

## Minute of Meeting

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 02 February 2022	14:00	Teams - virtual meeting,

**Present:** Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Karen Devine-Kennedy, Councillor Audrey Doig, Councillor Neill Graham, Councillor Jim Harte, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor Andy Steel

#### Chair

Councillor Shaw, Convener, presided.

#### In attendance

A MacArthur, Acting Director of Finance & Resources; B Lambert, Corporate Procurement Manager; G Beattie, Strategic Commercial Category Manager; D Christie, Senior Communications Officer; R Davidson, Senior Procurement Specialist; A Donaldson, Strategic Commercial Category Manager; S Ford, Senior Procurement Specialist; S Gibb, Procurement Operations Manager; (all Chief Executive's); D Gillies, Head of Facilities Management; G Hannah, Infrastructure, Transportation & Change Manager; G Hutton, Head of Operations & Infrastructure and E Scott, Operations Manager – Building Services (all Environment & Infrastructure); K Graham, Head of Corporate Governance; P Murray, Head of Digital, Transformation & Customer Services; M Boyd, Head of People & OD; J Lynch, Head of Property Services; E Shields, Business Services Manager; G Dickie, Partnering & Commissioning Manager; G Innes, Customer Services Manager; S Fanning, Principal HR & OD Adviser; D Christie, Senior Communications Officer; D Pole, End User Technician; and P Shiach and R Devine, Senior Committee Services Officers (all Finance & Resources).

#### Webcasting of Meeting

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

## **Apology**

Councillor John Hood.

## **Declarations of Interest**

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

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

There was submitted the Minute of the meeting of the Investment Review Board held on 17 November 2021, which forms Appendix 1 to this Minute.

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

### **2 Investment Review Board**

There was submitted the Minute of the meeting of the Investment Review Board held on 17 November 2021, which forms Appendix 2 to this Minute.

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

### **3 Revenue & Capital Budget Monitoring as at 12 November 2021**

There was submitted a Revenue and Capital Budget Monitoring report by the Acting Director of Finance & Resources relative to revenue and capital budget expenditure and adjustments for the period to 12 November 2021.

**DECIDED:**

(a) That the projected revenue outturn position as detailed in Table 1 of the report be noted;

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

(c) That the budget adjustments detailed at sections 4 and 6 of the report be noted.

### **4 Revenue and Capital Budget Monitoring – Council Overview as at 12 November 2021**

There was submitted a Revenue and Capital Budget Monitoring report by the Acting Director of Finance & Resources relative to an overview of revenue and capital expenditure for the period to 12 November 2021.

**DECIDED:**

(a) That the projected revenue outturn position detailed in Table 1 of the report be noted, considering that the forecast position was based on best estimates and confirmed government support to date; and

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

**5 Business Services Accounts for Write Off**

There was submitted a report by the Acting Director of Finance & Resources relative to a proposal to write-off Non-domestic Rates accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £308,064.64.

**DECIDED:** That the sum of £308,064.64 as detailed within the report, be written off.

**6 Paisley and Renfrew Common Good Fund Budgets 2022/23**

There was submitted a report by the Acting Director of Finance & Resources relative to the estimated funding available for disbursement during 2022/23 from the Paisley and Renfrew Common Good Funds.

The report indicated that income from both Common Good Funds was used to fund ongoing projects and commitments made previously by this Board and its predecessors. In addition, an annual allocation was to be made to the relevant Local Partnerships with delegated authority to disburse grants to local organisations that had applied for grant aid and/or to use the funding to support appropriate projects. A forecast income and expenditure statement for both Common Good Funds, including the cost of recurring projects, was attached to the report.

**DECIDED:**

(a) That the 2022/23 budget allocations to Local Partnerships be approved as follows:

Renfrew Common Good:

Renfrew Local Partnership - £71,740

Paisley Common Good:

Paisley East Local Partnership - £11,820

Paisley North, West & Central Local Partnership - £10,380

Gleniffer Local Partnership - £9,740; and

(b) That the continued funding of recurring projects, as outlined in the appendices to the report, be approved.

## 7 **Customer & Business Services Performance Report**

There was submitted a report by the Acting Director of Finance & Resources relative to the performance of key Customer & Business Service functions including revenue collection and benefit administration for the period ending 28 December 2021.

The report provided an update on the funding and expenditure position for Discretionary Housing Payments, the Scottish Welfare Fund, the final update on Low Income Pandemic Payment as well as an update on the performance of customer services for December and the year to date. Appendices to the report provided information on revenue collection and key performance indicators.

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

## 8 **Facilities Management Operational Performance Report**

There was submitted an update report by the Director of Environment & Infrastructure relative to the operational performance of Facilities Management (Hard and Soft Services) as delivered by Environment & Infrastructure since the last meeting of this Policy Board.

**DECIDED:** That the operational performance update be approved

## 9 **Revised Corporate Health and Safety Policy**

There was submitted a report by the Acting Director of Finance & Resources relative to a revision of the Corporate Health & Safety Policy (the Policy). The report explained that the Policy had been revised to reflect legislative changes, best practice and to continue to meet the requirements of the Health & Safety at Work etc Act 1974. A copy of the revised Policy was appended to the report.

**DECIDED:** That the revised Corporate Health & Safety Policy be approved.

## 10 **Civic Hospitality**

There was submitted a report by the Acting Director of Finance & Resources relative to requests received by the Provost for civic hospitality from individuals and organisations for specific events as detailed within the report.

**DECIDED:** That the Acting Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for civic hospitality at the approximate cost indicated, as follows:

MND 40th Anniversary Ball - £800  
2nd Renfrew Trinity Scout Group - £4,000  
Hawkhead Bowling Club - £1200  
Erskine Rotary Club - £2,600

## 11 **Bishopton Primary School External Refurbishment**

There was submitted a joint report by the Chief Executive and the Acting Director of Finance & Resources relative to the award of a works contract for Bishopton Primary School External Refurbishment (RC-CPU-20-434) to Hugh LS McConnell Limited.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a works contract for Bishopton Primary School External Refurbishment (RC-CPU-20-434) to Hugh LS McConnell Limited;

(b) That the Contract Sum of £815,851.14 excluding VAT be approved;

(c) That it be noted that the works were for a period of five months with an anticipated commencement date of 21 March 2022 and that the actual commencement date would be confirmed in the Council's letter of acceptance to Hugh LS McConnell Limited; and

(d) That it be noted that Hugh LS McConnell Limited required to provide a Performance Bond as part of this Contract.

## 12 **Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs**

There was submitted a joint report by the Chief Executive and the Acting Director of Finance & Resources relative to the award of a services contract for Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs (RC-CPU-21-106) to Robertson-Acom Limited.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a services contract for Council Wide Door Entry, CCTV & Digital Aerial Maintenance and Reactive Repairs (RC-CPU-21-106) to Robertson-Acom Limited;

(b) That a total contract value of £425,000 excluding VAT for the contract period (where the initial and both extension periods are utilised) be approved;

(c) That it be noted that this contract was for a period of three years with the option to extend for two further twelve month periods commencing 1 April 2022, the actual commencement date would be confirmed in the Council's letter of acceptance; and

(d) That it be noted that Robertson-Acom Limited was required to enter into a Data Processor Agreement with the Council as part of this Contract.

### 13 **Framework Contract for Roads Related Maintenance Works**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to a Framework Contract with a number of suitably qualified and experienced suppliers for Roads Related Maintenance Works (RC-CPU-20-172). Appendices to the report provided further detailed information.

#### **DECIDED:**

- (a) That the Head of Corporate Governance be authorised to enter into a multi-supplier framework contract for Roads Related Maintenance Works (RC-CPU-20-172) ("Framework Contract") with the suppliers listed in Appendix 2 to this report;
- (b) That it be noted that the cumulative spend under this Framework Contract would be up to the maximum value of £40 million excluding VAT;
- (c) That it be noted that the Framework Contract would commence on 3 March 2022 or alternatively, the date confirmed in the Council's letter of acceptance issued to each supplier and would be for a period of two years with the Council having the option to extend on two separate occasions for a period of up to twelve months on each occasion;
- (d) That it be noted that call-off contracts made under this Framework Contract would be awarded by way of a package order using the selection procedure or the quotation procedure contained in the Framework Contract. For Lots 1 to 4 and 7 to 9 selection of the most appropriate procedure was at the discretion of the Council and would be subject to Council Standing Orders Relating to Contracts, the requirements of the individual package order (call-off contract) for the works and the need to secure best value. Lots 5 and 6 would follow the quotation procedure only; and
- (e) That delegated authority be granted to the Strategic Commercial & Procurement Manager to approve the award of call-off contracts that exceeded the GPA threshold for services to the most economically advantageous tenderer, and that a report be submitted to this Policy Board at the next available meeting advising of any contracts that exceeded the GPA threshold for services with details of each exercise and outcome.

### 14 **Multi Storey Lift Refurbishment**

There was submitted a joint report by the Chief Executive and the Acting Director of Finance & Resources relative to the award of a works contract for Multi Storey Lift Refurbishment (RC-CPU-20-208) to Jackson Lift Services Limited.

#### **DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award a Contract for the Multi Storey Lift Refurbishment (RC-CPU-20-208) to Jackson Lift Services Limited;
- (b) That the contract sum of £486,741.40 excluding VAT and an additional 5% contingency for any unforeseen works be approved; and

(c) That it be noted that the works were for a total period of two years with an anticipated starting date of 1 March 2022 with the actual starting date confirmed in the Council's letter of acceptance to Jackson Lift Services Limited.

## **15 Processing & Recycling of Mixed Paper & Card**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a services contract for Processing & Recycling of Mixed Paper and Card (RC-CPU-21-132) to Enva Scotland Limited.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for Processing & Recycling of Mixed Paper and Card (RC-CPU-21-132) to Enva Scotland Limited;

(b) That the initial period of contract for one year with the option to extend on two separate occasions each for a period of twelve months be authorised;

(c) That it be noted that the contract would commence on 1 April 2022, or as confirmed in the Council's letter of acceptance and that the Council would have the option to exercise a break clause and terminate the contract every six months from actual commencement without penalty or compensation payable to the service provider, should the Council identify that a proposed contract did not represent best value and did not match the emerging market conditions associated with mixed paper, card and cardboard; and

(d) That the total contract value of up to £1,725,600 excluding VAT be authorised.

## **16 Provision of Functional Family Therapy**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of a negotiated contract (the contract) to Action for Children Services Limited for the provision of a Functional Family Therapy (RC-CPU-20-400) service.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the Contract for the Provision of Functional Family Therapy (RC-CPU-20-400) to Action for Children Services Limited upon finalising the key sub-contracting requirements for the contract;

(b) That the contract be awarded for three years from 1 March 2022 to 28 February 2025, with the option to extend at the sole discretion of the Council on two further occasions each for one year to no later than 28 February 2027; and

(c) That the contract be awarded for up to a maximum value of £1,375,000 excluding VAT for the full 5 years, (including the optional extension periods) and that it be noted that the agreed price per annum was £275,000 excluding VAT.

**17 Provision of Low Level, Preventative, Health and Wellbeing Services for Older Adults in Renfrewshire**

There was submitted a joint report by the Chief Executive and the Chief Officer Renfrewshire Health and Social Care Partnership relative to the award of a contract for the Provision of Low Level, Preventative, Health and Wellbeing Services for Older Adults in Renfrewshire to Roar-Connections for Life Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the Provision of Low Level, Preventative, Health and Wellbeing Services for Older Adults in Renfrewshire To Roar-Connections For Life Ltd;

(b) That the contract be awarded for three years from 1 April 2022 to 31 March 2025; and

(c) That the contract be awarded for up to a maximum value of £736,952 excluding VAT for the entire contract period (£245,650.67 per annum).

**18 Provision of Street Stuff**

There was submitted a joint report by the Chief Executive and the Director of Communities and Housing relative to the award of a contract for the provision of Street Stuff to St Mirren Football Club Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for the Provision of Street Stuff to St Mirren Football Club Limited;

(b) That the contract be awarded for an initial two year period from 1 March 2022 to 29 February 2024 with the sole option of the Council to extend for up to a further 12 months on two separate occasions to 28 February 2026; and

(c) That the contract be awarded with the core funding of £125,000 per annum, however as additional funding may be secured by the Council during the life of the contract the total value would not exceed a maximum value of £650,000 excluding VAT for the entire contract period.

**19 Recycling & Disposal of Mechanical Street Cleaning Arisings**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a services contract for Recycling & Disposal of Mechanical Street Cleaning Arisings (RC-CPU-21-166) to WM Hamilton & Sons Limited.



**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for Recycling & Disposal of Mechanical Street Cleaning Arisings (RC-CPU-21-166) to WM Hamilton & Sons Limited;

(b) That the contract be awarded for an initial contract period of one year with the option to extend on two separate occasions each for a period of twelve months, commencing on 1 April 2022, or as confirmed in the Council's letter of acceptance; and

(c) That a total contract value of up £650,000 excluding VAT be authorised.

**20 Telephony as a Service**

There was submitted a joint report by the Chief Executive and the Acting Director of Finance & Resources, relative to the award of a call-off contract for Telephony as a Service to Commsworld Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a call-off contract for Telephony as a Service to Commsworld Limited subject to conclusion of the call-off ordering procedure under Renfrewshire Council single supplier Framework Agreement for the Provision of Connectivity as a Service (RC-CPU-19-272);

(b) That the contract be awarded for a maximum period of 20 years from 1 April 2022 until 31 March 2042 with a break point every five years to allow the technology to be reviewed for ongoing alignment to business need. Should the break option be exercised a period of notice of no less than two years shall be provided; and

(c) That the maximum contract value of £16,936,870 excluding VAT be authorised, if the break points were not utilised, and the contract period reached 20 years. The value for the initial year of the contract would be £604,804 and the annual recurring value from year 2 to year 20 would be £859,582.

**21 Treatment, Recycling & Disposal of Mixed Waste from the Council's Household Waste Recycling Centres (HWRC's) and Waste Arisings from other Council Service Operations**

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to the award of a services contract for Treatment, Recycling & Disposal of Mixed Waste from the Council's Household Waste Recycling Centres (HWRC's) and Waste Arisings from other Council Service Operations (RC-CPU-21-134) to Enva Scotland Limited.

**DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award a contract for Treatment, Recycling & Disposal of Mixed Waste from the Council's Household Waste Recycling Centres (HWRC's) and Waste Arisings from other Council Service Operations (reference RC-CPU-21-134) to Enva Scotland Limited;
- (b) That the initial contract period of one year with the option to extend on two separate occasions each for a period of twelve months be authorised, commencing 1 April 2022 or as confirmed in the Council's letter of acceptance; and
- (c) That the total contract value of up to £6,500,000 excluding VAT where both the initial contract and both extensions were used be authorised.