

## Minute of Meeting

### Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 30 March 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 John Hood, 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, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, B Walker, Director- City Deal & Infrastructure; B Lambert, Corporate Procurement Manager, G Beattie, Strategic Commercial Category Manager, A Donaldson, Strategic Commercial Category Manager, D Christie, Senior Communications Officer, S Gibb, Procurement Operations Manager, L Gillan, Strategic Commercial Category Manager, R Park, Category Manager, (all Chief Executive's); F Carlin, Head of Housing Services (Communities & Housing Services); D Gillies, Head of Facilities Management and G Hutton, Head of Operations & Infrastructure (both Environment & Infrastructure); M Conaghan, Head of Corporate Governance; P Murray, Head of Digital, Transformation & Customer Services; M Boyd, Head of People & OD; J Lynch, Head of Property Services; C McCourt, Acting Head of Finance & Business Services; E Shields, Business Services Manager; S Fanning, Principal HR & OD Adviser; D Pole, End User Technician; and P Shiach, R Devine and C MacDonald, 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.

## **Declarations of Interest**

Councillor Shaw declared an interest in item 5 of the agenda, Facilities Management Operational Performance, as a member of his family attended Kirklandneuk Primary School and he attended Parent Council meetings. He indicated that as he had declared an interest he would leave the online meeting during any discussion and voting on the item.

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

There was submitted the Minute of the meeting of the Joint Consultative Board (Non-teaching) held on 2 February 2022, a copy of which is attached as an appendix.

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

### **2 Revenue and Capital Budget Monitoring Report**

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources relative to revenue and capital budget expenditure and adjustments for the period to 7 January 2022.

**DECIDED:**

(a) That the projected revenue outturn position 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.

### **3 Revenue and Capital Budget Monitoring Overview Report**

There was submitted a Revenue and Capital Budget Monitoring report by the Director of Finance & Resources relative to an overview of Council revenue and capital expenditure for the period to 7 January 2022.

**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.

#### 4 **Customer and Business Services Performance Report**

There was submitted a report by the 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 February 2022.

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.

#### **Declaration of Interest**

Councillor Shaw having previously declared an interest in the following item of business left the meeting and took no part in the discussion and voting thereon.

#### **Chair**

Councillor McNaughton, Depute Convener, took the Chair.

#### 5 **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 on 2 February 2022.

It was noted that the Council had received a developer contribution of £0.206 million towards increasing capacity at Kirklandneuk Primary School. This would allow the release of an equivalent sum set aside by the Council for the installation of an artificial playing surface at the school. The report proposed that the Capital Plan be adjusted accordingly.

**DECIDED:** That the report, including the adjustment to the capital plan, be approved.

#### **Sederunt**

Councillor Shaw rejoined the meeting and retook the Chair.

#### 6 **Scottish Government Spending Review Consultation Response**

There was submitted a report by the Director of Finance & Resources relative to the Council's response to a consultation by the Scottish Government entitled the Resource Spending Review Framework: Investing in Scotland's Future, which had

been launched in December 2021.

The consultation, which closed on 27 March 2022, sought views on the Scottish Government's first multi-year Resource Spending Review since 2011 and closed on 27 March 2022. The consultation was attached to the report at Appendix 1 and Appendix 2 detailed the Council's response, subject to approval by this Board.

**DECIDED:** That the consultation response detailed in Appendix 2, be approved.

## 7 **Civic Hospitality**

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

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

Renfrew Record Club: 50th Anniversary celebrations - £900;  
Renfrew Rotary Club: 70th Anniversary celebrations - £2,500;  
Paisley Pirates: 75th Anniversary celebrations - £2,900;  
Enable Renfrew: 60th Anniversary celebrations - £2,900;  
Gladsaxe, Denmark: Twin Town educational and cultural visit - £2,200  
St George's Church, Paisley: 60th Anniversary celebrations - £900  
Paisley Canal Disaster 1810: Plaque unveiling - £150

## 8 **Notification of Correction to Report - Framework Contract for Roads Related Maintenance Works**

Under reference to item 13 of the Minute of the meeting of this Policy Board held on 2 February 2022, there was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure relative to a notification of a correction to the Framework Contract for Roads Related Maintenance Works report.

The report explained that, following the decision to award contracts under this framework, two evaluation errors had been identified that had led to the exclusion of Hillhouse Quarry Group Limited t/a MacAsphalt from Lot 6 and WI&A Gilbert Limited from Lot 7. Consequently, as only one supplier remained on Lot 7, this failed to allow for the level of competition required and no contracts had been awarded under Lot 7.

In terms of Standing Order 28, the Convener was satisfied that due to a material change in circumstances that was not apparent at the time the decision was made, it was reasonable for the original decision to be altered or superseded.

**DECIDED:**

(a) That it be noted that, two tender submissions should have been rejected and not recommended for award at the meeting of this Policy Board on 2 February 2022. These submissions related to the award of contracts for Lot 6 – Pre-patching in Advance of Surface Dressing, and Lot 7 – Works to Roads Related Structures;

(b) That it be noted that, the Strategic Commercial & Procurement Manager had agreed to modify the recommendations approved by the Policy Board to ensure compliance with the invitation to tender and that Hillhouse Quarry Group Limited t/a MacAsphalt had now been excluded from Lot 6 and WI&A Gilbert from Lot 7;

(c) That it be noted that, as only one supplier remained on Lot 7 and in accordance with the invitation to tender, a decision had been taken not to award Lot 7 as the Strategic Commercial and Procurement Manager had accepted that this would fail to allow for the competition required under said Lot 7; and

(d) That it be noted that, framework contracts had now been awarded to all other parties listed in Appendix 2 to the Framework Contract for Roads Related Maintenance Works (RC-CPU-20-172) previously submitted to this Board on 2 February 2022.

## 9 Occupational Health and Wellbeing

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for Occupational Health and Wellbeing (RC-CPU-20-312) to People Asset Management Limited.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract (a Call-Off Contract) for Occupational Health and Wellbeing, following a further competition procedure under Lot 1: Occupational Health and Employee Assistance Programmes of the Crown Commercial Services Framework Agreement for Occupational Health, Employee Assistance Programmes and Eye Care Services (RM6182) to People Asset Management Limited in accordance with the Framework Call-Off Award Procedure;

(b) That it be noted that the contract would be for an initial period of three years, with the Council option to extend on two separate occasions up to a period of 12 months;

(c) That it be noted that it was envisaged that the contract would commence on 1 May 2022, however the actual start date would be confirmed in the order form; and

(d) That it be noted that the contract value for the initial three years would not exceed £1,164,000 excluding VAT. Where the options to extend were utilised, the additional value would not exceed £388,000 excluding VAT for each 12-month period, therefore if the full extensions were taken up, the total value for five years would be up to £1,940,000 excluding VAT depending on the level of service instructed.

## 10 Paisley Art Centre: Phase 2 - Main Works

There was submitted a report by the Chief Executive to the award of a contract for the Paisley Art Centre: Phase 2 – Main works (RC-CPU-19-292) to Clark Contracts Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for the Paisley Art Centre: Phase 2 – Main Works (RC-CPU-19-292) to Clark Contracts Limited;

(b) That the award of this contract for the sum of £2,698,040.70 excluding VAT and 2.29% contingency be approved;

(c) That it be noted that the anticipated date of possession of the site was 16 May 2022 and anticipated date for completion of the works was 18 March 2023. The actual dates would be confirmed in the Council's letter of acceptance; and

(d) That it be noted that the award of the contract required the provision of a Performance Bond, Collateral Warranties and adequate Public Liability Insurance as indicated within the tender documentation.

11 **Paisley Grammar School Community Campus - Multi-disciplinary Design Team**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a service contract for Paisley Grammar School Community Campus – Multi-disciplinary Design Team (RC- CPU-21-153) to Ryder Architecture Limited.

The Board was advised that there were minor errors within the table under section 3.13 of the report in relation to the percentage figures in the price scores for Holmes Miller Limited that should have read 15.97%; and NORR Consultants Limited should have read 18.58%.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the Paisley Grammar School Community Campus – Multi-disciplinary Design Team (RC-CPU-21-153) to Ryder Architecture Limited;

(b) That the fee of £2,827,228.00 excluding VAT for the contract including the authorisation of a 25% contingency to be added to cover for unforeseen circumstances be approved;

(c) That it be noted that the contract period was for five years, commencing on 25 April 2022 until 24 June 2027. The actual start date would be confirmed in the Council's letter of acceptance;

(d) That it be noted that the contract required the provision of Collateral Warranties and Sub-consultant Collateral Warranties as indicated within the tender documentation; and

(e) That the variation in the price score percentage figures for Holmes Miller Limited,(15.97%) and NORR Consultants Limited, (18.58%) be noted.

## 12 Paisley Grammar School Community Campus - Quantity Surveyor

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a service contract for the Paisley Grammar School Community Campus – Quantity Surveyor (RC-CPU- 21-276) to Faithful+Gould Limited.

### **DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award a contract for the Paisley Grammar School Community Campus – Quantity Surveyor (RC-CPU-21-276) to Faithful+Gould Limited;
- (b) That the fee schedule sum of £201,090.00 excluding VAT for this contract including the authorisation of a 25% contingency to be added to cover for unforeseen circumstances be approved;
- (c) That it be noted that the contract was anticipated to commence on 2 May 2022. The actual start date would be confirmed in the Council's letter of acceptance;
- (d) That it be noted that the contract would run throughout the design and construction phase of the project and come to an end one year after practical completion of the building contract which was anticipated to be 17 December 2026; and
- (e) That it be noted that the contract required the provision of Collateral Warranties as indicated within the tender documentation.

## 13 Paisley Museum Reimagined Exhibition Fit Out

There was submitted a report by the Chief Executive relative to the award of a contract for the Paisley Museum Re-imagined: Exhibition Fit Out (RC-CPU-21-281) to The Hub Consulting Limited t/a The Hub.

### **DECIDED:**

- (a) That the Head of Corporate Governance be authorised to award a contract for the Paisley Museum Re-imagined: Exhibition Fit Out (RC-CPU-21-281) to The Hub Consulting Limited t/a The Hub.
- (b) That the award of this contract for the sum of £6,865,951.52 excluding VAT and an additional 10% contingency be approved;
- (c) That it be noted the contract had sectional completion requirements and the proposed date of possession and proposed dates for completion of those sections were noted below. Any changes to these dates would be confirmed in the Council's letter of acceptance;

Section	Dates of possession of sections	Dates for completion of sections
Section 0	N/A, however section 0 will commence at the issue date of the Letter of Acceptance.	17 March 2023
Section 1	30 August 2023	22 September 2023
Section 2	30 August 2023	22 September 2023
Section 3	25 September 2023	10 November 2023
Section 4	13 November 2023	13 December 2023

(d) That it be noted that the award of this contract required the provision of a Performance Bond and Collateral Warranties as indicated within the tender documentation; and

(e) That the Head of Corporate Governance be authorised to enter into a Vesting Agreement with the appointed Contractor in the form provided and as indicated in the procurement documents for payment of materials stored off site.

#### 14 **Provision of Adaptations and Small Repairs**

There was submitted a joint report by the Chief Executive and the Interim Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the provision of an Adaptations and Small Repair Service (RC-CPU-21-373) to Bridgewater Housing Association Limited.

##### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for the Provision of Adaptions and Small Repair Service to Bridgewater Housing Association Limited;

(b) That the award the contract for eleven months from 1 May 2022 to 31March 2023 be approved; and

(c) That the award of the contract at a maximum value of £349,756.52 excluding VAT for the entire contract period, with the spend pertaining to Renfrewshire Council being no more than £201,229.88 excluding VAT be approved.

#### 15 **Provision of Adult's Residential Services – Cherrywood Care Home**

There was submitted a joint report by the Chief Executive and the Interim Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the Provision of Adults' Residential Services at Cherrywood Care Home (RC-CPU-21-078) to The Mungo Foundation.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for the Provision of Adults' Residential Services at Cherrywood Care Home to The Mungo Foundation;

(b) That the award of contract for one year commencing 1 May 2022 to 30 April 2023, with the exact start date to be confirmed in the Council's letter of acceptance, be approved; and

(c) That the award of the contract up to a maximum value of £1,234,841.40 excluding VAT for the one year period, the maximum value applied should the Health and Social Care Partnership chose to take up the maximum of nine placements available at the service, be approved.

**16 Provision of an Operational Management System**

There was submitted a joint report by the Chief Executive and Director of Environment & Infrastructure relative to the award of a service contract for the provision of an Operational Management System (RC-CPU-21-245) to Webaspx Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the provision of an Operational Management System to Webaspx Limited;

(b) That it be noted that the initial service term would be three years with the Council having the option to extend the service term for up to a further two years, subject to contract performance. The anticipated starting date was 20 April 2022 and the actual starting date would be confirmed in the Council's letter of acceptance;

(c) That the total contract value of up to £366,139 excluding VAT be approved; and

(d) That it be noted that the award of the contract was subject to the completion of the Crown Commercial Services Data & Application Solutions Order Form as indicated within the tender documentation.

**17 Provision of Specialised Services in Supported Accommodation and Related Specialist Support Services for Women and their Children Affected by Domestic Abuse**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of a contract for the Provision of Specialised Services in Supported Accommodation and Related Specialist Support Services for Women and their Children Affected by Domestic Abuse to Renfrewshire Women's Aid (SCIO).

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award the contract for the Provision of Specialised Services in Supported Accommodation and Related Specialist Support Services for Women and their Children Affected by Domestic Abuse to Renfrewshire Women's Aid (SCIO);

(b) That the award of the contract for three years with the option to extend for up to 24 months, anticipated to commence on 1 May 2022 to 30 April 2025 and ending on 30 April 2027 should the extension options be taken; the exact dates to be confirmed in the Council's letter of acceptance, be approved; and

(c) That the award of the contract up to a maximum value of £1,240,695 excluding VAT for the entire period of the contract (equal to £248,139 per annum) be approved.

**18 Public Realm Works – High Street and Weighhouse Close**

There was submitted a report by the Chief Executive relative to the award of a works contract for Public Realm Works – High Street and Weighhouse Close (RC-CPU-21-234) to Landscapes and Contracts Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the Public Realm Works – High Street and Weighhouse Close (RC-CPU-21-234) to Landscapes and Contracts Limited;

(b) That the total price of up to £375,821.33 excluding VAT with an additional 6.4% contingency for any unforeseen works should all six basements be included, be approved;

(c) That it be noted that the start date would be confirmed in the letter of acceptance but was anticipated to be 18 April 2022 and the completion date would be 24 weeks from commencement; and

(d) That it be noted that the contract award was subject to agreement with each of the six basement owners to allow the Contractor access to undertake the structural alterations. As indicated in the Procurement Documents, the Council reserved the right to remove one, some or all basements from the scope of works prior to contract award.

**19 PAS2035 Retrofit Design, Specification and Co-ordination (Housing Investment and Regeneration Programmes)**

There was submitted a joint report by the Chief Executive and the Director of Communities & Housing Services relative to the award of a service contract for PAS2035 Retrofit Design, Specification and Co-Ordination (Housing Investment and Regeneration Programmes) (RC-CPU-21-333) to ECD Architects Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for PAS2035 Retrofit Design, Specification and Co-Ordination (Housing Investment and Regeneration Programmes) to ECD Architects Limited;

(b) That the total contract value of up to £3,308,990.00 excluding VAT be approved;

(c) That it be noted that the anticipated start date was 26 May 2022 and the anticipated completion date was 25 May 2026. The Council had the sole option to extend the completion date by up to 12 months, subject to contract performance. The actual start date and completion date would be confirmed in the Council's letter of acceptance; and

(d) That it be noted that ECD Architects Limited were required to enter into a Data Processor Agreement and Sub Contractor Collateral Warranties as a requirement of the contract.

**20 Supply and Delivery of 600 Laptops**

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for the Supply and Delivery of 600 Laptops (RC-CPU-21-415) to HP Inc. UK Limited.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the Supply of 600 Laptops following the direct award procedure under the Scottish Procurement single supplier Framework for Mobile Client Devices (SP-19-020) to HP Inc. UK Limited;

(b) That it be noted that the contract value was for a fixed price of £280,200 excluding VAT for 600 laptops; and

(c) That it be noted that the contract would be in place from point of order in mid-April 2022 until full delivery of the laptops was received by end of October 2022.

**21 Supply and Delivery of 3 x 26 Tonne Refuse Collection Vehicles**

There was submitted a joint report by the Chief Executive and Director of Finance & Resources for the award of contract for the Supply and Delivery of three 26-tonne Refuse Collection Vehicles RC-CPU- 21-421 to Faun Zoeller (UK) Limited as part of the Council's Vehicle Replacement Programme for 2021/2022.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the Supply and Delivery of three 26-tonne Refuse Collection Vehicles to Faun Zoeller (UK) Limited, made following a mini-competition under Lot 10 of the Scotland Excel Framework Agreement for the Supply & Delivery of Heavy and Municipal Vehicles (ref: 03/21);

(b) That the total contract value of £573,302.19 excluding VAT be approved; and

(c) That it be noted that Faun Zoeller (UK) Limited had committed to a delivery date of 10 December 2022. Delivery of the three vehicles would be made to Fleet Services, Underwood Road, Paisley.

## 22 **West Primary School Electrical Upgrade**

There was submitted a joint report by the Chief Executive and Director of Finance & Resources relative to the award of a works contract for West Primary School – Electrical Upgrade (RC-CPU-20-261) to Atalian Servest AMK Limited.

### **DECIDED:**

(a) That the Head of Corporate Governance be authorised to award a contract for the West Primary School – Electrical Upgrade (RC-CPU-20-261) to Atalian Servest AMK Limited;

(b) That the contract sum of £917,908.83 excluding VAT and an additional 2.5% contingency for any unforeseen works, be approved;

(c) That it be noted that the contract had sectional completion requirements and the proposed date of possession and proposed dates for completion of those sections were noted below. Any changes to these dates would be confirmed in the Council's letter of acceptance; and

	Dates of possession of sections	Dates for completion of sections
Section 1	29 June 2022	11 August 2022
Section 2	12 August 2022	21 October 2022

(d) That it be noted that the contract required the provision of a Performance Bond and Collateral Warranties as indicated within the tender documentation.