renfrewshire and supporting the Chamber of Commerce mentoring programme;
- Supporting supplier development through the Supplier Development Programme, setting up supplier mentoring sessions and helping small businesses to identify new contract opportunities;
- Supporting school employability programmes helping school leavers to achieve positive destinations through education, employment and training;
- A free vacancy management service provided to advertise employment and work experience opportunities through Invest in Renfrewshire via Twitter;
- Providing opportunities for providers to meet and engage with potential candidates interested in vacancies associated with delivery of contracts.

Provided in Table 3 below is a summary of the community benefit requirements included as part of Renfrewshire Council's regulated procurements over the last financial year.

Table 3. Summary of Community Benefits

Total number of regulated procurements awarded in 2017/18	56
Total number of regulated procurements awarded which included community benefits in 2017/18	30
From the onset of monitoring CB's in 2015 up until the end of the 17-18 financial year CPU can report the following;	<ul style="list-style-type: none">- Over 300 employability opportunities have been committed to within tender submissions over this time period; of which over 111 have been noted as delivered/completed entirely to date, the rest are currently in progress.- Over 230 educational initiatives have been committed to being supported within tender submissions over this time period; of which over 100 have been noted as supported/completed in their entirety to date, the rest are currently in progress.- Over 125 other opportunities have been committed to within tender submissions over this time period; of which over 60 have been noted as delivered/completed in their entirety to date, the rest are currently in progress.

Section 4 – Supported Businesses Summary

As part of Renfrewshire Council's action plan, it was noted support would continue for the development and growth of Supported Businesses, as well as local SME's, third sector organisations etc.

Supported Business	Renfrewshire Council Involvement
Made by Scotland's Bravest	<p>Renfrewshire Council have supported the recent opening of Made by Scotland's Bravest by meeting with the Manager to outline the Council's approach to procuring services that may fall within their remit and to sign post them to other organisations such as Scotland Excel and the Supplier Development Programme to help them get market ready for any tenders they may have interest in.</p> <p>Many employees and councillors of the Council attended the opening event that showcased the business set up and approach.</p>
Haven Products Limited trading as Haven Recycle	<p>In 2016 a contract strategy for the provision of Corporate WEEE Recycling including secure ICT disposal was approved, recommending that a competitive tender procedure should be carried out, reserved to Supported Businesses. The contract was awarded on 6 June 2016 for a period of 4 years until 5 June 2020, with an option to extend for up to a further 2 years until 5 June 2022.</p>
Haven Products Limited	<p>Contract for Legal and Licensing Services Scanning Contract Period: 30 March 2018 – 29 March 2019</p>

Section 5 – Future Regulated Procurements Summary

Renfrewshire Council's Contract Register is publicly available on Public Contract Scotland <https://www.publiccontractsscotland.gov.uk/> This provides details of regulated contract start and end dates, as well as noting renewal expectations and extension options available.

Contracts which have an expiry date within the next 2 years (whether expiry of initial term or expiry after conclusion of any extension period), along with any anticipated new procurements within the same timeframe have informed the work planner for the next 2 financial years, which can be found in Annex 2 of this Annual Report.

Cultural Infrastructure Projects

In partnership with a range of partners, the Council has been implementing a cultural led economic regeneration programme within Paisley town centre. The next phase of the programme was approved by Council in September 2017, with £100 million investment to progress the delivery of the long term strategic regeneration agenda for Paisley town centre. These investment proposals will address major lifecycle maintenance needs in key assets as well as directly supporting improvements and modernisation of cultural venues and town centre infrastructure.

Projects include:

Paisley Museum - a £42m transformation into an international-class destination showcasing the town's unique heritage and collections, predicted to bring around 125,000 visitors a year into the town centre, set to open in 2022.

Paisley Town Hall - a £22m internal refurbishment to become one of the landmark entertainment venues in the West of Scotland, to reopen in 2021. The redesign will broaden the range of events the town hall can offer, and transform the performance facilities and visitor experience, as well as improved catering and conference facilities, better physical access, and replacement of the mechanical and electrical systems.

Learning and Cultural Hub - a fully-accessible and digitally-connected space housing the town's library collections and a modern educational resource for the area's pupils, students and adults in the heart of the High Street. The facility will open in 2021

St James Playing Fields - a £7.7m project to create new outdoor space capable of hosting major events, while upgrading the sporting facilities to include an upgrade of existing grass pitches, a synthetic hockey pitch, a new pavilion and changing facilities, and new road access and car parking.

Paisley Arts Centre - a £2.5m upgrade of the existing building aimed at improving the performance facilities.

Public Realm - a £10m budget has been set aside to reimagine some of the town's outdoor events spaces and improve road and transport links.

More information about the Council's plans can be found here:

<http://www.renfrewshire.gov.uk/article/7742/100m-infrastructure-investment>

The Glasgow City Region City Deal

The £1.13bn Glasgow City Region City Deal (GCRCD) is an agreement between the UK Government, the Scottish Government and eight local authorities across the Glasgow City Region.

This City Deal will fund major infrastructure projects; create thousands of jobs and assist thousands of unemployed people back into work; improve public transport and connectivity; drive business innovation and growth and generate billions of pounds of private sector investment.

Renfrewshire Council is the lead authority on three City Deal Projects:

Airport Access Project (AAP - £144.3m)

AAP is the flagship project for the Glasgow City Region City Deal the project will provide a direct link between Glasgow Central Station and Glasgow Airport and is being jointly delivered by both Renfrewshire Council and Glasgow City Council. This project is at an early stage of development, the project team are currently working with key stakeholders to develop proposals, construction is expected to start in 2022 with operation of services expected in 2025.

Clyde Waterfront & Renfrew Riverside (CWRR - £90.7m)

The CWRR project includes the construction of a new opening bridge across the River Clyde, which will accommodate vehicles, pedestrians and cyclists, and the construction of the Renfrew North Development Road to better link communities and businesses on both sides of the river. CWRR planning application is currently with the Scottish Ministers for determining on behalf of the three local authorities (Renfrewshire Council, West Dunbartonshire Council and Glasgow City Council), a decision is anticipated in the coming months. Thereafter the procurement process for the design & construction of the project works will begin. On current estimated plans (which assumes a positive planning decision in the coming months), construction will begin late 2019/early 2020 and be completed by 2022. Any delay to the planning determination will impact on these timescales.

Glasgow Airport Investment Area (GAIA - £39.1m)

The GAIA project will deliver the realignment of Abbotsinch Road, a new bridge across the White Cart and new cycle routes; all aimed at improving connections between the Westway, Inchinnan and Airport Business Parks. The GAIA works will act as an enabler for the delivery of an internationally recognised district for innovation, research and manufacturing – The Advanced Manufacturing Innovation District Scotland (AMIDS). The project has already attracted major investments including –

- Lightweight Manufacturing Centre (LMC)
- National Manufacturing Institute for Scotland (NMIS) £65m
- Medicines Manufacturing Innovation Centre (MMIC) £56m

The procurement process for the GAIA enabling infrastructure works are underway and are due to be awarded towards the end of 2018 with a view to being out on site early 2019.

Additional Information on the Glasgow City Region City Deal can be found here:
<http://www.glasgowcityregion.co.uk/>

Annual Procurement Report Ownership and Contact Details

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Annex 1: Regulated Procurement Detail

Award Date	Contract Awarded To	Title	Start Date	End Date	Total
24/04/2017	GCI Scotland (GB)	Microsoft Implementation Support	24/04/2017	24/04/2019	£555,000.00
24/04/2017	GP Plantscape Ltd (Main Contact) (GB)	Treatment and Disposal of Garden Waste	01/11/2016	01/04/2022	£500,000.00
27/04/2017	J.G Martin Plant Hire (GB)	Hire of Small Plant & Tools	01/05/2017	30/04/2019	£150,000.00
12/05/2017	Tracsis Traffic Data Limited (GB)	Award of Airport Access Project: Rail Modelling Stage 3	12/05/2017	31/10/2017	£116,840.00
05/06/2017	Robins & Day Peugeot (GB)	Purchase of Peugeot 208 Active 1.6 Hdi75 Cars	05/06/2017	05/06/2017	£129,764.00
22/06/2017	Walker Love (GB)	Debt Partner Services	15/05/2017	15/05/2019	£164,000.00
28/06/2017	Alzheimer Scotland (GB)	Award of Provision of Specialist Dementia Day Care Service	15/01/2017	14/09/2017	£150,000.00
03/07/2017	Advanced Energy Management Services Ltd (GB)	MTC for District Heating Maintenance	03/07/2017	03/07/2020	£198,000.00

04/07/2017	Demco interiors (GB)	Interior Design and Fit Out of Library Facilities	17/07/2017	17/10/2017	£100,000.00
25/07/2017	Bremner Motors (GB)	Accident & Operational Damage Repairs To Council Vehicles	01/08/2017	31/07/2019	£160,000.00
25/07/2017	WCR electrical services ltd (GB)	Inspection, Service & Repair of Workshop Garage Equipment	01/08/2017	01/08/2020	£160,000.00
31/07/2017	Thoughtonomy Ltd (GB)	Process Automation Licences and Associated Services	31/07/2017	31/09/2018	£164,000.00
09/08/2017	Acuma Solutions Limited (GB)	Business Objects Licence Maintenance	01/10/2017	14/12/2018	£53,029.33
21/08/2017	Nu-Track Limited (GB)	Supply and delivery of a 24 Seater Bus	21/08/2017	21/08/2017	£81,872.00
29/08/2017	GTG TRAINING LTD (GB)	Sector Based Work Academy - Construction	01/09/2017	01/01/2019	£159,700.00
29/08/2017	GOSS Interactive (GB)	Provision of an Externally Hosted Website and Intranet	29/09/2017	29/09/2022	£109,975.00
01/09/2017	William Tracey Ltd (GB)	Treatment & Disposal of Residual Waste - Contract 1	01/09/2017	15/06/2019	£3,900,000.00

11/09/2017	Finco Contracts Ltd (GB) / Markon Limited (GB) / WJ North Ltd (GB) / Finco Contracts Ltd (GB) / WI & A Gilbert Ltd (GB) / Newlay Civil Engineering Ltd (GB)	Framework Contract for Traffic Management Works	12/09/2017	12/09/2021	£2,200,000.00
11/09/2017	Barnardo's (GB)	Award of Early Level Transition Programme	10/09/2017	10/09/2018	£181,665.00
15/09/2017	Everwarm Limited (GB)	Provision of Energy Efficiency Works (HEEPS ABS) - Year One	15/09/2017	15/05/2018	£4,500,000.00
26/09/2017	Firmstep Ltd (GB)	Integrated Customer Portal and CRM Solution	02/10/2017	02/10/2020	£344,178.00
27/09/2017	Field and Lawn Ltd (GB)	Festive Lighting 2017 up to 2021	28/09/2017	28/09/2020	£485,377.00
27/09/2017	Clydesdale Bank PLC (GB) / Clydesdale Bank PLC (GB)	Framework Contract for Banking Services	27/09/2017	27/09/2021	£247,765.00
27/09/2017	allpay.net Limited (GB)	Payment Processing Services	02/10/2017	02/10/2018	£100,000.00
27/09/2017	Loomis UK (GB)	Cash Collection Services	03/07/2017	03/07/2018	£80,500.00

29/09/2017	Stepwell Consultancy Ltd. (GB)	Health and Employability Assessment	02/10/2017	30/09/2018	£71,910.00
06/10/2017	Holmes Care Group (GB)	Award of Negotiation for the Provision of Residential Care and Nursing Services to Adults under t...	09/10/2017	08/10/2022	£1,800,000.00
17/10/2017	Harrow Green Ltd (GB)	Relocation of the Paisley Museum Store Facility	06/11/2017	06/01/2018	£127,611.00
18/10/2017	City Gate Construction (Scotland) Limited (GB) / Clark Contracts Limited (GB) / Magnus Electrical Services Limited (GB) / BRB Electrical Limited (GB) / A Burgoyne (Electrical Contractors) Limited (GB) / BTVC Limited (GB) / City Gate Construction (Scotland) Limited (GB) / Clark Contracts Limited (GB) / Paul Couper Joinery Limited T/A Alliance Group (GB) / City Gate Construction (Scotland) Limited (GB) / Clark Contracts Limited (GB) / City Gate Construction (Scotland) Limited (GB) / Clark Contracts Limited (GB) / BRB Electrical Limited (GB) / City Gate Construction (Scotland) Limited (GB) / Clark Contracts Limited (GB) / Paul Couper Joinery T/A Alliance Group (GB) / City Gate Construction (Scotland) Limited (GB) / City Gate Construction (Scotland) Limited (GB) / Right Designs (Blacksmith, Fencing and Maintenance) Limited (GB) / City Gate Construction (Scotland) Limited (GB) / Carter Ceilings Limited (GB) / IQA Operations Group Limited (GB) / City Gate Construction (Scotland) Limited (GB) / City Gate Construction (Scotland) Limited (GB) / Clark	Framework Agreement for the Provision of Trades Contractors	30/10/2017	30/10/2021	£23,200,000.00

	Contracts Limited (GB) / VQ Construction Limited (GB) / BRB Electrical Limited (GB) / MPMH Construction Limited (GB) / MPMH Construction Limited (GB) / Faskin Group (Scotland) Limited (GB) / Graham Roofing (Scotland) Limited (GB) / Sennit Construction Limited (GB) / MITIE Property Services (UK) Limited (GB) / Novus Property Solutions Limited (GB) / Dobie and Son Limited T/A Dumbreck Decorators (GB) / Clark Contracts Limited (GB) / City Gate Construction (Scotland) Limited (GB) / Bell Decorating Group Limited (GB) / City Technical Services (UK) Limited (GB) / BRB Electrical Limited (GB) / IQA Operations Group Limited (GB) / MPMH Construction Limited (GB)				
23/10/2017	McAdam King Business Psychology Ltd (GB)	Agreement for HR Services	23/10/2017	23/10/2020	£1,200,000.00
23/10/2017	Working Links (GB)	Getting Ready for Work 16-19	23/10/2017	23/09/2018	£76,000.00
02/11/2017	University of Strathclyde (GB)	Award of Diving Into Writing Project	01/08/2017	30/09/2018	£150,000.00
02/11/2017	CEiS Ayrshire (GB)	Focus on Work Employability Bootcamp	21/11/2017	21/09/2018	£78,991.00
02/11/2017	Working Links (GB)	Thinking About Work (Working Matters)	06/11/2017	30/09/2018	£71,250.00

02/11/2017	University of Strathclyde (GB)	Award of Data-Based Assessment and Pathways to Impact School Management Teams	04/09/2017	30/09/2018	£70,000.00
02/11/2017	University of Strathclyde (GB)	Award of Training for Classroom Assistants	01/08/2017	31/07/2018	£70,000.00
17/11/2017	City Gate Construction (Scotland) Limited (GB)	Measured Term Contract for a Timber Preservation and Dampness Control Contractor	11/12/2017	11/12/2020	£3,000,000.00
27/11/2017	MWUK Limited (trading as Alexandra) (GB)	Framework Agreement for Corporate Uniforms	28/11/2017	28/11/2019	£63,000.00
28/11/2017	Linstone Housing Association (GB) / Linstone Housing Association (GB) / Barnardo's (GB) / Impact Arts (GB)	Provision of Community Based Transitional Employment Training	28/11/2017	30/09/2018	£594,446.88
01/12/2017	Finco Contracts Ltd (GB) / Mac Asphalt Ltd (GB) / MacLay Civil Engineering Ltd (GB) / Finco Contracts Ltd (GB) / Mac Asphalt Ltd (GB) / MacLay Civil Engineering Ltd (GB) / Finco Contracts Ltd (GB) / J H Civil Engineering Ltd (GB) / MacLay Civil Engineering Ltd (GB) / Mac Asphalt Ltd (GB) / Finco Contracts Ltd (GB) / Mac Asphalt Ltd (GB) / MacLay Civil Engineering Ltd (GB) / J H Civil Engineering Ltd (GB) / Finco Contracts Ltd (GB) / Mac Asphalt Ltd (GB) / John McGeady Ltd (GB) / Newmac Asphalt Services Ltd (GB)	Framework Contract for Maintenance & Improvements of Carriageways and Footways	05/12/2017	05/12/2020	£20,000,000.00

04/12/2017	RAMH (GB)	Mental and Holistic Health Support	04/12/2017	30/09/2018	£150,000.00
04/12/2017	Peter Brett Associates LLP (GB)	Transport Infrastructure Enabling Works	04/12/2017	04/02/2018	£116,010.00
05/12/2017	Tennent's Training Academy (GB) / Anna Walls Consultancy (GB) / hw forestry services (GB) / hw forestry services (GB) / Tennent's Training Academy (GB) / Anna Walls Consultancy (GB) / City of Glasgow College (GB) / HSC Futures Ltd (GB) / Tennent's Training Academy (GB) / VERG (GB) / Your The Hero (GB)	Provision of External Accredited Vocational Training	27/10/2017	27/08/2018	£160,000.00
06/12/2017	GP Plantscape Ltd (Main Contact) (GB)	Treatment of Comingled Food & Garden Waste	01/01/2018	02/04/2022	£5,000,000.00
15/12/2017	idverde Ltd (Formally The Landscape Group Ltd) (GB)	Grounds Maintenance Services for Renfrewshire Leisure Ltd Properties	01/01/2018	01/01/2019	£79,926.13
19/12/2017	William Tracey (GB)	Treatment and Disposal of Food Waste	01/01/2018	02/04/2022	£220,000.00
20/12/2017	Lanarkshire Enterprise Services Ltd (GB)	Business Gateway Core and Specialist Workshop and Expert Help services	01/01/2018	01/01/2019	£98,300.00

08/01/2018	University of Strathclyde (GB)	Award of Provision of Exploring Pedagogy in Primary 1	01/08/2016	31/03/2018	£93,330.77
18/01/2018	GL Assessment (GB)	Award of Provision of Computer Assessments for Primary Schools	01/11/2017	31/10/2018	£72,000.00
31/01/2018	Regen Waste Limited (GB)	Treatment of Comingled Dry Recyclates	15/06/2018	15/09/2018	£520,000.00
12/02/2018	William Tracey Ltd (GB)	Treatment & Disposal of Mechanical Street Sweepings Waste	01/04/2018	01/06/2020	£575,000.00
15/02/2018	Esh Construction Limited (GB)	Refurbishment of St Anthony's Primary School, Johnstone	05/03/2018	05/06/2019	£3,622,624.24
20/02/2018	British Telecommunications plc (GB)	Telephony as a Service (TaaS)	19/04/2018	19/04/2023	£4,795,907.67
22/02/2018	William Tracey Ltd (GB)	Treatment & Disposal of Industrial Active Waste from HWRC and Mixed Recycling from Special Uplifts	01/04/2018	09/04/2020	£6,500,000.00
19/03/2018	IRT surveys ltd (GB)	Thermal Imaging Contract	03/04/2018	29/03/2021	£150,000.00
28/03/2018	William Tracey Ltd (GB)	Treatment & Disposal of Residual Waste - Contract 2	05/07/2018	05/07/2020	£1,375,000.00

Annex 2: Future Regulated Procurements

INTERNAL REF	TITLE	TYPE	CURRENT CONTRACT END DATE	MAX EXTENSION AVAILABLE TO CURRENT CONTRACT (MONTHS)	CURRENT CONTRACT VALUE	EXPECTED TIMESCALES FOR RE-TENDER
RC-CPU-17-251	Energy Efficiency Framework - Year One Phase Three	Works	19/08/2018	0	£0.00	Awaiting update from housing team re future phases.
RC/FA/153/17	Provision of External Accredited Vocational Training	Services	27/08/2018	0	£160,000.00	Awaiting update from Employability re: availability of funding
RC/OC/117/18	Provision of Diving into Writing Project	Services	31/08/2018	0	£150,000.00	Out to tender
N/A	Provision of Data-Based Assessment and Pathways	Services	31/08/2018	0	£70,000.00	No requirement after expiry
RC/OC/115/18	Provision of Training for Classroom Assistants	Services	31/08/2018	0	£70,000.00	Out to Tender
N/A	Award of Early Level Transition Programme	Services	10/09/2018	0	£181,665.00	tbc
N/A	CLAS Consultancy	Services	22/09/2018	0	£160,000.00	
N/A	Technical Architectural Consultancy	Services	22/09/2018	0	£160,000.00	Awaiting update from property services re future requirements for this.

RC/OC/400/17	Getting Ready for Work 16-19	Services	23/09/2018	0	£76,000.00	
RC1508_4583	Horticultural Materials - Spring Bulbs, Seasonal Bedding & Christmas Trees	Supplies	29/09/2018	12	£164,000.00	Tender to be published on 24 August 2018
RC/RC/225/17	Process Automation Licences and Associated Services	Services	24/09/2019	0	£164,000.00	Review of requirement to be undertaken 2018 with a resultant tender process conducted.
RC/RC/291/17	Flexible Floor Finishes	Supplies	01/10/2018	0	£164,000.00	Tender to be published on end of August 2018
RC/FA/150/17	Payment Processing Services	Services	02/10/2018	0	£100,000.00	TBC
RC1409_2856	Removal, Relocation and Warehouse Storage Services	Services	16/10/2018	12	£625,000.00	January 2019
RC/OC/458/18	The Provision of Computer Assessments for Primary Schools	Services	31/10/2018	0	£72,000.00	tbc
N/A	First Crisis Response Counselling Service	Services	30/11/2018	24	£896,102.00	Work has commenced, short term interim contract to align with Community Day Services Contract
RC_CPU_18_082	Halloween Creative Event Concept 2018	Services	01/12/2018	0	£55,000.00	1/7/19
N/A	Lot 7 Mini competition bathroom programme 1617-33	Supplies	10/12/2018	0	£252,422.04	
RC/FA/128/18	Provision of Skip Hire & Recycling Service	Services	12/12/2018	24	£500,000.00	TBC
RC1507_4267_ITT_8873	Supply and Delivery of Fresh Bread and Rolls and Other Bakery Produce to Renfrewshire Council	Supplies	13/12/2018	12	£728,000.00	TBC
RC-CPU-17-006	Business Objects Licence Maintenance	Services	14/12/2018	0	£53,029.33	TBC
RC1407_2555(ITT(5613))	Preparation and Delivery of Community Meals (Sandwiches)	Supplies	15/12/2018	24	£199,504.00	Recommendation going to Board 5 Sept 2018
R111102438	Extension to Framework Agreement for The Provision of Supported Living Services	Services	30/12/2018	0	£10,000,000.00	Negotiated contract late 18, early 19

N/A	Award of Specialist Support Services	Services	31/12/2018	0	£170,064.00	Work has commenced on new requirement
RC/RC/254/18	Sector Based Work Academy - Construction	Services	01/01/2019	0	£159,700.00	No requirement after expiry
RC/RC/340/18	Business Gateway Core and Specialist Workshop and Expert Help Services	Services	01/01/2019	0	£97,650.00	Awaiting update from Employability re: availability of funding
RC/RC/287/17	Grounds Maintenance Services for Renfrewshire Leisure Ltd Properties	Services	01/01/2019	0	£79,926.13	Tender being published on 15 August 2018
RC-RC-228-17	Forcepoint Licences	Supplies	02/01/2019	0	£74,000.00	Tender process to be conducted 2018
RC/RC/162/17	Provision of Plant Hire and Operators	Services	09/01/2019	12	£250,000.00	TBC
N/A	Building Management System (BMS) Installation and Bureau Service	Services	20/01/2019	24	£362,350.00	
N/A	Upgrade of Multi Storey Fire Alarm Systems	Works	01/02/2019	0	£0.00	Awaiting update from housing team re future requirement.
RC1407_2637(ITT_5324)	Housing Capital Investment Internal Works Programme (Years 6 - 9)	Works	07/02/2019	0	£12,000,000.00	Awaiting update from housing team re future requirement.
RC1502_3588(ITT_7335)	Print Finishing Devices and Maintenance	Supplies	23/03/2019	12	£0.00	1/11/19
N/A	Information @ Work	Supplies	02/04/2019	0	£70,210.60	TBC
RC-RC-156-17	MTC for Planned and Reactive Maintenance of Fire Fighting Equipment 2017 - 2019	Services	03/04/2019	24	£120,000.00	TBC
N/A	Portable Appliance Inspection and Testing	Services	12/04/2019	0	£301,019.00	TBC
RC_RC_128_17	Employee Counselling Services	Services	14/04/2019	12	£88,000.00	1/11/19
RC-RC-224-17	Microsoft Implementation Support	Services	24/04/2019	12	£555,000.00	No further contract required
RC/FA/136/17	Hire of Small Plant & Tools	Supplies	30/04/2019	12	£150,000.00	TBC
N/A	Debt Partner Services	Services	15/05/2019	12	£164,000.00	1/11/19

SXL 04-15	AWARD - SXL 04-15 - Customer Service Platform Framework	Services	01/06/2019	12	£131,386.66	Tender process to be conducted 2018/9
RC-CPU-16-146	MTC for the Statutory Compliance and Reactive Repairs to Powered Pedestrian Doors 2018-19	Services	04/06/2019	24	£181,000.00	TBC
RC-CPU-17-364	Treatment & Disposal of Residual Waste - Contract 1	Services	15/06/2019	12	£3,900,000.00	TBC
N/A	Award of Functional Family Therapy	Services	30/06/2019	24	£1,500,000.00	Tbc, extension available
RC/OC157/16	Promoting Alternative Thinking Strategies	Services	30/06/2019	0	£366,630.00	
Project Number: 5770	Removal, Transport and Disposal of Untreated Leachate Arising from Linwood Moss Landfill Site	Services	04/07/2019	0	£1,000,000.00	TBC
PS/18/90	Bridge Stock Principal Inspections 2018/2019	Services	25/07/2019	12	£390,525.00	TBC
RC/FA/142/17	Accident & Operational Damage Repairs To Council Vehicles	Services	31/07/2019	12	£160,000.00	March 2018
N/A	Award of Provision of a Carers Centre	Services	07/08/2019	24	£2,600,000.00	Tbc, extension available
RC/RC/170/17	Supply and Distribution of Water Cooler Solutions, Services and Associated Consumables	Supplies	10/10/2019	12	£121,963.20	
SP15-09-16	AWARD - SP15-09-16 - IT Consumables	Supplies	01/11/2019	12	£54,487.74	Award via national contract
RC/RC/164/17	Insurance (excluding Broker Services)	Services	01/11/2019	24	£4,600,000.00	
RC/RC/328/18	Framework Agreement for Corporate Uniforms	Supplies	28/11/2019	24	£63,000.00	1/5/2021
RC/RC/184/16	Vehicle Tracking System	Services	12/12/2019	24	£523,000.00	TBC
RC/RC/107/16	Measured Term Contract for Legionella Prevention, Control and Risk Management Services	Services	01/01/2020	24	£900,000.00	TBC
RC-RC-177-17	MTC for the Maintenance Repair Replacement and Installation of Roller Shutters	Services	06/01/2020	24	£350,000.00	TBC
RC/RC/200/17	Payment Kiosk	Services	16/01/2020	24	£71,000.00	TBC
N/A	Non Domestic Rates System	Services	06/02/2020	0	£117,050.00	Tender process to be conducted 2019
RC-RC-241-17	Sophos Licences	Supplies	01/03/2020	0	£149,599.95	Tender process to be conducted 2019
N/A	Award of Low Level, Preventative, Health & Wellbeing Services for Older Adults in Renfrewshire	Services	31/03/2020	24	£783,000.00	Tbc, extension available

RC-CPU-18-144	Provision of a Care at Home and/or Housing Support	Services	24/02/2019	0	£12,000,000	Tender to be published August 18
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To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Director of Finance and Resources

Heading: HR & OD Policies (Flexible Working, Parenting Leave and Pay and Trade Union Facility Time Policies)

1. Summary

1.1 The purpose of this report is to provide Elected Members with the revised HR & OD policies that are attached in Appendices 1-3.

- | | |
|------------------------------------|-------------------|
| • Flexible Working Policy | Appendix 1 |
| • Parenting Leave and Pay Policy | Appendix 2 |
| • Trade Union Facility Time Policy | Appendix 3 |

1.2 The review of these policies is a key priority of the Council's Organisational Development Strategy 2016-2019, which is progressing well with the last update report approved by Members in June 2018.

1.3 **Appendix 1** (Flexible Working Policy) is applicable to all including Teachers. **Appendix 2** (Parenting Leave and Pay Policy) and **Appendix 3** (Trade Union Facility Time Policy) are applicable to Local Government Employees, Craft Operatives and Chief Officers (excluding Teachers) who have their own arrangements and provisions in place. Supporting guidance has been developed to assist with the implementation of these policies.

1.4 Consultation on these policies has taken place with the Trade Unions and Services and feedback where applicable has informed the development of these policies. All policies have been modernised and are updated in line with best practice and legislation.

- 1.5 Following approval from Members, these policies will be communicated to all managers and employees within the Council via the normal channels.
-

2. Recommendations

- 2.1 To approve the revised HR & OD Policies attached at **Appendices 1-3**.
-

3. Background

- 3.1 The Council strives to create a healthy and inclusive working environment which supports all employees to better balance their work and home commitments.
- 3.2 The Council recognises that employees today have an increased need for greater flexibility around sharing parenting and family responsibilities. Accommodating changes to working arrangements and supporting personal commitments will assist employees to reach their full potential and achieve greater flexibility, whilst continuing to provide a modern and efficient service to the residents of Renfrewshire.
- 3.3 Through the implementation of these policies, the Council will promote and encourage employees to fully utilise the provisions available.

3.4 Flexible Working Policy

- 3.5 The Council is committed to adopting new, flexible and alternative ways of working which supports modernised service delivery and provides opportunities for all employees to enjoy an improved work-life balance. This revised policy replaces the Council's current Flexible Working Policy and supports the Council's culture of continuous improvement, being flexible and responsive to customer needs whilst improving working lives.
- 3.6 This policy has been revised following feedback from the recognised Trade Unions and Services and is compliant with legislation and the ACAS Flexible Working Guidance.
- 3.7 The key changes in the policy are:
- Requests for Flexible Working will be considered for any purpose, not limited to caring and/or family responsibilities;
 - Flexible Working will be promoted and encouraged across all levels of the Council to help reduce the Council's gender pay gap;
 - A clearer process has been developed for requesting, approving and recording flexible working and clearer responsibilities for everyone involved in the process has been introduced;

- To support ongoing transformational change, all approved flexible working requests will be implemented on a temporary basis, with regular reviews to ensure arrangements continue to meet employer and employee needs.

3.8 Parenting Leave and Pay Policy

3.9 The Council recognises that its workforce is diverse with female employees accounting for approximately three quarters of the workforce, with most being working parents.

3.10 The Parenting Leave and Pay Policy is designed to offer flexibility to employees at particular stages of their lives, encouraging the sharing of parenting responsibilities between parents.

3.11 The policy provides leave and associated pay relating to:

- Ante-natal, Maternity and Adoption;
- Paternity;
- Shared Parental Leave;
- Parental Leave.

3.12 Key changes in the policy are:

- The introduction of paid time off for fathers/partners to attend ante-natal appointments with their spouse/partner;
- The extension of paternity leave from 2 weeks to 4 weeks for employees with 26 weeks continuous service. The first week will be paid at 100% of a weeks' pay, followed by 3 weeks paid at 90% of a weeks' pay (including statutory paternity pay). 90% of a week's pay is in line with the Council's current maternity pay provisions. Paternity Leave must be taken within the first 56 day period after the child's birth/placement for adoption;
- Shared Parental Pay is now based on the Council's Maternity Pay provisions.
- Parental Leave is now available to request through this policy (previously available through the Special Leave Policy).

3.13 Trade Union Facility Time Policy

3.14 The Council is committed to working in partnership with the Trade Unions and recognises the important and crucial role the Trade Unions play in promoting and developing good employee relations, robust health and safety practices and learning and development opportunities.

3.15 This policy has been revised following feedback from the recognised Trade Unions and Services and is compliant with legislative requirements and the ACAS Code of Practice 'Time off for Trade Union Duties and Activities'.

3.16 The key changes in the policy are:

- Clearer definitions of specific Trade Union representative roles;
- Updated Trade Union representative duties and activities;
- A process for requesting, approving and recording of facility time;
- Requirements under the Trade Union Act 2016 for annual reporting and publishing of facility time and associated costs.

Implications of the Report

1. Financial

Parenting Leave and Pay

Paid time off to attend ante-natal appointments for spouse/partner of a pregnant women has been introduced.

Subject to meeting criteria, employees will receive up to a maximum of 4 weeks paid paternity leave per year to support their parenting responsibilities. Forecasted annual costs of extending paternity leave to 4 weeks are £67K per year.

Shared Parental Pay will be based on the Council's Maternity Pay provisions.

Flexible Working Policy

The Flexible Working Policy may have a positive impact on attendance levels.

2. **HR & Organisational Development** - HR & OD will provide advice and guidance to managers and employees on the interpretation and application of this policy.
3. **Community Planning** - None
4. **Legal** - The Council will meet its legislative and best practice requirements.
5. **Property/Assets** - None
6. **Information Technology** – None

7. **Equality & Human Rights**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - None

9. **Procurement** – None

10. **Risk** - None

11. **Privacy Impact** – None

12. **Cosla Policy Position** - not applicable.

List of Background Papers

Not applicable

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Review Date: 09/19

This document is
available in alternative
formats on request.

Finance and Resources
HR and Organisational
Development

Flexible Working Policy

Supporting modernised service delivery
and improved work-life balance for all

For all Renfrewshire Council employees



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1. Introduction

- 1.1 The Council is committed to adopting new, flexible, alternative ways of working which support modernised service delivery and provide opportunities for all employees to enjoy an improved work-life balance.
- 1.2 The Council of the future requires a highly skilled, flexible, adaptive and motivated workforce committed to driving continuous improvement to achieve the Council's vision and values and meet the needs of Renfrewshire's communities.
- 1.3 It is recognised that employees may have personal commitments, circumstances, responsibilities and interests which impact on their time and availability. The implementation of flexible working arrangements may assist employees to achieve an enhanced work-life balance, while continuing to meet the needs of the service.
- 1.4 The Council's Flexible Working Policy goes beyond current statutory eligibility requirements. It has been developed to complement the Council's existing family friendly policies, core values and support the Council's Workforce Planning and Gender Pay Gap priorities. This policy has been agreed and developed in partnership with the recognised Trade Unions and complies with relevant employment legislation.
- 1.5 This policy and the supporting Flexible Working Guidance provides managers and employees with information about flexible working and a clear, fair and consistent process for managing flexible working requests.

2. Purpose and Aims

- 2.1 The purpose of this policy is to promote and support the Council's culture of continuous service improvement, being flexible and responsive to customer needs and improving working lives.
- 2.2 This policy aims to:
 - Demonstrate the Council's commitment to encourage employees to embrace new ways of working which can support improved work-life balance;
 - Promote and support a culture across the Council where flexible working is seen by managers and employees as a benefit for all with positive outcomes;
 - Support and encourage a culture where both employees and managers are confident to initiate discussions about work-life balance and well-being issues;
 - Provide a process for managing flexible working requests which supports managers to deal with requests equally, fairly, reasonably and without undue delay in accordance with legislation;
 - Promote the consideration being given to suitable alternatives, when flexible working applications cannot be supported for a clear business reason;

- Ensure all approved requests for flexible working support service and business needs and are subject to future review;
- Support the recording and monitoring of flexible working requests and outcomes in line with legislative and organisational requirements.

3. Scope

- 3.1 This policy enables all employees to request flexible working from day one of their employment with the Council. Certain types of flexible working arrangements may not be suitable for Teachers based on their nationally agreed terms and conditions of employment. Further advice and guidance on flexible working for Teachers is available from HR & OD.

4. Flexible Working

- 4.1 Flexible working is any type of working arrangement that gives some degree of flexibility on where, when and how employees work.
- 4.2 Employees through a flexible working request can request changes to:
- Hours of work (requesting a change in working hours);
 - Times of work (requesting a change to start or finish times);
 - Place of work (requesting a change to work at a different location);
 - May include requests for different patterns of work.
- 4.3 Types of flexible working may include; voluntary reduced hours, term-time hours, annualised hours, compressed hours, home working, part time / job share etc. Further information on flexible working options is outlined in the Flexible Working Guidance. The Council will continue to explore additional forms of flexible working as the working environment of the future develops.
- 4.4 Flexible working practices can provide many benefits to employees, services, the Council and Renfrewshire's Communities. These benefits include:
- Flexibility for employees to better balance personal commitments, circumstances, responsibilities and interests with work arrangements;
 - Increased employee engagement, motivation, morale, productivity levels and commitment;
 - An improved ability to attract and retain a skilled and diverse workforce;
 - Greater cost-effectiveness and efficiency across both the workforce and the organisation;
 - Improved employee attendance and well-being;
 - Supporting the Council's equality and diversity agenda, gender pay outcomes and Public Sector Equality Duty;
 - Promoting cultural change leading to modernised and improved service delivery;
 - The Council and its workforce reacting and responding more effectively to change and customer requirements;
 - Improved customer service and satisfaction.

5. Responsibilities

- 5.1 Managers, Elected Members, HR & OD, Customer and Business Services, Trade Union and Employee Representatives all have a part to play in ensuring the principles of this policy are applied effectively. Responsibilities are outlined in the Flexible Working Guidance.

6. Managing Flexible Working Applications

- 6.1 Applications for flexible working can be made for any reason and are not limited to caring and/or family responsibilities. The Flexible Working application request process and form are provided in the Flexible Working Guidance.
- 6.2 There is no automatic right for employees to have their flexible working application approved. A key consideration when reviewing an application will be trying to balance employee requirements and associated benefits, along with any potential service delivery risk factors. However, managers should always approach flexible working requests equally and fairly, and from the presumption that they will approve applications unless there is a clear business reason for not doing so.
- 6.3 Normally only one flexible working application can be made by employees in any 12 month period. However, in exceptional circumstances more than one application may be considered at a manager's discretion in consultation with HR & OD, such as requests linked to a major life event or related to reasonable adjustments or a protected characteristic under the Equality Act 2010.
- 6.4 When submitting a flexible working application, employees should be aware that, if approved, there may be a variation of current terms and conditions of employment. This may become a permanent variation and employees must normally wait 12 months before another application can be made. Depending on the nature of the flexible working application the impact on terms and conditions of employment can include pro rata adjustments to salary and entitlements such as annual leave and public holidays. Pension contributions may also be affected.
- 6.5 If an employee only requires a short-term change, for example to help with temporary family responsibilities, there may be more appropriate alternative forms of flexibility which the manager can support and suggest. This may include use of the Council's Flexitime and Supportive Leave provisions or temporary, short-term changes to hours, days and time of work.

6.6 Process Duration

- 6.6.1 The flexible working application, outcome and any appeal must be considered and decided upon within an overall 3 month period from first receipt of application. This 3 month time limit is a statutory requirement. Timescales for each part of the process are also outlined in the Flexible Working Guidance. Where possible, all decisions should be taken as quickly as is reasonably possible without any undue delay.

- 6.6.2 In the unlikely event that a decision and appeal cannot be reached within the 3 month period, an extension of the decision period may be agreed between the manager, the employee and their representative (see Section 7), as appropriate.

6.7 Stage 1 – Considering an Application

- 6.7.1 Managers must manage all flexible working applications in a reasonable manner and within the timescales set out in the supporting guidance. It is good practice for managers to meet with employees as soon as possible to discuss the flexible working request.
- 6.7.2 Employees should be informed in writing of the decision to approve or decline their request within 28 calendar days of their manager receiving the flexible working application. If a meeting has taken place to discuss the application, employees should be notified in writing of the decision within 14 calendar days of the meeting date.
- 6.7.3 Managers will consider each application, in consultation with HR & OD if relevant, taking into account the reasons for the request and the impact this will have on the needs of the service. It may also be necessary to explore and discuss suitable alternatives to the flexible working arrangement requested, such as an adjusted proposal which does not have an adverse impact on service delivery or an informal, short-term adjustment to work arrangements if more appropriate.

6.8 Flexible Working Application Approved

- 6.8.1 Due to the Council's significant transformational change programmes and to assess impact on employee work-life balance, all approved flexible working applications should be agreed and implemented on a temporary basis initially. Managers and employees should agree the time frame for the temporary period, between a minimum of 3 months and maximum of 6 months in duration.
- 6.8.2 Informal review and monitoring of the temporary flexible working arrangement should be carried out regularly, to ensure that the needs of the employee and the service continue to be met. There should also be a manager review of the arrangements 4 weeks prior to the end of the temporary period.
- 6.8.3 Only in exceptional circumstances should managers agree to a series of temporary flexible working arrangements. Where circumstances allow, flexible working changes should be made permanent as soon after the temporary period as possible or employees should revert to their previous working arrangements.

6.9 Flexible Working Application Refused

- 6.9.1 Flexible working applications may be refused based on evidence for the following business reasons:

- The burden of additional costs which will be incurred should the request be agreed;
- An inability to reorganise work amongst existing employees;
- An inability to recruit additional employees;
- A detrimental impact on quality or performance or to meet customer demand;
- Insufficient work for the periods the employee proposes to work;
- A planned structural change to the business.

6.10 Stage 2 – Appealing a Decision

6.10.1 Where a flexible working application has been refused on the basis of a clear business reason (see Section 6.9.1), employees have the right to appeal the decision. If appealing, employees must do so by notifying their Head of Service (or nominated Senior Officer) within 14 calendar days of the original decision being received. The appeal must be in writing stating the reasons for the appeal. An appeal form is provided in the Flexible Working Guidance.

6.10.2 The reasons for the appeal may include:

- The policy and guidance has not been applied fairly;
- The business reason for rejecting the request has not been sufficiently explained;
- The reason for refusal was not related to a business reason;
- The manager/service did not fully consider the request;
- A fact in the explanation of the business reason is incorrect.

6.10.3 Appeals must be heard by the Head of Service (or nominated Senior Officer) within 14 calendar days of the employee giving notice of the appeal. During the appeal process the Head of Service (or nominated Senior Officer) must ensure that the reason for the appeal is considered fully and, where relevant, suitable alternatives are explored.

6.10.4 The Head of Service (or nominated Senior Officer) must also advise the employee of the outcome of the appeal in writing within 14 calendar days of the appeal hearing.

6.10.5 Where the employee has been unsuccessful at the appeal stage, they will not be able to submit a new flexible working request for 12 months, unless exceptional circumstances apply (see Section 6.3). This will conclude the appeal process and there is no further right of appeal.

6.10.6 Please refer to the Flexible Working Guidance for more information on the flexible working application process and outcomes.

7. Right to be Accompanied

7.1 Employees have the right to be accompanied at the Flexible Working Appeal if they so wish. Representation may be by Trade Union Representative or work colleague and employees must be informed of this right. It is the responsibility of employees to arrange to be accompanied.

8. Confidentiality

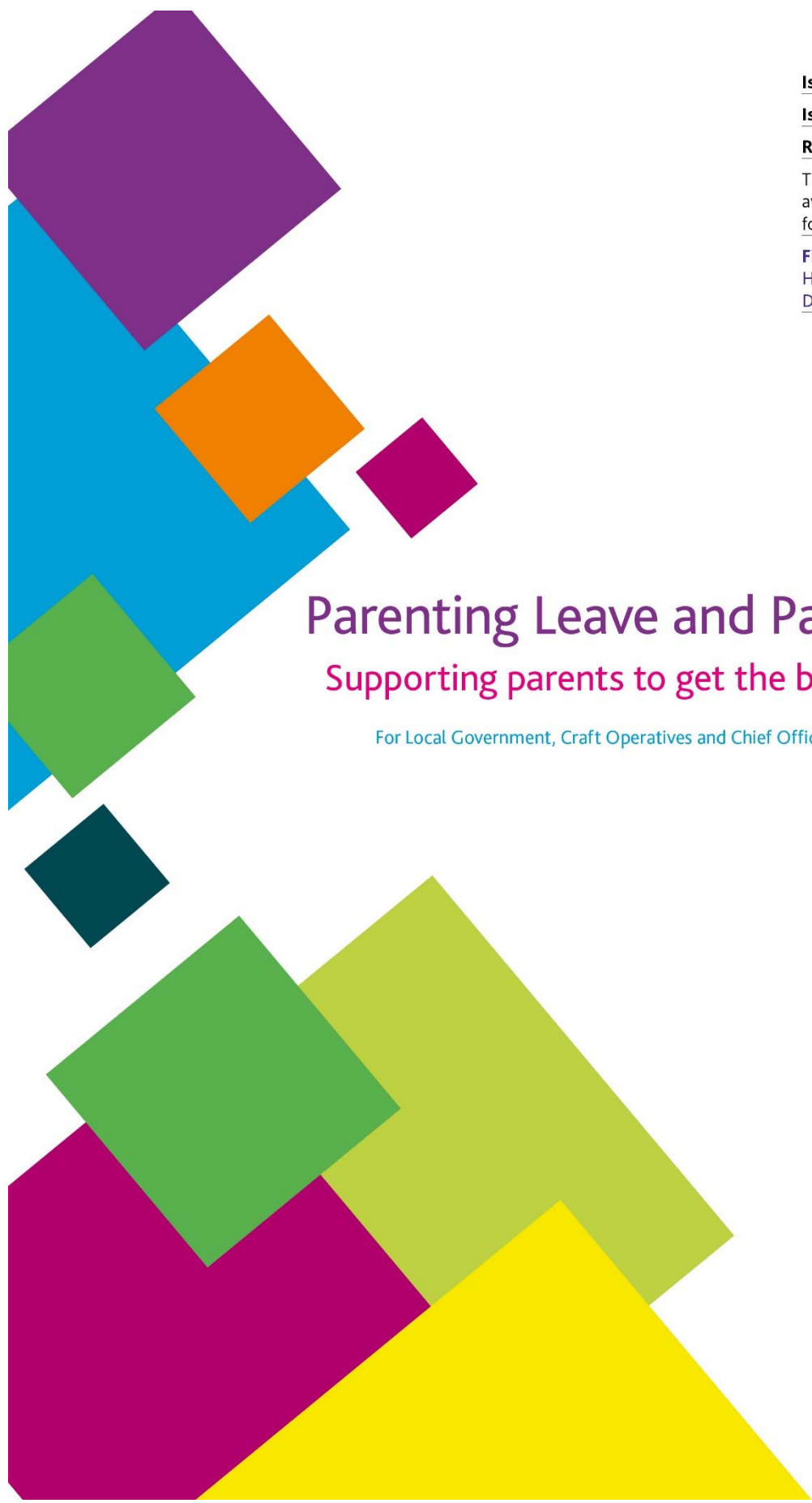
- 8.1 Information processed may include paper or electronic records and will be done so in line with the General Data Protection Regulation (Regulation EU 2016/679) ("GDPR"), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as may be amended by the proposed Regulation on Privacy and Electronic Communications) and any legislation that, in respect of the United Kingdom, replaces, or enacts into domestic law, GDPR or any other law relating to data protection, the processing of personal data and privacy as a consequence of the United Kingdom leaving the European Union.

9. Equality and Human Rights Impact Assessment

- 9.1 This policy has been impact assessed in line with the Council's obligation to comply with the Equality Act 2010 and the Public Sector Equality Duty.

10. Monitoring and Review

- 10.1 This policy will be reviewed regularly and in line with any legislative and organisational changes. The recognised Trade Unions will be consulted on any future changes to this policy.



Issue number: 1

Issue Date: 09/18

Review Date: 09/19

This document is
available in alternative
formats on request.

Finance and Resources
HR and Organisational
Development

Parenting Leave and Pay Policy

Supporting parents to get the balance right

For Local Government, Craft Operatives and Chief Officers, excluding Teachers



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1. Introduction

- 1.1 The Council strives to create a working environment that support employees with parenting responsibilities to achieve a better balance between their lives inside and outside of work. The Council workforce is diverse and many employees are working parents.
- 1.2 The Parenting Leave and Pay Policy is designed to offer flexibility to employees at particular stages of their lives, encouraging the sharing of parenting responsibilities between both parents and supporting the Council to address its gender pay gap priorities.
- 1.3 This policy covers leave and pay provisions relating to:
 - Ante-natal, Maternity and Adoption;
 - Paternity;
 - Shared Parental Leave;
 - Parental Leave.
- 1.4 Depending on the type of leave and pay entitlements, requests approved will be pro-rated in line with an employee's hours/work pattern.
- 1.5 Supporting guidance for managers and employees to enable the fair, inclusive and consistent implementation of this policy, including eligibility criteria, pay rates and requesting and approval processes will be available on the Council's intranet and from HR & OD.

2. Purpose and Aims

- 2.1 The purpose of this policy is to promote the Council's parenting leave and pay provisions which support and encourage employees to share parenting responsibilities.

The policy aims to:

- Provide information and raise awareness of the different types of parenting leave available in the Council, eligibility criteria and the associated pay rates;
 - Support employees who have parenting responsibilities and help them achieve a better balance between working and parenting commitments;
 - Meet all legislative employment requirements;
 - Implement fair, inclusive and consistent requesting and approval processes;
 - Support the achievement of the Council's workforce planning, equality, diversity and gender pay gap outcomes.
- 2.2 This policy complements other Council policies such as Flexible Working, Special Leave/Supportive Leave, Respect at Work, and Equality and Diversity.

3. Scope

- 3.1 This policy applies to all Council employees, excluding Teachers. Teaching staff have their own arrangements in place.

4. Responsibilities

- 4.1 Managers, Elected Members, HR & OD, Customer and Business Services and the Trade Unions all have a part to play in ensuring the principles of this policy are applied effectively. Responsibilities are outlined in the Parenting Leave and Pay Supporting Guidance.

5. Ante-natal, Maternity and Adoption Leave and Pay

- 5.1 An employee who is pregnant or is a father/partner of a pregnant women can request reasonable paid time off to attend ante-natal care appointments and should produce evidence of appointments to their line manager when requesting ante-natal leave.

- 5.2 All employees regardless of length of service are entitled to up to 52 weeks statutory maternity leave or adoption leave. In the case of maternity leave, the employee is required by law to take a period of 2 weeks compulsory maternity leave immediately after the birth of their child. Maternity and Adoption leave is made up of:

- 26 weeks Ordinary Maternity Leave or Ordinary Adoption Leave (OML/OAL) and;
- 26 weeks Additional Maternity Leave or Additional Adoption Leave (AML/AAL).

- 5.3 Employees with less than 26 weeks continuous service at the 15th week before the Expected Week of Childbirth/Expected Week of Adoption (EWC/EWA) will not be eligible for either Occupational Maternity Pay or Ordinary Adoption Pay (OMP/OAP), or Statutory Maternity Pay or Statutory Adoption Pay (SMP/SAP). However, such employees may be entitled to receive up to 39 weeks of Maternity Allowance or Adoption Allowance payable by the government.

- 5.4 Employees with 26 weeks or more continuous service at the 15th week before EWC/EWA will be eligible to receive OMP/OAP and SMP/SAP at the following rates:

- | | |
|--------------|--|
| • Week 1-6 | 6 weeks at 90% of a week's pay, including SMP where eligible. |
| • Week 7-18 | 12 weeks at 50% of a week's pay plus the lower rate of SMP provided earnings do not exceed normal pay. |
| • Week 19-39 | 21 weeks at the SMP rate. |
| • Week 40-52 | Unpaid |

- 5.5 Payments made by the Council during Maternity Leave or Adoption Leave which are over and above an employee's statutory entitlement are made on the understanding that the employee will return to employment with the Council for a period of at least 3 months. This may be varied by the Council in exceptional circumstances. SMP/SAP payments made to an employee cannot be recovered.
- 5.6 Maternity Support Leave or Adoption Support Leave of up to a maximum of 1 weeks' paid leave (pro-rated) can be requested by fathers/partners who have less than 26 weeks continuous service with the Council or around the time of the birth or adoption placement/match. In addition, Maternity Support Leave or Adoption Support Leave of up to a maximum of 1 weeks' paid leave will also be available to request for a nominated carer of an expectant mother/adopter at or around the time of the birth or adoption placement/match. This will enable nominated carers to assist in the care of the child and provide support to the mother/primary adopter.
- 5.7 This leave should be taken during the period from one week prior to the EWC/EWA up to 3 weeks following the birth/match/placement for adoption. In addition, employees can request unpaid leave through the Special/Supportive Leave Policy or take annual leave to support any of the above paid provisions.
- 5.8 When requesting Maternity Support Leave or Adoption Support Leave employees will be required to provide evidence that they are a nominated carer for the child to their line manager. Evidence must be provided as either GP confirmation, a birth certificate confirming the child's date of birth and a declaration from the person the employee is providing support too. Leave will not be approved unless this evidence is provided. Employees who breach these requirements may be subject to disciplinary action.
- 5.9 Maternity Support Leave or Adoption Support Leave will not be available to fathers or partners who access paid Paternity Leave provisions outlined in Section 6.

6. Paternity Leave and Pay

- 6.1 Paternity Leave up to a maximum of 4 weeks will be available to request for employees who have 26 weeks continuous service with the Council at the start of the 15th week before the EWC/EWA and are either:
- A biological father;
 - A partner or husband who is not the baby's biological father;
 - A mother's female partner or civil partner in a same sex couple;
 - A partner/husband/wife of a person adopting a child;
 - A partner/civil partner of a person adopting a child.
- 6.2 Paternity Leave will be paid at 100% of a weeks' pay for the first week, followed by 3 weeks paid at 90% of a weeks' pay (including SPP) and must be taken consecutively within the first 56 days following the birth of the child or after placement for adoption. 90% of a week's pay is in line with current Maternity and Adoption Pay provisions.
- 6.3 Employees must be responsible for the child's upbringing and are taking the time off to care for the child or to support the primary adopter of the child.

7. Shared Parental Leave and Pay

- 7.1 Shared Parental Leave allows eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or when placed with them for adoption. Shared Parental Leave enables parents to share 50 weeks of leave and provides parents more flexibility in how to share the care of their child in the first year following birth or adoption. Parents can decide to be off work at the same time and/or take it in turns to have periods of leave to look after their child.
- 7.2 For employees to be eligible for Shared Parental Leave, both parents must meet the eligibility requirements set out in the Supporting Guidance. Employees requesting Shared Parental Leave will be paid in line with the Council's current Maternity and Adoption Pay provisions outlined in Section 5, less any period taken as maternity or adoption leave by the employee's spouse or partner.

8. Parental Leave and Pay

- 8.1 In addition to other leave provided in this policy, Parental Leave is a separate entitlement and allows employees who are parents to request up to 18 weeks' unpaid leave, per child up to their 18th birthday, to look after their child's welfare. Up to a maximum of 4 weeks of unpaid parental leave can be requested per child in a 12 month period. Parental leave must be taken as whole weeks, for example, 1 week or 2 weeks blocks.

9. Supportive Leave

- 9.1 Employees can request a period of unpaid supportive leave, up to a maximum of 1 year to support any of the above leave and pay provisions.
- 9.2 Approval of unpaid supportive leave requests will depend on the needs of the service and whether the service will be able to cover the duties of the post without serious disruption or significant financial cost. Final decisions on unpaid supportive leave requests will rest with the line manager.

10. Confidentiality

- 10.1 Information relating to Parenting Leave and Pay provisions should be recorded, maintained and processed confidentially and securely by the relevant Service, HR & OD and Customer and Business Services will be used only to monitor the effectiveness of this policy.
- 10.2 Information processed may include paper or electronic records and will be done so in line with the General Data Protection Regulation (Regulation EU 2016/679) ("GDPR"), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as may be amended by the proposed Regulation on Privacy and Electronic Communications) and any legislation that, in respect of the United Kingdom, replaces, or enacts into domestic law, GDPR or any other law relating to data protection, the processing of personal data and privacy as a consequence of the United Kingdom leaving the European Union.

11. Equality and Human Rights Impact Assessment

- 11.1 This policy has been impact assessed in line with the Council's obligation to comply with the Equality Act 2010.

12. Monitoring and review

- 12.1 This policy will be reviewed regularly and in line with any legislative and organisational changes. The recognised trade unions will be consulted on any future changes to this policy.

Issue number: 1

Issue Date: 09/18

Review Date: 09/19

This document is
available in alternative
formats on request.

Finance and Resources

HR and Organisational
Development

Trade Union Facility Time Policy

Working in partnership with our Trade Unions to
achieve a modern, inclusive and healthy workplace

This policy applies to managers, the recognised Trade Unions
and other representatives excluding Teaching Trade Unions

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1. Introduction

- 1.1 The Council is committed to working in partnership with the recognised Trade Unions and believes in the principle of collective bargaining at both national and local level. The Council is committed to ensuring that its' workforce feels valued and are involved and consulted on decisions that affect them.
- 1.2 The Council recognises the important and crucial role the Trade Unions have in promoting and developing good employee relations, robust health and safety practices and learning and development opportunities across its diverse workforce.
- 1.3 To ensure continued support for the Trade Unions and their representatives in performing their duties and to enable them to communicate and carry out their roles, duties and activities more efficiently, the Council will provide suitable and appropriate facility time arrangements and accommodation.
- 1.4 This policy has been developed in partnership with the recognised Trade Unions and in line with the Trade Union and Labour Relations (Consolidation) Act 1992 and the ACAS Code of Practice 'Time off for Trade Union Duties and Activities' which provides guidance on supporting time off, training and facilities.

2. Purpose and Aims

- 2.1 The purpose of this policy is to provide a clear and fair facility time request process for Trade Union representatives within the Council, and to enable managers to support Trade Union representatives within their service areas to carry out their Trade Union duties and activities effectively.
- 2.2 The policy aims to:
 - Demonstrate the Council's commitment to supporting and working in partnership with Trade Unions representatives;
 - Recognise the duties and activities Trade Union representatives carry out;
 - Ensure managers are provided with reasonable notice from the Trade Unions for any request for facility time;
 - Provide managers with a consistent process for considering requests from Trade Union representatives for facility time to carry out Trade Union duties and activities;
 - Ensure all requests for facility time are recorded, monitored and published in accordance with the requirements of the Trade Union (Facility Time Publication Requirements) Regulations 2017.

3. Scope

- 3.1 This policy applies to all Trade Union representatives recognised by the Council, excluding Teaching Trade Unions and their Trade Union representatives. Separate arrangements are in place for Teaching Trade Unions and their representatives.

4. Notification of Appointments

- 4.1 The Council and Trade Unions agree that the numbers of Trade Union representatives, including safety representatives and learning representatives, elected across service areas should broadly reflect levels of Trade Union membership. Representation levels may be subject to joint review in the event that either the Council or a recognised Trade Union considers there to be an imbalance in representation. Any such review will be conducted through discussion between the relevant Service Director and the Trade Union(s). An accepted ratio of 1:25 is recommended (this does not include branch officers with specific defined roles).
- 4.2 It is the responsibility of each Trade Union to notify the Head of Transformation and Organisational Development in writing of:
- The names and work locations of Trade Union representatives, including Safety Representatives and Learning Representatives elected in a service area;
 - The section/workplace represented in each case, as soon as possible after election or appointment.
- 4.3 An employee will not be granted facility time to undertake the functions of a Trade Union representative until the Head of Transformation and Organisational Development receives a written notification by the Trade Union. Any issues arising should be discussed with the lead lay/paid official.
- 4.4 Following their election or appointment, Trade Union representatives shall meet with an appropriate officer to discuss anticipated time off requirements and the operational needs of the service. The purpose of these discussions shall be to consider how reasonable time off can be granted whilst ensuring service requirements are met.

5. Roles and Responsibilities

- 5.1 There are a number of Trade Union roles where facility time will be relevant. Definitions of these roles are provided.
- A **Trade Union Representative** is defined as an employee who has been elected or appointed in accordance with the rules of a Trade Union recognised by the Council to be a representative of all or some of the union's members in a particular workplace and has been duly notified as such to the Council in writing.
 - A **Health and Safety Representative** is defined as an employee who has been appointed by a Trade Union recognised by the Council to represent a group or groups of employees in accordance with the

Safety Representatives and Safety Committee Regulations 1977 and has been duly notified as such to the Council in writing.

- A **Trade Union Learning Representative** is a Trade Union representative who promotes learning opportunities and will give advice and guidance to members and answer queries about courses or learning opportunities in the Council and has been duly notified as such to the Council in writing.
- An **Equality Representative** is a Trade Union representative who is concerned with a wide range of diversity issues and raises awareness of issues related to equality and diversity and provides advice and guidance to members in the Council and has been duly notified as such to the Council in writing.
- **Branch Officers** are required for the day to day running of the branch, co-ordinating training, representation, researching and conducting negotiations. Some officers will have specific duties associated with their role as defined in the union's rules and procedures.

6. Trade Union Duties and Activities

- 6.1 Trade Union representatives may be expected to carry out a range of duties and activities as part of their role. Examples of duties and activities that Trade Union representatives may be involved in are detailed in **Appendix 1**.

7. Requesting Facility Time

- 7.1 Trade Union representatives may request facility time for the following:
- To carry out union duties and activities;
 - To carry out union learning representative duties;
 - To carry out health and safety representative duties;
 - To attend training and conferences.
 - To attend meetings with the lead lay officials/full time paid officials;
 - To attend matters relating to service conditions;
 - To participate in matters relating to self-organisation (i.e., LGBT, Disability, Race, Gender and other Equality Matters);
 - To participate in regional/national Trade Union organisation.
- 7.2 Trade Union representatives should meet with their managers to discuss anticipated facility time requirements and the impact that this will have against the operational needs of the service. All requests should be made on the request form at Appendix 2 and forwarded to the relevant manager for approval. All completed forms should then be sent to HR & OD.
- 7.3 Where possible Trade Union representatives should submit a list of scheduled Trade Union meetings, activities and training arranged for the forthcoming year including internal meetings, committees, Trade Union conferences and branch meetings. Requests to attend training courses should be submitted as early as possible before the course start date.

- 7.3 It may not be appropriate for the Trade Union representative to provide detailed information or the circumstances/nature of the request for facility time. These situations will arise where an individual's rights to privacy may be breached.
- 7.4 Trade Union representatives requesting facility time should on each occasion:
- Give as much notice as is reasonably possible;
 - Provide the reasons for facility time, where necessary (see para 7.3);
 - Indicate the timing and expected duration of facility time required;
 - Provide details of training course nominations.
- 7.5 Where a request involves a group of Trade Union representatives, a request may be submitted by a full-time Trade Union representative on behalf of the representatives concerned. Trade Unions must consider the most suitable and relevant representatives to attend union duties and activities.

8. Considering Requests for Facility Time

- 8.1 All requests for facility time will be considered in line with service requirements. Managers must make every effort to support requests for facility time, however there may be some instances when a request cannot be approved. In deciding if a request can be accommodated, the manager must consider:
- The notice provided for the request;
 - The location (including any travelling to and from);
 - Whether the request relates to any statutory duties or requirements;
 - The amount of facility time already provided for Trade Union duties and activities;
 - Providing appropriate cover to enable Trade Union representatives to attend necessary duties and activities;
 - Alternative arrangements to support Trade Union representatives required to attend duties and activities on a scheduled day off, for example, changing shift rotas/pattern or giving time back;
 - The number of Trade Union representatives involved in carrying out the same duties and activities;
 - Whether there are clear business reasons for refusing a request for facility time.
- 8.2 Managers should ensure that where necessary, work cover and/or work load reductions are provided when facility time is required. This can include the allocation of duties to other employees rearranging work to a different time or reduction in workloads.
- 8.3 Managers must endeavour to provide Trade Union representatives with sufficient notice and preparation time to enable them to fully represent their members, for example if there is a requirement to meet their member before a hearing or read through relevant papers for a meeting/hearing. In addition, to enable Trade Union representatives to gain appropriate experience and

development for their role, a request may be for a Trade Union representative to observe at a meeting, forum or hearing. Managers should treat such requests in the same way as they would any other request and remain supportive.

- 8.4 Trade Union representatives within the Council may be required to attend learning and development related to their role and provided by their Trade Union. Facility time to attend should be granted subject to service requirements.
- 8.5 Facility time approved for the purposes of carrying out Trade Union duties and activities, including attending training during normal working hours will be paid. Where facility time is requested and it is not clear whether this would be paid or unpaid, further discussion should take place between the Service, the Head of Transformation and Organisational Development and the relevant Trade Union Branch.
- 8.6 Where Trade Union representatives who work part-time, job share or are shift workers are required to carry out Trade Union duties and activities or training on a day or time where they are not scheduled to work, every effort will be made to rearrange working times/patterns to accommodate their obligations.

9. Access to Accommodation/Equipment

- 9.1 To support the Trade Unions in fully representing their members, the Council will provide the Trade Unions with suitable and appropriate accommodation/equipment to assist them in carrying out their duties and activities. These facilities include:
- Accommodation for meetings;
 - Access to telephone and other communication media used and permitted within the Council such as email, intranet and internet and mail facilities to correspond with Council employees. A service level agreement is in place for correspondence with employees of associated bodies, with costs being met by Trade Union;
 - The use of notice boards;
 - Use of dedicated and confidential office space where required;
 - Access to members who work at different locations;
 - Access to learning and development.
- 9.2 Sufficient preparation time should also be provided to Trade Union representatives to enable them to fully represent their members, for example, if there is a requirement to meet their member before a hearing or read through relevant papers for a meeting/hearing.
- 9.3 Where appropriate the Council will review and consider requests for additional resources from the recognised Trade Unions.

10. Industrial Action

- 10.1 The Council and Trade Unions have a responsibility to use agreed procedures to settle disputes and avoid industrial action. There is no right to facility time for Trade Union activities which themselves consist of industrial action.

However, where a representative is not taking part in industrial action but represents members involved, normal arrangements for time off with pay for the representative will apply.

11. Facility Time Recording and Reporting

11.1 Under the Trade Union (Facility Time Publication Requirements) Regulations 2017 the Council is required to report and publish information annually on facility time taken by Trade Unions and their representatives. The information to be published is:

- How many of the Council's employees are relevant union officials;
- How many of the relevant union officials spent 0%, 1%-50%, 51%-99% or 100% of their working hours on facility time;
- The percentage of the Council's total pay bill spent on paying relevant union officials for facility time;
- The percentage of the aggregate amount of facility time taken by the Council's relevant union officials that was attributable to paid Trade Union activities.

11.2 Information relating to facility time will be input and monitored through the Council's appropriate recording system.

12. Confidentiality

12.1 Information relating to the Trade Union Facility Time Policy should be recorded, maintained and processed confidentially and securely by the relevant Service, HR & OD and Customer and Business Services and will be used only to monitor the effectiveness of this policy.

12.2 Information processed may include paper or electronic records and will be done so in line with the General Data Protection Regulation (Regulation EU 2016/679) ("GDPR"), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as may be amended by the proposed Regulation on Privacy and Electronic Communications) and any legislation that, in respect of the United Kingdom, replaces, or enacts into domestic law, GDPR or any other law relating to data protection, the processing of personal data and privacy as a consequence of the United Kingdom leaving the European Union.

13. Equality and Human Rights Impact Assessment

13.1 This policy has been impact assessed in line with the Council's obligation to comply with the Equality Act 2010 and the Public Sector Equality Duty.

14. Monitoring and Review

14.1 This policy will be reviewed regularly and in line with any legislative and organisational changes. The recognised Trade Unions will be consulted on any future changes to this policy.

Examples of Trade Union Duties

- Terms & conditions of employment or the physical conditions in which employees are required to work (for example: pay, hours of work, holidays, holiday pay, pensions, equality and diversity, learning and development, the working environment);
- Engagement or non-engagement, termination or suspension of employment or the duties of employment, of one or more employee (for example: redundancy and dismissal arrangements; recruitment and selection);
- Allocation of work or the duties of employment between employees or groups of employees (for example job evaluation, flexible working practices);
- Matters of discipline, grievance and accompanying employees to hearings and employment tribunals;
- Representing their members at supporting attendance meetings;
- Health and Safety responsibilities;
- Trade Union membership or non-membership (for example involvement in induction of new employees);
- Procedures for negotiations or consultation and other procedures (for example, joint consultation, collective bargaining at employer level, communication with members);
- Receipt of information from the employer and consultation related to redundancy or TUPE;
- Arranging workplace meetings and ballots to discuss the outcome of negotiations with the employer;
- Trade Union member health and welfare meetings.

Examples of Trade Union Activities

- Attendance at meetings of the JCBs including pre-meeting of staff side;
- Acting on behalf of members in disciplinary or grievance hearings/appeals and Employment Tribunals;
- Meeting with management relating to collective bargaining or employee relations matters affecting members;
- Meetings with full time or lay officials to discuss employee relations between the Council and Trade Union members;
- Attendance at health and safety meetings and committees and highlighting general matters affecting the health, safety and welfare at work of

employees, carrying out safety inspections and investigating potential hazards and complaints relating to health and safety;

- Representing Trade Union members at job evaluations and appeals;
- Attendance at workplace meetings to discuss and vote on the outcome of negotiations with the employer;
- Voting on properly conducted ballots on industrial action;
- Branch/District or Regional meetings of the Trade Union convened during Normal working hours where issues relevant to the Council or associated organisations are under discussion in addition to Trade Union business;
- Recruitment of members who are Council employees or employees of associated organisations;
- Internal Trade Union work where work undertaken has an impact on Council Employees or employees of associated organisations;
- Meetings of the executive committee or annual conference where issues being discussed are relevant to the Council or employees of associated organisations;
- Attendance at National Meetings of the Trade Unions where the business relates to national conditions of service issues and organising;
- Involvement in employee relations duties affecting other Local Authorities requiring attendance at meetings outside the Council;
- Attendance at approved Trade Union training courses that relate to carrying out the role of a Trade Union representative and employee relations matters.
- Undergoing relevant learning and development;
- Promoting the value of learning and development and providing information and advice about learning and development matters;
- Attendance at meetings/seminars/conferences under COSLA/APSE/similar public service organisations.

HR/TU/F1			
Renfrewshire Council Request for Trade Union Facility Time			
SECTION 1 – To be completed by the Trade Union Representative			
PERSONAL DETAILS			
Name:		Service:	
Section:		Trade Union:	
Date/Time of Facility Time Requested			
Please indicate if the time is for trade union duties or activities			
SECTION 2 – To be completed by the Manager			
REQUEST APPROVAL			
Request Approved:	Yes/No (Delete as appropriate)	Request Declined:	Yes/No (Delete as appropriate)
If declined please provide a reason(s) why:			
DETAILS OF FACILITY TIME TAKEN			
Total Facility Time	Hours:		Mins:
Trade Union Representative's Signature			
Manager's Signature:			

When completed please send to HR & OD, Renfrewshire House, HR & OD Annexe.



To: Finance, Resources & Customer Services Policy Board

On: 5 September 2018

Report by: Director of Finance & Resources

Heading: Public Holidays for Renfrewshire Council Employees 2019

1. Summary

- 1.1 In accordance with established practice, the Council approves the dates for 12 public holidays for Council employees. These holidays, which have followed a set pattern for several years, are normally determined on an annual basis.
 - 1.2 In line with the Council's statement of particulars of employment for local government employees, employees shall be granted 12 public holidays and one day of no work requirement per annum.
-

2. Recommendations

- 2.1 That the public holidays and day of no work requirement for Renfrewshire Council employees for 2019, as detailed in the appendix be approved.
-

3. Background

- 3.1 The day of no work requirement between Christmas and New Year came into effect in October 2009 following the implementation of new terms and conditions. The Council closes for all non-essential services for 3 days between the Christmas and New Year public holidays. Employees are required to retain and use two days of their annual leave to cover the first two days of closure with the third day allocated as a day of no work requirement. The day of no work requirement will vary each year but is normally the work day preceding New Year's Day.

- 3.2 The Board is asked to approve the proposed public holidays for 2019 as set out in the appendix to this report.

Implications of the Report

1. **Financial** – none.
2. **HR & Organisational Development** – approval of these public holidays will assist with diary arrangements and allow Council services to plan staff cover well in advance to ensure that essential services continue to be provided over public holiday periods.
3. **Community Planning** – none.
4. **Legal** –none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Cosla Policy Position** – n/a

List of Background Papers – none.

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RENFREWSHIRE COUNCIL

PUBLIC HOLIDAYS FOR EMPLOYEES 2019

Holiday	2019
New Year	Tuesday, 1 January 2019 Wednesday, 2 January 2019 Thursday, 3 January 2019
Good Friday	Friday, 19 April 2019
Easter Monday	Monday, 22 April 2019
May Day	Monday, 6 May 2019
Queen's Birthday	Monday, 27 May 2019
Fair Holiday	Monday, 5 August 2019
Autumn Holiday	Friday, 20 September 2019 Monday, 23 September 2019
Christmas	Wednesday, 25 December 2019 Thursday, 26 December 2019
Day of no work requirement	Tuesday, 31 December 2019

Non-teaching staff in schools

Children's Services will issue a separate list of school holidays for term time staff.



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report By: Chief Executive

Heading: Chief Executive's Service – Annual Health and Safety Report 2017/18 and Action Plan 2018/19

1. Summary

- 1.1 The Council's Health and Safety Policy requires each service to submit an annual report and an annual Health and Safety plan to the relevant Policy Board.
 - 1.2 The Chief Executive's Service annual report is attached as Appendix 1. It sets out the arrangements for the management of health and safety within the service, demonstrates the service's commitment to continuous improvement in health and safety performance and summarises the achievements from 1 April 2017 to 31 March 2018. A full update on the associated action plan for 2017/2018 is also attached as Appendix 2 and the new action plan for 2018/2019 is attached as Appendix 3.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
 - i) notes the content of the annual report Appendix 1 and progress achieved through the 2017/18 action plan at Appendix 2; and
 - ii) approves the health and safety action plan for 2018/19 at Appendix 3.
-

3. Background

- 3.1 The Chief Executive's Service comprises three main service areas: policy and commissioning; communication marketing and events; economic development and regeneration including City Deal. The principle role, purpose and activities of each these service areas is detailed below:

- **Policy and commissioning**
 - Provision of policy support to senior officers and elected members;
 - Manage the business of the corporate management team;

- Lead the Council's corporate and community planning processes and associated performance management and reporting arrangements;
 - Lead on the development and adoption of a strategic commissioning approach to the planning and development of services;
 - Lead on the digital programme for Renfrewshire;
 - Lead on the development and implementation of major policy focussed strategic programmes;
 - Lead the Council's procurement arrangements to deliver best value and wider Council policy benefits;
 - Strengthen collaborative relationships with key Council partner organisations;
 - Provide a corporate data analytics and research service to support sound knowledge management and evidence-based decision making across the Council;
 - Lead on the proactive monitoring of political, social, economic and technology developments and the development of recommendations and plans to respond to and influence these developments as appropriate; and
 - Develop corporate policy and meet statutory requirements particularly in the areas of equalities, best value, consultation and supporting the process of public sector reform.
- **Marketing and communications:**
 - Lead on the development and management of the Renfrewshire Brand;
 - Lead on the development and implementation of the Council's marketing strategy;
 - Lead on the provision of professional marketing, events management and graphical design services;
 - Lead on the development and implementation of the Council's communication strategy; and
 - Lead on the provision of internal and external communications, media and public relations services.
 - **City Deal, economic development and regeneration:**
 - Oversee the City Deal Project which will enable investment in the transport network, key development and regeneration sites and improved public transport;
 - Tackle unemployment with programmes to help 16-24 year olds and vulnerable residents;
 - Encourage the growth of more small and medium- sized enterprises; and
 - Lead on Invest in Renfrewshire.

3.2 In summer 2018, the City Deal, economic development and regeneration teams transferred from Development and Housing Services to the Chief Executive's Service. The 2017/18 annual report and action plan does not therefore include these teams within the information reported. The 2018/19 action plan includes a specific action to work with colleagues from these teams to review and integrate health and safety arrangements into the Chief Executive's Service health and safety plan.

3.3 The Chief Executive's Service has a proactive approach to health and safety. This is evidenced by the attainment of accreditation and certification to the British Standard Occupational Health and Safety Assessment Series (BS

OHSAS 18001:2007) which measures the suitability and effectiveness of the service's health and safety management system.

- 3.4 The annual report provides information on the implementation of the Chief Executive's health and safety policy and identifies areas for future and continued action. These actions are identified in the health and safety action plan 2018/2019 which is included as appendix 3 to this report. The action plan is monitored on a six-monthly basis by the service's health and safety committee and an annual progress report will be presented to the Finance, Resources and Customer Services Policy Board in Spring 2019.
- 3.5 The preparation of this annual report has been supported by the corporate health and safety service.

Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community/Council Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** – none
7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - The report supports and demonstrates the Council and the Chief Executive's service's commitment to ensuring effective health and safety management.
 9. **Procurement** - None.
 10. **Risk** - The report supports the overarching management of risk within Renfrewshire Council.
 11. **Privacy Impact** - None.
 12. **Cosla Policy position** – None
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List of Background Papers

None

Author: Pamela McDonald, 0141 618 7383

CHIEF EXECUTIVE'S SERVICE

ANNUAL HEALTH AND SAFETY REPORT

2018

1. Introduction

- 1.1 This annual report has been prepared by the Chief Executive's Service in accordance with Renfrewshire Council's Health and Safety Policy and Plan, the purpose of which is to evaluate the health and safety performance of the service and set future health and safety objectives. The health and safety action plan for 2017/2018 with completed actions is attached in Appendix 2 and action plan for 2018/2019 with current actions is attached in Appendix 3.

2. Management of health and safety within the service

- 2.1 The Corporate Health and Safety Policy has been in place since November 1997 and is reviewed and updated regularly in accordance with corporate guidance.
- 2.2 The current policy outlines the organisational responsibilities of the Chief Executive, fire wardens, first aiders and other employees with regard to health and safety. The following details are included:
- Details of the health and safety arrangements within the service;
 - Specific information regarding health and safety advice and training; and
 - Details on how to raise health and safety concerns and how to report an accident.
- 2.3 The policy is available for employees to read within the service or from the Chief Executive's Service health and safety page on Renfo. While the Chief Executive has overall responsibility for the implementation of the policy, the Senior Management Team has a general responsibility to ensure that safe conditions of work apply at all times.
- 2.4 The service's strategy aims to ensure that health and safety is an integral part of the overall management of the service and the service continually seeks ways to ensure a safe workplace for all employees.

3. Organisation for implementing health and safety management

- 3.1 The Chief Executive's Service Head of Policy and Commissioning is the lead officer for health and safety within the service and is supported by the Strategic Planning and Policy Development Manager who has responsibility for co-ordinating health and safety issues within the service and any areas of concern can be raised directly with him. This ensures that health and safety remains a high profile issue within the service and is dealt with at a senior level. Health and safety issues can also be raised at regular section meetings and passed on to the health and safety co-ordinator to action.
- 3.2 The service's health and safety co-ordinator is a member of the Corporate Health and Safety Committee. Details of any health and safety issues relevant to the service are discussed at the regular meetings of the committee and are circulated to officers in the service by e-mail (being office based, all employees have access to e-mail), discussed at team meetings and posted on the internal notice board. Health and safety is a standing item at team meetings.

- 3.3 These arrangements help promote the communication of health and safety information within the service, provide an opportunity for all officers to bring any health and safety issues to the attention of their line manager and/or health and safety co-ordinator while at the same time contributing to ensuring that health and safety retains its high profile within the service.

4. Consultation mechanisms

- 4.1 The Health and Safety Committee, amongst the functions listed above also act as a sounding board in respect of issues that arise within the service in relation to health and safety matters. Members of the committee provide a mechanism to disseminate consistent practice across the Council.

5. Planning and setting standards

- 5.1 The service works with Corporate Health and Safety officers to identify any potential occupational health risks within the service. Three particular areas have been identified as potential hazards in an office environment and ongoing monitoring and evaluation ensures improvement actions are being taken where required. These three areas are:
- Display Screen Equipment (DSE);
 - Musculoskeletal hazards; and
 - Ergonomics
- 5.2 Arrangements are in place to ensure that all new employees undertake the display screen equipment e-learning training course on the Council's intranet, 'Renfo' and a display screen equipment assessment is carried out for all new employees. These assessments ensure that all workstations within the service comply with best practice. New and expectant mother risk assessments are also carried out and lone working risk assessments are carried out for any officers classified as 'lone workers'.

6. Training

- 6.1 Training is integral to the service's approach to health and safety. Courses for staff are included in the corporate training planner as well as a number of modules on iLearn.
- 6.2 Staff who attend health and safety training are reminded that course evaluations should be undertaken by the delegate to provide feedback.
- 6.3 The total number of staff council-wide who received health and safety training during 2017/18 was reported to the Finance, Resources and Customer Services Policy Board on 6 June 2018.

7. Measuring performance

- 7.1 A new action plan to measure and monitor performance has been put in place for 2018/19 and is included as appendix 3.

8. Active monitoring

- 8.1 The Chief Executive's service health and safety working group meets quarterly, monitoring actions through the reporting year. Any information communicated via the corporate health & safety committee is also raised and discussed with the group.
- 8.2 Key speakers have been invited along to the working group to discuss health and safety. This year, this included a presentation on mental health training. The presentation provided information about the prevalence of mental health issues in the population and workforce. Information was provided on key issues such as alcohol and drugs, suicide, depression, anxiety, self-harm and psychosis and some of the signposting to resources that the mental Health First Aid training provides.

9. Re-active monitoring

- 9.1 The likelihood of an accident taking place within the Chief Executive's service is relatively small, so there is currently no need to utilise accident statistics to identify and implement prevention programmes.
- 9.2 The Chief Executive's service continues to maintain a low level of sickness absence, for example, in financial year 2017/18, 0.8% of days were lost through sickness absence.

10. Review of health and safety management

- 10.1 The service has made good progress towards achieving health and safety objectives and a number of these will be continued into next year.
- 10.2 The service's induction arrangements include Emergency Evacuation Procedures for the Headquarters complex, Health and Safety Arrangements, Fire Wardens, First Aid Arrangements, General Safety Policy Statement, Chief Executive's Service Health and Safety Policy, Security, Guidance on Fire Precautions for Renfrewshire Council Premises, Occupational Health Services, Stress Information Booklet and Tobacco Policy: Guidance for employees.
- 10.3 Corporate communications officers regularly liaise with the corporate health and safety team providing advice and assistance in the development of publication materials and discussion around health promotions.
- 10.4 Health and Safety procedures across the service have been monitored throughout the reporting year and Display Screen Equipment (DSE) Awareness has continued to be encouraged across the service as well as new and expectant mother risk assessments.
- 10.5 Health and safety initiatives have been communicated across the service encouraging greater awareness of these to employees.
- 10.6 Key officers across the service have undertaken regular checks of first aid kits ensuring these are updated when required.






11. Conclusion

- 11.1 Health and safety remains a high profile and important activity within the Chief Executive's Service. Health and Safety is viewed as the responsibility of all employees and information, training, advice and guidance is provided on this basis. The involvement and support of all employees is sought in ensuring the working environment is safe and secure for all employees and visitors.

Appendix 2

Chief Executive's Service Health and Safety Action Plan

2017 - 2018

Action Title	Due Date	Status	Progress Bar	Latest Status Update
Undertake a review of the Chief Executive's health and safety procedures	31-Mar-2018	Completed		Health and safety procedures across the service have been reviewed throughout the reporting year.
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2018	Completed		Display Screen Equipment Awareness has continued to be encouraged across the service as well as new and expectant mother risk assessments.
Ensure line managers include health and safety as part of induction process	31-Mar-2018	Completed		The service's induction pack includes a number of health and safety guidance / policy documents.
Contribute to initiatives to promote better health of council employees	31-Mar-2018	Completed		Initiatives have been communicated encouraging greater awareness of these to employees.
Regularly check/ update the service first aid kit	31-Mar-2018	Completed		Key officers across the service have undertaken regular checks of first aid kits ensuring these are updated when required.

Appendix 3

Chief Executive's Service Health and Safety Action Plan

2018 - 2019

Action Title	Due Date	Status
Ensure managers include health and safety as part of the induction process for new staff	31-Mar-2019	In progress
Continue to ensure all staff are aware of the Display Screen Equipment Awareness policy and that they carry out an annual self-assessment	31-Mar-2019	In progress
Continue to review of the Chief Executive's service health and safety procedures in line with current risks / incidents	31-Mar-2019	In progress
Identify and contribute to initiatives to promote better health and wellbeing of staff	31-Mar-2019	In progress
Ensure the service's first aid kit is regularly updated	31-Mar-2019	In progress
Record and monitor any workplace accidents involving staff in the Chief Executive's service	31-Mar-2019	In progress
Monitor absences in relation to health and safety	31-Mar-2019	In progress
To ensure City Deal, economic development and regeneration teams are represented at the Chief Executive's health and safety working group and relevant actions embedded in this action plan	31-Mar-2019	In progress



To: Finance, Resources & Customer Services Policy Board

On: 5 September, 2018

Report by: Director of Finance & Resources

Heading: Civic Hospitality

1. Summary

1.1 The following requests for civic hospitality have been received for the financial year 2018/19.

- a) Correspondence was received from the group 'Pals of the Privies' in relation to providing civic hospitality for the opening of the Fairy Garden and Superhero Trail within Glencoats Park, following recent renovations in the park by the local community. The group created the Fairy Garden and Superhero trail to promote civic pride and encourage young people to look after the park.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to provide a £400 contribution towards the cost of food for approximately 50 people within Glencoats Park between 12noon and 3pm on Saturday 18 August as part of their Grand Opening and the Board is asked to homologate the action taken.

- b) Correspondence was received in relation to the unveiling of the May Donoghue sculpture on Wednesday 12 September 2018. The artist Mandy McIntosh had been working on a Bronze artwork representing May Donoghue, who in 1928 found a decomposing snail in her bottle of ginger beer. This case took several years to pursue and laid the foundation of the modern law of negligence.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a civic reception at the University of the West of Scotland, to accompany the unveiling, in the form of a buffet lunch for approximately 70 people at the cost of £650 and the Board is asked to homologate the action taken.

- c) Correspondence has been received from the Paisley Magic Circle to request civic hospitality in celebration of their 80th anniversary which will take place at the Watermill Hotel on Saturday 20 October 2018.

Following consultation with the Provost, it proposed that the Board agree to provide civic hospitality in the form of a finger buffet and welcome drink for approximately 100 at an estimated cost of £1300 on Saturday 20 October and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- d) A request has been received for civic hospitality from the Lord Lieutenant's Office in relation to the Queen's Award for Voluntary Service. This prestigious award is being given to three local organisations, Crisis Counselling, I Am Me Scotland and St Vincent's Hospice.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a finger buffet for approximately 200 in the Glynhill Hotel, with a proposed date of Thursday 20 September 2018 at an estimated cost of £2350 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- e) A request has been received to take a table of 10 at the Cancer support group 'Rays of Hope' first Ladies Lunch on Sunday 28 October 2018.

Following consultation with the Provost, it is proposed that the Board agree to take a table at this event at the cost of £400 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- f) A request has been received to provide civic hospitality in the form of tea/coffee and cakes to accompany the official opening of Riverbrae School on Tuesday 30 October 2018.

Following consultation with the Provost, it is proposed that the Board agree to provide the above civic hospitality for approximately 120 people at an estimated cost of £600 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- g) Correspondence has been received in relation to providing civic hospitality in the form of a finger buffet to accompany the launch show of the Spree on Friday 12 October 2018 within the High Street Hub.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality for 75 people at the cost of approximately £900 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- h) This year marks the 50th anniversary of the fire at R & W Paper Mills at Napier Street in Linwood. Sadly, whilst helping to extinguish this fire, Fireman Edmund Burt lost his life on 7th October 1968. As part of the 50th commemoration, to unveil a memorial stone, civic hospitality following the small service at Napier Street has been requested.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a finger buffet at the Tweedie Hall in Linwood for up to 80 people at the cost of approximately £950 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- i) A request for civic hospitality has been received by Quarriers, who are holding their Volunteers Awards Event on Thursday 15 November 2018 at Paisley Town Hall. To mark this occasion Quarriers have requested a drinks reception prior to their awards ceremony.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a drinks reception for up to 150 people at the cost of approximately £500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- j) A request for civic hospitality to celebrate the 100th anniversary of the Renfrew Sea Scouts has been received. On 19 November 2019 Renfrew Town Sea Scouts celebrate their 100th anniversary and would like to mark the occasion by having an evening meal at the Glynhill Hotel for approximately 100 people, which will be met from the 2019/20 civic hospitality budget.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality in the form of a three-course dinner for up to 100 people at an approximate cost of £3,000 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- k) A small ceremony to mark the appointment of Renfrewshire Makar is due to take place in November 2018 at Paisley Town Hall. To celebrate this appointment civic hospitality in the form of canapes and a drinks reception has been requested.

Following consultation with the Provost, it is proposed that the Board agree to provide civic hospitality for up to 70 people at the approximate cost of £1000 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- 1.2 The budget provision for 2018/19 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed the remaining balance would be approximately £17,210.40.

2. Recommendations

- 2.1 That the Board agrees to: (a) provide the hospitality as detailed above for the Unveiling of the Commemorative Plaque, to the Paisley Magic Circle, the Queen's Award for Voluntary Service, spree launch, Quarriers, Renfrew Sea Scouts, (b) take a table at Rays of Hope Ladies Lunch; and (c) that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- 2.2 That the Board homologate the action taken in respect of the civic reception for the opening of the Fairy Garden and Superhero Trail and the unveiling of the May Donoghue Statue.

Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the current budget
2. **HR & Organisational Development** - None
3. **Community/Council Planning** – Civic receptions provide recognition of the contributions made by individuals and organisations to the fabric of life in Renfrewshire.
4. **Legal** - none.
5. **Property/Assets** - none.
6. **Information Technology** – none
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - none
9. **Procurement** - none
10. **Risk** – none
11. **Privacy Impact** - none.
12. **Cosla Policy Position** – not applicable

List of Background Papers

- (a) Background Paper 1 – Email from Terry McTernan dated 27th July 2018
- (b) Background Paper 2 – Email from Jean Cameron dated 29th July 2018
- (c) Background Paper 3 – Email from Paisley Magic Circle
- (d) Background Paper 4 – Letter from Rays of Hope
- (e) Background Paper 5 – Letter from Lord-Lieutenant's Office
- (f) Background Paper 6 – Email from the Events Team
- (g) Background Paper 7 – Email from Quarriers
- (h) Background Paper 8 – Email from Renfrew Sea Scouts

The foregoing background papers will be retained within Finance & Resources for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Donna Gallagher, Member Services Officer (Telephone – 0141 618 6794, e-mail – donna.gallagher-pt@renfrewshire.gov.uk

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To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Chief Executive and the Director of Environment & Infrastructure Services

Heading: Purchase of Three Wheelchair Accessible Buses (RC-CPU-18-198)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a contract for the purchase of Three Wheelchair Accessible Buses from Nu-Track Ltd under the Council's Vehicle Replacement Programme for 2018/2019.
 - 1.2 This procurement exercise was conducted as direct award for the three vehicles under Lot (9) of the Scotland Excel Framework Agreement for Heavy Vehicles and Municipal Vehicles (ref: 03/17) and in accordance with the Council Standing Orders relating to Contracts.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit which covered the vehicle replacement programmes from 2018/19 to 2022/2023 for the purchase of vehicles and was approved by Director of Environment and Communities the predecessor service to Environment and Infrastructure, and the Corporate Procurement Manager in June 2018
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- 2.1.1 The Head of Corporate Governance to award a Contract for the purchase of Three Wheelchair Accessible Buses to Nu-Track Ltd.
 - 2.1.2 The total value of this contract for the three vehicles of £374,124 excluding VAT.
 - 2.1.3 The vehicle delivery date of 31 March 2019. Delivery will be made to Environment and Infrastructure Services.
-

3. **Background**

- 3.1. As part of the vehicle replacement programme Environment & Infrastructure Services identified a requirement to purchase three new wheelchair accessible buses. In accordance with clause 29.4 of the Standing Order relating to Contracts, the Scotland Excel Framework Agreement for Heavy Vehicles and Municipal Vehicles (ref: 03/17) was identified as the best option for the required vehicle purchases.
- 3.2. Scotland Excel established a Framework Agreement for Heavy Vehicles and Municipal Vehicles (ref: 03/17) on 1 January 2018. All 32 Local Authorities in Scotland have the opportunity to utilise this Framework Agreement. Scotland Excel advertised the requirement for the framework agreement in the Official Journal of the European Union through Public Contracts Scotland portal.
- 3.3. The procurement process undertaken to establish the Framework Agreement was the open tender procedure conducted in compliance with the Public Contracts (Scotland) Regulations 2015. The Framework Agreement allows for "Direct Awards" to be utilised as the Selection Procedure where the Council can demonstrate best value for money.
- 3.4. Analysis of the Suppliers on the relevant Lot of the Scotland Excel Framework Agreement for Heavy and Municipal Vehicles (ref: 03/17) was undertaken. The analysis demonstrated that best value for money could be achieved by making a direct award for the purchase of Three Wheelchair Accessible Buses from Nu-Track Ltd. This analysis took into consideration the benefits of continuity of fleet following an investment in training & maintenance equipment, delivery timescales and whole life costing from all suppliers able to meet the minimum requirements under the Framework Agreement.
- 3.5. The costs for these contracts will be met from the Environment & Infrastructure Capital budget allocation for the Vehicle Replacement Programme for financial year 2018/19.

3.6. Community and additional benefits were requested on a voluntary basis with the following commitment provided from Nu-Track Ltd.

- Financial Support for a Community Project to the value of £250.00.

Implications of the Report

1. **Financial** – The costs under this Contract will be funded from the Environment & Infrastructure Capital budget allocation for the Vehicle Replacement Programme for financial year 2018/2019.
2. **HR & Organisational Development** - No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning** – N/A
4. **Legal** - The procurement of this Contract was conducted in accordance with the requirements for a direct award under the Scotland Excel Framework Agreement for Heavy Vehicles and Municipal Vehicles (ref: 03/17) and the Council's Standing Orders relating to Contracts for an above EU threshold Services Contract.
5. **Property/Assets** – None
6. **Information Technology** - No property/asset implications have arisen or are anticipated
7. **Equality & Human Rights** –
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – Nu-Track’s Health and Safety submission was evaluated by the Council’s Corporate Health and Safety team and meet the minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – Nu-Track’s insurances have been assessed and evaluated to confirm they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated

List of Background Papers – N/A

Author: *Graeme Beattie*, Strategic Commercial Category Manager,
Tel: 0141 618 4710



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Chief Executive and the Director of Environment & Infrastructure Services

Heading: Treatment of Post Consumer Recyclate Consisting of Mixed Plastics, Cans and Glass (RC-CPU-17-117)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to enter into a Contract for the Treatment of Post Consumer Recyclate Consisting of Mixed Plastics, Cans and Glass.
 - 1.2 This procurement exercise was conducted as an Open Tender and in accordance with the Council Standing Orders relating to Contracts for an above EU Threshold Services contract.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit for the Treatment of Post Consumer Recyclate Consisting of Mixed Plastics, Cans and Glass which was approved by Director of Environment and Communities the predecessor service to Environment and Infrastructure Services, and the Corporate Procurement Manager in December 2017.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- 2.1.1 The Head of Corporate Governance to award a Contract for the Treatment of Post Consumer Recyclate Consisting of Mixed Plastics, Cans and Glass to Levenseat Limited;
 - 2.1.2 The Contract period of two years from the anticipated contract start date with the contract commencing no later than 22 October 2018 or such other date as the Council may specify in the Letter of Acceptance. Under the terms of this Contract the Council shall have the option to exercise a break clause and terminate the Contract every (6) months from (starting date/commencement) 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.
 - 2.1.3 The total Contract Sum over the maximum period of 2 years of £550,000 excluding VAT.
-

3. **Background**

- 3.1 On the 8th November 2017 the Infrastructure, Land and Environment Policy Board approved a proposal to introduce a kerbside refuse collection service delivery model which will result in Comingled Dry Recyclates (blue bin) being separated into two separate bins: one for paper & card and another for plastics, cans and glass.
- 3.2 The proposed service delivery changes will be rolled out from October to November 2018 and the implementation will be supported by a comprehensive education, awareness and communications strategy to engage with householders and support behavioural change.
- 3.3 A contract notice for this related Contract was dispatched via the Public Contracts Scotland advertising portal to the Official Journal of the European Union (OJEU) on Tuesday, 15 May 2018 with the notice published on OJEU on Thursday, 17 May 2018 and the tender documentation available for downloading from the Public Contracts Scotland – Tender platform.

During the tendering period, fifteen (15) companies expressed an interest in the Contract. By the closing date set (12 noon, 21 June 2018) for return of electronic tender submissions, three (3) companies had replied and each responded with a Tender Submission.
- 3.4 In accordance with Council Standing Orders relating to Contracts 11.5 all three (3) tender submissions were assessed against a pre-

determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives of the following Council Services: Environment & Infrastructure Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.

3.5 All three (3) tenderers confirmed compliance with the minimum selection criteria set within the ESPD and progressed to the evaluation Award Criteria, which was based on a weighting of 30% Quality and 70% Price.

3.6 The scores relative to the Award Criteria of the three (3) Tenderers are noted below:-

		Quality (30%)	Price (70%)	Total (100%)
1	Levenseat Limited	22.5%	70%	92.5%
2	Regen Waste Limited	30%	58.46%	88.46%
3	William Tracey Limited	30%	47.54%	77.54%

3.7 The evaluation of tender submissions received identified that the tender submission by Levenseat Limited was the most economically advantageous tender submission.

3.8 Community Benefits were requested as part of the procurement process and Levenseat Limited advised within their tender submission that the following Community Benefits would be made available to the Council for this Contract:

Community Benefit Description	No of People / Activity
Work Experience Placements (16 + years of age)	2
Further Education Visits	1
Meet the Buyer Event	1

Implications of the Report

1. **Financial** – The costs under this Contract will be met by the Waste Disposal Revenue Budget as and when required.
2. **HR & Organisational Development** - No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning** – Creating a sustainable Renfrewshire for all to enjoy - the work proposed will support the delivery of this outcome.
4. **Legal** - The procurement of this Contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts for an above EU threshold Services Contract.
5. **Property/Assets** – None
6. **Information Technology** - No property/asset implications have arisen or are anticipated
7. **Equality & Human Rights** –
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – Levenseat Limited's Health and Safety submission was evaluated by the Council's Corporate Health and Safety team and meet the minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk** – Levenseat Limited’s insurances have been assessed and evaluated to confirm they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated

List of Background Papers

(a) List of Background Papers

Waste Management Strategy Progress Update & Refresh – Improving Recycling in Renfrewshire, presented to Infrastructure, Land & Environment Policy Board on 8 November 2017.

Author: *Graeme Beattie*, Strategic Commercial Category Manager,
Tel: 0141 618 4710



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Chief Executive and the Director of Environment & Infrastructure Services

Heading: Treatment of Post Consumer Recyclate Consisting of Mixed Paper & Cardboard (RC-CPU-17-116)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to enter into a Contract for the Treatment of Post Consumer Recyclate Consisting of Mixed Paper & Cardboard.
 - 1.2 This procurement exercise was conducted as an Open Tender and in accordance with the Council Standing Orders relating to Contracts for an above EU Threshold Services contract.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit for the Treatment of Post Consumer Recyclate Consisting of Mixed Paper & Cardboard which was approved by Director of Environment and Communities the predecessor service to Environment and Infrastructure, and the Corporate Procurement Manager in December 2017.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- 2.1.1 The Head of Corporate Governance to award a Contract for the Treatment of Post Consumer Recyclate Consisting of Mixed Paper & Cardboard to Regen Waste Limited;
 - 2.1.2 The Contract period of two years from the anticipated contract start date with the contract commencing no later than 22 October 2018 or such other date as the Council may specify in the Letter of Acceptance. Under the terms of this Contract the Council shall have the option to exercise a break clause and terminate the Contract every (6) months from (starting date/commencement) 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.
 - 2.1.3 The total Contract Sum over the period of 2 years of £650,000 excluding VAT.
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3. **Background**

- 3.1 On the 8th November 2017 the Infrastructure, Land and Environment Policy Board approved a proposal to introduce a kerbside refuse collection service delivery model which will result in Comingled Dry Recyclates (blue bin) being separated into two separate bins: one for paper & card and another for plastics, cans and glass.
- 3.2 The proposed service delivery changes will be rolled out from October to November 2018 and the implementation will be supported by a comprehensive education, awareness and communications strategy to engage with householders and support behavioural change.
- 3.3 A contract notice for this Contract was dispatched via the Public Contracts Scotland advertising portal to the Official Journal of the European Union (OJEU) on Tuesday, 15 May 2018 with the notice published on OJEU on Thursday, 17 May 2018 and the tender documentation available for downloading from the Public Contracts Scotland – Tender platform.

During the tendering period, sixteen (16) companies expressed an interest in the Contract. By the closing date set (12 noon, 21 June 2018) for return of electronic tender submissions, two (2) companies had replied and each responded with a Tender Submission.
- 3.4 In accordance with Council Standing Orders relating to Contracts 11.5 the two (2) tender submissions were assessed against a pre-

determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives of the following Council Services: Environment & Infrastructure Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.

3.5 Both tenderers confirmed compliance with the minimum selection criteria set within the ESPD and progressed to the evaluation Award Criteria, which was based on a weighting of 30% Quality and 70% Price.

3.6 The scores relative to the Award Criteria of the two (2) Tenderers are noted below:-

		Quality (30%)	Price (70%)	Total (100%)
1	Regen Waste Limited	30%	70%	100%
2	William Tracey Limited	30%	43.25%	73.25%

3.7 The evaluation of tender submissions received identified that the tender submission by Regen Waste Limited was the most economically advantageous tender submission.

3.8 Community Benefits were requested as part of the procurement process and Regen Waste Limited advised within their tender submission that the following Community Benefits would be made available to the Council for this Contract:

Community Benefit Description	No of People / Activity
Work Experience Placements (16 + years of age)	2
School Visit	1
Meet the Buyer Event	1
Business Mentoring For SME	2
Financial Support For Community Project	1
Non Financial Support for Community Project	3

Implications of the Report

1. **Financial** – The costs under this Contract will be met by the Waste Disposal Revenue Budget as and when required.
2. **HR & Organisational Development** - No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning** – Creating a sustainable Renfrewshire for all to enjoy - the work proposed will support the delivery of this outcome.
4. **Legal** - The procurement of this Contract was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts for an above EU threshold Services Contract.
5. **Property/Assets** – None
6. **Information Technology** - No property/asset implications have arisen or are anticipated
7. **Equality & Human Rights** –
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – Regen Waste Limited's Health and Safety submission was evaluated by the Council's Corporate Health and Safety team and meet the minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk** – Regen Waste Limited’s insurances have been assessed and evaluated to confirm they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated

List of Background Papers

(a) List of Background Papers

Waste Management Strategy Progress Update & Refresh – Improving Recycling in Renfrewshire, presented to Infrastructure, Land & Environment Policy Board on 8 November 2017.

Author: *Graeme Beattie*, Strategic Commercial Category Manager,
Tel: 0141 618 4710



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: The Chief Executive and the Director of Environment & Infrastructure Services

Heading: Outdoor Digital Advertising – Concession Contract (RC-CPU-18-195)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award two separate Concession Contracts to SSUK Limited for Outdoor Digital Advertising as identified in this report.
 - 1.2 This procurement exercise was conducted in accordance with the Council Standing Orders relating to Contracts, order 14.3 and the Regulation 6 – 1a of the Procurement (Scotland) Regulations 2016.
 - 1.3 A Request to Negotiate was approved by the Strategic Commercial and Procurement Manager in July 2018.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise:
 - 2.1.1 The Head of Corporate Governance to award two separate Concession Contracts to SSUK Limited for Outdoor Digital Advertising – Concession Contracts under Lot 1 - Contract at Cockels Loan, Renfrew and Lot 2 - Contract at the roundabout joining Hillington Park and Kingsinch Road, Renfrew.

- 2.1.2 That each Contract will be for a period of ten (10) years to Expiry Date, unless otherwise terminated in accordance with the terms and conditions of the Contract. The Contract award (Award Date) for each contract will be confirmed at the time of issue of the respective Council's Letter of Acceptance.
- 2.1.3 That the total income generated for the Council for the 2 contracts and based on each contract lasting the maximum 10 year period is anticipated to be in the region of £1,000,000, however note that this value may increase / decrease according to the actual take up of advertising space at the separate locations.
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3. **Background**

- 3.1 In February 2017, following market engagement, the Council published a competitive tender for large format outdoor advertising covering four specific sites, large format advertising (Billboard Hoardings) and bus shelter advertising. At time of tender return no bids were received.
- 3.2 In January 2018, the Council reviewed its strategy on the large format element of Outdoor Digital Advertising and following further market engagement as a result of the no response to the previous tender published in 2017, the Council published a new tender on 30 May 2018 with the focus on 2 sites only, (Cockels Loan, Renfrew and at the roundabout joining Hillington Park and Kingsinch Road, Renfrew) with the tender closing date of 25 June 2018. At time of tender return no bids were received.
- 3.3 Following that tender process, on 25 June 2018 the Council received an enquiry from SSUK Limited about the procurement process for the Council's Outdoor Digital Advertising – Concession Contract. Noting this new interest, the client service sought approval to enter into discussions with SSUK Limited.
- 3.4 Approval to enter into a negotiated contract with SSUK Limited for Outdoor Digital Advertising – Concession Contract was given in July 2018 by the Strategic Commercial and Procurement Manager. The justification for a request to negotiate was stated as follows: Two open tender processes have not returned any tender responses, therefore, this request will allow for the Council to enter into direct negotiations with SSUK Limited with a view to the Council receiving a guaranteed service fee plus percentage share of advertising revenues per annum for each contract over a 10 year contract period.

This will be a concession contract as the Council will generate an income from allowing SSUK Limited the opportunity, subject to SSUK Limited obtaining the necessary permissions and consents to use

Council controlled land for Digital Advertising. There are controls within the contract terms to ensure that SSUK Limited progress and use the sites concerned, to avoid delays in generating income.

3.5 Invitation to Tender documentation reflecting the 2 contracts on offer as previously tendered in May 2018 was issued to SSUK Limited through the Public Contract Scotland Tender portal on 31 July 2018 and their tender submission response was received on 7 August 2018.

3.6 In accordance with Council Standing Orders relating to Contracts Order 11.5, SSUK Limited's tender submission was assessed against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives of the following Council Services: Environment & Infrastructure Services, Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.

3.7 SSUK Limited's tender submission confirmed compliance with the minimum selection criteria set within the ESPD and progressed to the evaluation Award Criteria, which was based on a weighting of 30% Quality and 70% Price.

3.8 The scores relative to the Award Criteria for SSUK under each of the two lots is noted below:

		Quality (30%)	Price (70%)	Total (100%)
Lot 1	SSUK Limited	22.50%	70%	92.50%

		Quality (30%)	Price (70%)	Total (100%)
Lot 2	SSUK Limited	22.50%	70%	92.50%

3.9 The evaluation of the submission by SSUK Limited in respect of both Lot 1 and Lot 2 contracts was the most economically advantageous tender and the recommendation is made to award contracts to SSUK Limited.

3.10 Community benefits were requested as part of the procurement process and SSUK Limited advised within their tender submission that the following community benefits will be made available to the Council for the contracts as follows:

Community Benefit Description	No of People
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	/ Activity
Lot 1 Contract	
New Entrant from target key priority group	1
Apprenticeship	1
Work Experience Placement (14-16 years of age)	2
School Visit	2
Career Event	2
Meet the Buyer Event	1
Financial Support for a Community Project	1
Non Financial Support for a Community Project	1
Lot 2 Contract	
New Entrant	1
Apprenticeship	1
Work Experience Placement (14-16 years of age)	2
School Visit	2
Career Event	2
Supply Chain Briefings with SMEs	1
Non Financial Support for a Community Project	1

Implications of the Report

- 1. Financial** – The Council will receive an income in line with section 2.1.3 of this report.
- 2. HR & Organisational Development** – This is not a service contract and No TUPE implications have arisen or are anticipated.
- 3. Community/Council Planning** – Reshaping our place, our economy and our future – Embracing digital opportunities. This contract will help to support the delivery of this outcome.
- 4. Legal** - This procurement exercise was conducted in accordance with the Council Standing Orders relating to Contracts, clause 14.3 and the Procurement Reform Rules (Regulation 6 – 1a of the Procurement (Scotland) Regulations 2016).
- 5. Property/Assets** – Planning permissions will be required by SSUK Limited to site the Outdoor Digital Advertising infrastructure. Subject to gaining the necessary permissions, the Council will receive a fixed income in terms of rental and variable income from profit share.

6. **Information Technology** - No property/asset implications have arisen or are anticipated.
7. **Equality & Human Rights –**
- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – SSUK Limited's health and safety submission was evaluated by the Council's Corporate Health and Safety team and meet the minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – SSUK Limited's insurances have been assessed and evaluated to confirm they meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.

List of Background Papers - None

Author: Graeme Beattie, Strategic Commercial Category Manager,
Tel: 0141 618 4710



To: Finance, Resources and Customer Services Policy Board

On: 5th September 2018

Report by: Report by the Chief Executive and the Director of Environment and Infrastructure Services

Heading: Real Time Mobile Application and Platform

1. Summary

- 1.1 The purpose of this report is to request authority from the Finance, Resources and Customer Services Policy Board to award a contract to Kirona Solutions Limited for the supply, support and delivery of a Real Time Mobile Application and Platform (RC-CPU-17-314).
 - 1.2 This procurement exercise has been undertaken in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts for contracts above the EU Services threshold.
 - 1.3 A Contract Strategy was signed on 2nd May 2018.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
 - 2.1.1 Approve the award of the contract for the supply, support and delivery of a Real Time Mobile Application and Platform (RC-CPU-17-314) to Kirona Solutions Limited;

- 2.1.2 Approve the duration of this contract for an initial period of five years from the 1st October 2018, with the Council having the sole option to extend the contract for up to 1 year on two separate occasions; and
- 2.1.3 Note the total Contract value will be no more than £195,000 excluding VAT for the initial five year period and £273,000 excluding VAT for the full period including extension(s).

3. Background

- 3.1. Renfrewshire Council currently has over 100 operatives who use a real time mobile solution including software and devices which enable the delivery of a repairs and planned maintenance service for Council house tenants and public buildings. The technology used to deliver this service is reaching its natural end of life and the Council tendered for a replacement that provides enhanced functionality to allow use of the mobile working across a range of Council Services. This allows the council to leverage greater efficiency gains and service improvements.
- 3.2. A Contract Notice was dispatched via the Public Contracts Scotland advertising journal to the Official Journal of the European Union on Wednesday 16th May 2018, with the Contract Notice published in OJEU on Thursday 17th May 2018 and tender documentation being available for downloading from the Public Contracts Scotland – Tender platform on that date.
- 3.3. During the tender period, sixty five organisations expressed an interest in the tender, by the tender closing date of Wednesday 20th June 2018 at midday, two organisations made a tender submission. The other sixty three failed to return.
- 3.4. The two submitted bids were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives of the Corporate Procurement Unit and Service Department, and found to be compliant with the ESPD requirements.
- 3.5. The submitted bids were then evaluated against the published award criteria of 70% Technical (Quality) and 30% Commercial (Price) and scored as follows:

Tenderer Name	Quality Score (70%)	Price Score (30%)	Total Score (100%)
Kirona Solutions Limited	46.38	30.00	76.38
Totalmobile Ltd	41.47	16.06	57.53

- 3.6. The bid submitted by Kirona Solutions Limited meets the Council's requirements as the most economically advantageous tender submission.
- 3.7. Community Benefits were sought as part of this contract, Kirona Solutions Limited have committed to the following benefits under this Contract:

Community Benefit Outcome Menu	
Outcomes/Activity	No of People/ Activity
Skills and Training	
Work Experience Placements (16 + years of age)	2
Work Experience Placements (14-16 years of age)	2
Supply Chain Development	
Supply Chain Briefings with SME's	1
Business Mentoring for an SME	2
Community Engagement	
Financial Support for a Community Project	2

Implications of the Report

1. **Financial** - The financial status of Kirona Solutions Limited was assessed by undertaking a Dun & Bradstreet check which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - No TUPE implications are expected to arise via this contract
3. **Community/Council Planning** – None
4. **Legal** - This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts using an above EU Open Procedure for a Services Contract.
5. **Property/Assets** - None
6. **Information Technology** - This procedure undertaken will ensure continuous supply and ongoing support for the Councils in relation to Real Time Mobile Application and Platform requirements.
7. **Equality & Human Rights** -

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
- 8. **Health & Safety** - There are no health and safety implications associated with the award of the contract
- 9. **Procurement** – The procurement procedure outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council's Standing Orders Relating to Contracts and the Council's Financial Regulations.
- 10. **Risk** - The submission has been assessed and meets the requirements of the tender.
- 11. **Privacy Impact** - It is anticipated that a Privacy Impact Assessment will be required.
- 12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.

List of Background Papers

None

Author: *Craig Laughlan, Strategic Commercial Category Manager – ICT, Ext 4047*

Endorsed By: *Bridget Lambert, Strategic Procurement Manager, Ext 6073*



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Joint Report by Chief Executive and Director of Communities, Housing and Planning Services

Heading: Contract Award: Drainage Maintenance Works for Council Properties (RC-CPU-17-088)

1. **Summary**

- 1.1. The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Measured Term Contract to undertake Drainage Maintenance Works for Council Properties (RC-CPU-17-088) to EEG Utilities Ltd.
- 1.2. The recommendation to award a Measured Term Contract follows a procurement process conducted via an Open Tender procedure in accordance with the Councils Standing Orders Relating to Contracts for below Regulated Threshold Works Contracts.
- 1.3. A Contract Strategy was approved by the Head of Planning and Housing Services and the Strategic Procurement Manager on the 16th April 2018.
-

2. **Recommendations**

2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- (a) the Head of Corporate Governance to award a Measured Term Contract for Drainage Maintenance Works for Council Properties (RC-CPU-17-088) to EEG Utilities Ltd;
- (b) the award of a Measured Term Contract up to a total contract value of £1,000,000.00 excluding VAT for the Contract Period (initial and both extension periods); and
- (c) the contract period of three (3) years with the option to extend on two (2) separate occasions for a period of twelve (12) months on each occasion. The anticipated date of commencement to be 01 October 2018. The actual starting date will be confirmed in the Council's Letter of Acceptance to EEG Utilities Ltd.

3. **Background**

3.1 The Council wish to appoint a suitably experienced Drain Maintenance/Repair Contractor to provide drain maintenance and repair services for sub-surface (below ground) drainage systems. The works include the provision of drain maintenance/repair services, diagnostic analysis, unblocking, flushing, jetting, CCTV surveys, vactor cleaning, excavation/disposal, reinstatement of footpaths/highways, traffic management (where required) to Renfrewshire Council's housing stock.

3.2 Communities, Housing and Planning Services are responsible for providing effective and best practice estate management and housing maintenance services which ensure that the Council meets its statutory and regulatory obligations as a landlord, whilst meeting the needs of its tenants and maximising the amount of rental income collected, ensuring that available houses are let quickly and efficiently.

- 3.3 The works required over the contract period cannot be foreseen as they are mostly reactive works. The majority of drainage repairs are carried out by Building Services, however, there are occasions where more complex drainage works require to be outsourced to a suitably experienced contractor with access to specialist equipment. The purpose of this contract is to provide the professional service for these more complex drainage situations.
- 3.4 A contract notice for the tender for these drainage works was published on the Public Contracts Scotland advertising portal on 29th May 2018 with the tender documentation available for downloading from the Public Contracts Scotland – Tender platform.
- During the tendering live period nineteen (19) companies expressed an interest in the Contract. By the closing date set (12 noon, 12th June 2018) for return of electronic tender submissions three (3) companies submitted a tender response.
- 3.5 All three (3) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from Housing Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety.
- 3.6 All three (3) tender submissions complied with the minimum selection criteria of the ESPD and progressed to evaluation of Quality Criteria which was based on a weighting of 30% Quality 70% Price.
- 3.7 The scores relative to the award criteria for each of the tender submissions are noted below:

		Quality (30%)	Price (70%)	Total (100%)
1	EEG Utilities Ltd	21.00%	70.00%	91.00%
2	Lanes Group PLC	25.50%	53.02%	78.52%
3	John McGeady Ltd	22.00%	53.33%	75.33%

- 3.8 The evaluation of tender submissions received identified that the tender submission by EEG Utilities Ltd was the most economically advantageous to the Council.
- 3.9 Community Benefits were requested as part of the procurement process and EEG Utilities Ltd confirmed that the following Community Benefits would be made available to the Council for this Contract:

Community Benefit Description	No of People / Activity
New Entrant	8
Apprenticeship	2
Careers Event	2
S/NVQ (or equivalent) for an existing employee	4
S/NVQ (or equivalent) for new entrants	2
Meet the buyer events	2
Financial Support for a Community Project	1
Non financial support for a Community Project	1

Implications of the Report

1. **Financial** – The cost for this Measured Term Contract will be met through the Housing Revenue Account Repair & Maintenance budget.
2. **HR & Organisational Development** - No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning –**
 - Building strong, safe and resilient communities – Improving housing conditions benefiting tenants and private owners
 - Tackling inequality, ensuring opportunities for all – improving housing conditions for both tenants and owners

- Creating a sustainable Renfrewshire for all to enjoy – EEG Utilities Ltd has committed to deliver numerous Community Benefits as detailed within section 3.10 of this report.
4. **Legal** - The procurement of this measured term contract has been conducted as a Below Regulated Threshold Open Competition Procurement Procedure in accordance with the Council's Standing Orders relating to Contracts.
 5. **Property/Assets** - By awarding this measured term contract, the Council will have the ability to carry out complex drainage repairs on a reactive basis which will improve the quality of its housing stock.
 6. **Information Technology** - No Information Technology implications have arisen or are anticipated.
 7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** - EEG Utilities Ltd health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
 9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in

respect of procurement procedures, efficiency and modern Government.

10. **Risk** - EEG Utilities Ltd insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Data Protection Impact Assessment (DPIA) is required for this contract, as this does not involve new technologies or other ways of processing personal data. However, the contract will be GDPR compliant as due to the fact that there may be a requirement for EEG Utilities Ltd to handle tenants details, a Data Processor Agreement has been included as a requirement of this contract. EEG Utilities Ltd have confirmed compliance with the form of the Data Processor Agreement and have committed to sign the agreement prior to the award of the contract
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated

Author: Graeme Clark, Senior Procurement Specialist, Corporate Procurement Unit, Tel: 0141 618 7189

Endorsed By: Laura Gillan, Strategic Commercial Category Manager, Corporate Procurement Unit, Tel: 0141 618 7464



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Joint Report by Chief Executive and Director of Communities, Housing and Planning Services

Heading: Contract Award: External Upgrade Works to Various Properties in Renfrewshire (RC-CPU-18-181)

1. **Summary**

- 1.1. The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award an NEC3 Engineering and Construction Short Contract for the External Upgrade Works to Various Properties in Renfrewshire (RC-CPU-18-181) to A C Whyte & Co Limited.
 - 1.2. The recommendation to award a Contract follows a procurement process conducted via an Open Tender procedure in accordance with the Councils Standing Orders Relating to Contracts for below Regulated Threshold Works Contracts.
 - 1.3. A Contract Strategy was approved by the Head of Planning and Housing Services and the Strategic Procurement Manager in July 2018.
-

2. **Recommendations**

2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- (a) the Head of Corporate Governance to award a Contract for the External Upgrade Works to Various Properties in Renfrewshire to A C Whyte & Co Limited;
- (b) the award of the Contract for the value of £333,643.26 excluding VAT; and
- (c) the contract with a *starting date* of 19th September 2018 with the *completion date* being 27 weeks from the *starting date*. The actual start date will be confirmed in the Letter of Acceptance and the completion date will be 27 weeks from the actual start date.

3. **Background**

3.1 The Council wish to appoint a suitably experienced Contractor to carry out external non-insulated render works together with associated builder's work and roof renewal works.

3.2 Communities, Housing and Planning Services are responsible for providing effective and best practice estate management and housing maintenance services which ensure that the Council meets its statutory and regulatory obligations as a landlord, whilst meeting the needs of its tenants and maximising the amount of rental income collected, ensuring that available houses are let quickly and efficiently.

3.3 A contract notice was published on the Public Contracts Scotland advertising portal on 23 July 2018 with the tender documentation available for downloading from the Public Contracts Scotland – Tender platform.

During the tendering live period twenty-one (21) companies expressed an interest in the Contract. By the closing date (5pm, 06th August 2018)

seven (7) companies submitted a response, five (5) declined and nine (9) failed to respond.

3.4 in accordance with the Standing Orders relating to Contracts order 11.5 all seven (7) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from Housing Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety.

3.5 All seven (7) tender submissions complied with the minimum selection criteria of the ESPD and progressed to evaluation of Quality and Price Criteria which was based on a weighting of 30% Quality 70% Price.

3.6 The scores relative to the award criteria for each of the tender submissions are noted below:

		Quality (30%)	Price (70%)	Total (100%)
1	A C Whyte & Co Limited	24.83	65.00	89.83
2	Ailsa Building Contracts Ltd	26.25	62.22	88.47
3	Marley Eternit Ltd	28.75	58.59	87.34
4	Procast Building Contractors Limited	23.00	63.46	86.46
5	ENGIE Regeneration Limited	28.75	51.65	80.40
6	Everwarm Limited	24.75	53.30	78.05
7	Insulated Render Systems (Scotland) Ltd	28.75	43.83	72.58

3.7 The evaluation of tender submissions received identified that the tender submission by A C Whyte & Co Limited was the most economically advantageous to the Council.

3.8 Community Benefits were sought as part of this contract, A C Whyte & Co Limited have committed to deliver the following Community Benefits under this contract:

Community Benefit Description	No of People / Activity
New Entrant from target key priority group	1
Further Education Visits	1
Work Experience Placements (14-16 years)	1
School Visits	1

Implications of the Report

1. **Financial** – The cost for this Contract will be met through the Housing Capital budget.
2. **HR & Organisational Development** - No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning –**
 - Building strong, safe and resilient communities – Improving housing conditions benefiting tenants and private owners
 - Tackling inequality, ensuring opportunities for all – improving housing conditions for both tenants and owners
 - Creating a sustainable Renfrewshire for all to enjoy – A C Whyte & Co Limited Utilities Ltd has committed to deliver numerous Community Benefits as detailed within section 3.8 of this report.
4. **Legal** - The procurement of this contract has been conducted as a Below Regulated Threshold Open Competition Procurement Procedure in accordance with the Council's Standing Orders relating to Contracts.
5. **Property/Assets** - By awarding this contract, the Council will have the ability to carry out complex drainage repairs on a reactive basis which will improve the quality of its housing stock.

6. **Information Technology** - No Information Technology implications have arisen or are anticipated.
 7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – A C Whyte & Co Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
 9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
 10. **Risk** - A C Whyte & Co Limited insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
 11. **Privacy Impact** - No Data Protection Impact Assessment (DPIA) is required for this contract, as this does not involve new technologies or other ways of processing personal data. However, the contract will be GDPR compliant as due to the fact that there may be a requirement for A C Whyte & Co Limited to handle tenant's details, a Data Processor Agreement has been included as a requirement of this contract.
 12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated
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To: Finance, Resources and Customer Services Policy Board

On: 5th September 2018

Report by: The Chief Executive and Chief Officer, Renfrewshire Health and Social Care Partnership

Heading: The Preparation and Delivery of Community Meals (Sandwiches)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award the contract for the Preparation and Delivery of Community Meals (Sandwiches) to PJ's Foods Limited.
 - 1.2 The recommendation to award this Contract follows a procurement exercise which was conducted in accordance with the above EU Threshold Open Procedure for Supply and the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy for this contract was approved by the Strategic Commercial and Procurement Manager and the Chief Finance Officer, Renfrewshire Health and Social Care Partnership on 8 May 2018.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resource and Customer Services Policy Board authorise:

- 2.1.1 The Head of Corporate Governance to award a Contract for the Preparation and Delivery of Community Meals (Sandwiches) to PJ's Foods Limited.
 - 2.1.2 A maximum spend of up to £116,121.60 excluding VAT for the initial 2 year period of the contract. The contract required Fixed Pricing for the first 2 years. If both extension options are taken up and pricing remains fixed at current rates, note that the total contract value may increase to £232,243.20; and
 - 2.1.3 The initial contract period of 2 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.
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3. **Background**

- 3.1 In order to ensure the continuation of Renfrewshire Council's strategic outcomes of protecting vulnerable people and delivering community-based services within Renfrewshire, as provided within the Renfrewshire Council Plan 2017-2020, the Renfrewshire Health and Social Care Partnership seek to continue the Community Meals (Sandwiches) Service for vulnerable citizens within Renfrewshire.
- 3.2 The Preparation and Delivery of Community Meals (Sandwiches) allows individuals to maintain their independence within the community. The Council's in-house community meals service delivers hot and cold meals to the doors of service users twice a day, 365 days a year.
- 3.3 This procurement process was conducted in accordance with the above EU Threshold Open Procedure for Supply and the Council's Standing Orders Relating to Contracts. A contract notice was despatched via the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 16 May 2018.
- 3.3 During the tendering period, eight (8) companies expressed an interest in the tender opportunity. By the tender return date, 21st June 2018, three (3) companies submitted a response and five (5) failed to respond.
- 3.4 In accordance with Standing Order 11.5, all three (3) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Renfrewshire Health and Social Care Partnership and the Council's Corporate Procurement Unit; Corporate Risk and Corporate Health and Safety. All three (3) tender submissions

confirmed compliance with the minimum selection criteria set within the ESPD and each were then evaluated against the published set of criteria of 45% Quality and 55% Price.

- 3.5 The scores relative to the Award Criteria for each of the three (3) Tenderers are noted below:

		Quality (45%)	Price (55%)	Total (100%)
1	PJ's Foods Limited	31.13	55.00	86.13
2	Greenhouse Community CIC	20.00	47.05	67.05
3	Operetta Glasgow Ltd	26.75	35.67	62.42

- 3.6 The evaluation of tender submissions received identified that the tender submitted by PJ's Foods Limited was the most economically advantageous tender submission.

- 3.7 Community Benefits were requested as part of this procurement process and PJ's Foods Limited advised within their tender submission that the following Community Benefits would be delivered as part of this Contract:

Community Benefit Description	No of People / Activity
New Entrant	5
Work Experience Placements (16+ years of age)	2
Further Education Visits	2
S/NVQ (or equivalent) for an existing employee	5
S/NVQ (or equivalent) for new entrants	5
Financial Support for a Community Project	1

Implications of the Report

1. **Financial** - The financial status of PJ's Foods Limited was assessed by undertaking a Dun & Bradstreet check which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.

2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning** –
 - Building strong, safe and resilient communities – The community meals service supports independent living for the elderly and vulnerable and supports the protection of the elderly, ensuring they are provided with nutritious meals twice daily.
 - Tackling inequality, ensuring opportunities for all – The provision of a community meals service allows the elderly and vulnerable citizens of Renfrewshire to remain in their homes and within their communities for as long as possible, reducing hospital admissions and admissions to care homes within the area. This service also supports the prevention of health inequalities by ensuring service users receive nutritious and substantial meals and snacks twice a day.
4. **Legal** - This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts using an above EU Open Procedure for a Supplies Contract.
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.
8. **Health & Safety** – PJ's Foods Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – the procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council's Standing Orders Relating to Contracts and the Council's Financial Regulations.
10. **Risk** - PJ's Foods Limited's insurances have been assessed and evaluated and confirm that they will meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - None

12. **Cosla Policy Position** – None

List of Background Papers - None

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Endorsed by: Alexandra Donaldson, Strategic Commercial and Category Manager, Corporate Procurement Unit, Tel: 0141 618 6760



To: Finance, Resources and Customer Services Policy Board

On: 5 September 2018

Report by: Chief Executive and Project Director – City Deal

Heading: Glasgow Airport Investment Area (GAIA) Project
Multi-Disciplinary Services, Roads and Bridges Contract (including Site Supervision Services)

1. **Summary**

- 1.1 The purpose of this paper is to seek the approval of the Finance, Resources and Customer Services Policy Board to take up the Site Supervision Services option included within the contract scope for the Glasgow Airport Investment Area Lead Consultancy – Multi Disciplinary Services, Roads and Bridges Contract awarded on 27th October 2015.
 - 1.2 The recommendation to take up this option in the contract is made in accordance with the Council's Standing Orders relating to Contracts for above Threshold Services Contracts and follows an assessment of best value including regulation 72 of the Public Contracts (Scotland) Regulations 2015.
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2. **Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board:

- 2.1 authorise the City Deal – Project Director to take up the option within the contract, awarded on 27th October 2015, with Sweco Limited (formerly Grontmij Ltd) for Site Supervision Services (Part H) as included in the scope for the Glasgow Airport Investment Area Lead Consultancy – Multi Disciplinary Services, Roads and Bridges Contract.
 - 2.2 note the value of Site Supervision Services is expected to be £885,300.00 exclusive of VAT.
 - 2.3 note that the updated fee forecast to conclusion of Parts A-H of the Glasgow Airport Investment Area Lead Consultancy – Multi Disciplinary Services, Roads and Bridges Contract, is £4,480,000 exclusive of VAT and that it can be accommodated within the existing City Deal infrastructure funding package.
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3. **Background**

- 3.1 The Glasgow City Region City Deal is an agreement between the UK Government, Scottish Government and eight member local authorities across Glasgow and The Clyde Valley (including Renfrewshire Council). The overall aim of the City Deal is to support an increase in the economy within this area by delivery of key projects, three of which are within the Renfrewshire area (Clyde Waterfront and Renfrew Riverside (CWRR), Glasgow Airport Investment Area (GAIA) and Airport Access Project (AAP)).
- 3.2 The GAIA project has facilitated and will be at the centre of the new Advanced Manufacturing Innovation District Scotland (AMIDS) - the only one of its kind in Scotland. AMIDS will be an internationally recognised centre for innovation, research and advanced manufacturing that supports and reinvigorates Scotland's manufacturing capabilities across all manufacturing sectors whilst creating thousands of new jobs.
- 3.3 AMIDS will be home to two new national innovation centres; the National Manufacturing Institute for Scotland (NMIS) and a Medicines Manufacturing Innovation Centre (MMIC) which will be the catalyst for the development of Scotland's advanced manufacturing and life sciences sectors, providing support for businesses of all sizes and connecting all of Scotland's engineering universities and colleges.
- 3.4 The Contract Authorisation Report for the Glasgow Airport Investment Area Lead Consultancy Commission – Multi Disciplinary Services, Roads and Bridges Contract (Ref: RC1505_4060(ITT_9194),

submitted to the Procurement Sub Committee Board on 16th September 2015 noted that site supervision services had been included as an optional element within the contract conditions and may be instructed at the Council's discretion.

3.5 The estimated cost for site supervision services (Part H), as advised in that report, was £860,000 exclusive of VAT. This was based on tendered rates for key staff categories and a Council estimate of the number of hours, technical disciplines and grades of staff that were likely to be required to deliver Site Supervision Services for any construction Contract.

3.6 In accordance with the Contract financial monitoring procedures, in August 2018, Sweco submitted an updated fee forecast, which in anticipation of the design and construction works for the GAIA project commencing in early 2019, included an updated estimate for the optional site supervision services.

3.7 The updated estimate for site supervision services (Part H) is £885,300.00 exclusive of VAT. Although marginally higher than the original 2015 forecast, this updated estimate takes account of;

- An extended construction contract period (50 weeks to 78 weeks) – following on from industry feedback at a January 2017 market engagement event.
- Inflationary increase in key staff rates, in line with the Consumer Price Index and in accordance with the Conditions of Contract.
- A revised site supervision team structure, based on the actual Construction Contract requirements,

In recommending the take-up of the option for site supervision services, the Council has taken the view that while tendering for these services could result in marginally lower tendered rates, this benefit is outweighed by;

- the costs to the Council of undertaking an additional procurement exercise for site supervision services
- the potential for increased costs during the construction contract due to a lack of staff continuity and the loss of experienced staff with extensive knowledge of the project.

- 3.8 The Head of Policy and Commissioning (HOPAC), following briefing from the City Deal team, agreed that the recommendation to take up the option for site supervision services represents best value for the Council with consideration to Regulation 72 of the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts.
- 3.9 The estimated fee forecast noted in paragraph 2.3 for completion of the Contract is higher than the original estimated value of £2,500,000 exclusive of VAT approved in the paper submitted to Procurement Sub Committee Board on 16th September 2015.
- 3.10 The Finance, Resources and Customer Services Policy Board is being asked to note the updated fee forecast in compliance with standing order 20.3 of the Council's Standing Orders relating to Contracts.
- 3.11 The reasons for the increase in the estimated cost for Part A-G include an uplift in staff rates in line with the Consumer Price Index (in accordance with the Conditions of Contract) and changes to the project scope, including but not limited to:
- additional work required following the announcement of the NMIS and MMIC developments, such as developing and implementing a strategy to accelerate and simplify utility network connections
 - surveys and sub-commissions (e.g. environmental surveys, utility surveys etc) originally not envisaged to form part of the scope
 - Redesign of elements of the proposed construction works, including revised planning and CPO documentation.
 - selection of the more resource intensive CPN procurement procedure (competitive procedure with negotiation) which although is expected to result in a more robust construction tender price, has required additional input from Sweco Limited
- 3.12 The recommendations in this report are made in compliance with standing orders 19,20 and 34 of the Council's Standing Orders relating to Contracts.

- 3.13 Since securing the Contract, Sweco Limited has voluntarily delivered the following community benefits over and above the contractual commitments made in the tender:

TRE03 - New Entrant - Graduate	Graduate	1
TST02 - Work Experience Placement (14 – 16 years)	Work experience 14-16 - 1 week structured	4
TST04 - Careers Event	Career Event	1
TST05 - Site Visit	Workplace Visit	1
TST06 - School Mentoring or Enterprise Programme	School Mentoring	1
SCD01 - Supply Chain Briefing with SME's	Supply Chain Briefings with SME's	1
Other Voluntary Community Benefit	Non Financial Support for a Community Project	3

- 3.14 Sweco Limited has confirmed they are committed to delivering additional voluntary community benefits to the Contract.

Implications of the Report

1. **Financial** – the cost for the site supervision services and the main commission will be contained within the existing City Deal Infrastructure funding package.
2. **HR & Organisational Development** – No TUPE implications have arisen or are anticipated as a result of this recommendation. Consideration was given to resourcing site supervision services inhouse but existing resources were found to be insufficient.
3. **Community/Council Planning** –

- Reshaping our place, our economy and our future – this recommendation will support the Council in managing the delivery of the design and construction works for the Glasgow Airport Investment Area (GAIA) which are enabling the development of NMIS and MMIC and AMIDS.
4. **Legal** – The recommendation in this report has been made with consideration to the Council's Standing Orders relating to Contracts and the Public Contracts (Scotland) Regulations 2015 regulation 72.
 5. **Property/Assets** – No Property/ Assets implications have arisen or are anticipated.
 6. **Information Technology** -No Information Technology implications have arisen or are anticipated.
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because they are for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – Sweco Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
 9. **Procurement** –The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council's Standing Orders relating to Contracts and the Council's Financial Regulations.
 10. **Risk** – Sweco Limited's insurances have been reviewed and continue to comply with the minimum requirements of the Contract.
 11. **Privacy Impact** - No Data Protection Impact Assessment (DPIA) is required for this contract, as it does not involve the use of personal and/or sensitive personal information held by the Council or involve new technologies or other ways of processing personal data.

12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
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List of Background Papers

- (a) Background Paper 1: Contract Authorisation Report – Glasgow Airport Investment Area Lead Consultancy Commission Multi Disciplinary Services, Roads and Bridges

The foregoing background papers will be retained within Chief Executive Service for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is (Rebecca Park, Assistant Category Manager – City Deal, 0141 618 5346)

Author: Rebecca Park, Assistant Category Manager – City Deal, 0141 618 5346

Endorsed By: Bridget Lambert, Strategic Procurement Manager, 0141 618 6073

