

Item 4.1 - Minutes

Finance and Resources Committee

10.00am, Thursday 8 September 2016

Present

Councillors Rankin (Convener), Bill Cook (Vice-Convener), Corbett, Doran (substituting for Councillor Godzik), Edie, Griffiths, Bill Henderson, Jackson, Keil (substituting for Councillor Ricky Henderson), McVey, Ritchie (substituting for Councillor Dixon) and Whyte.

1. Minutes

Decision

To approve the minute of the Finance and Resources Committee of 18 August 2016 as a correct record.

2. Business Bulletin

Decision

To note the Finance and Resources Committee Business Bulletin.

3. Key Decisions Forward Plan

The Finance and Resources Committee Key Decisions Forward Plan from 8 September 2016 to 29 September 2016 was submitted.

Decision

To note the Key Decisions Forward Plan from 8 September 2016 to 29 September 2016.

(Reference – Finance and Resources Committee Key Decisions Forward Plan, submitted.)

4. Rolling Actions Log

The Finance and Resources Committee Rolling Actions Log for 27 August 2015 to 18 August 2016 was submitted.

Decision

1) To note that Items 3, 4 and 8 had been closed.

- 2) To agree that the Rolling Actions Log would be updated to reflect when briefing notes had been circulated to elected members.

(Reference – Rolling Actions Log, submitted.)

5. Consultant Costs 2015/16

Details were provided of expenditure on consultants for the provision of professional services during 2015/16. Revenue expenditure of £6.906m and capital expenditure of £2.779m was incurred on consultants for the year ended 31 March 2016 which was contained within approved budget resources for 2015/16.

Decision

- 1) To note revenue and capital expenditure incurred on the provision of professional services in 2015/16.
- 2) The progression towards the delivery of the Council's Transformation Programme savings targets and development of major capital infrastructure projects, with the engagement and support of professional service providers.
- 3) To agree that the Acting Executive Director of Resources would revisit the definition of 'Consultants' and would consider categorising them for future reports.

(References – Finance and Resources Committee, 18 August 2016 (item 26); report by the Acting Executive Director of Resources, submitted.)

6. Managing Workforce Change – Workforce Dashboard

Committee considered a report that provided monitoring information on the number of employees exiting the organisation through voluntary severance arrangements, the associated annualised cost savings, the number of staff that had accessed support from the Career Transition Service (CTS), the number of surplus staff and associated costs and a summary of the latest available information on Council wide staffing numbers, sickness absence, agency expenditure and vacancies.

Decision

To note the progress made to date.

(References – Finance and Resources Committee, 9 June 2016 (item 7); report by the Acting Executive Director of Resources, submitted)

7. Approval to Award Contract for Business Travel

Approval was sought to award a contract to Redfern Travel Limited (Redfern) for business travel services for a period of three years with the option to extend the contract for a further 12 months.

Decision

To approve the award of the contract for the delivery of an on-line booking service for all Council business travel to Redfern Travel Limited. The contract would be awarded

on 10 September 2016 and would operate for a period of 3 years, with the option to extend for a further period of twelve months.

(Reference – report by the Acting Executive Director of Resources, submitted)

8. Contractor Works Framework – Award of Contract

Committee considered a report that required approval to award a multi-lot framework agreement following a competitive tendering process. The framework consisted of 12 lots for an undefined programme of capital works to support the Council in delivery of its construction, maintenance and repair programmes.

Decision

- 1) To approve the award of Lot 1 – Electrical Installation Works to Arthur McKay & Co Ltd, Dacoll (Electrical Contracting) Ltd, FES Ltd, McGill, Nicholson Bros (Electrical Contractors) Ltd and Skanska FM Ltd at an estimated contract value of £1,250,000 per annum.
- 2) To approve the award of Lot 2 – Mechanical Installation Works to Arthur McKay and Co Ltd, FES Ltd, McGill and Skanska FM Ltd at an estimated contract value of £1,800,000 per annum.
- 3) To approve the award of Lot 3 Roofing and Rainwater Works to Advance Construction Ltd, Clark Contracts Ltd, G. Grigg and Sons, James Breck Ltd, Watson and Lyall Ltd and Zenith at an estimated contract value of £4,000,000 per annum.
- 4) To approve the award of Lot 4 Timber /uPVC Windows, Doors & Screens to Ashwood Scotland Ltd, Clark Contracts Ltd, Cornhill Building Services Ltd, Lakehouse Contracts Ltd and Watson and Lyall at an estimated contract value of £4,200,000 per annum.
- 5) To note that Lot 5 Curtain Walling, Windows, Doors and Screens would be re-tendered due to lack of market interest and would be subject to a further Committee report at a later date.
- 6) To approve the award of Lot 6 Multi-Trade Works Packages up to £500,000 in individual value to Ashwood Scotland Ltd, Cornhill Building Services Ltd, Clark Contracts, Maxi Construction, McGill and Morris and Spottiswood at an estimated contract value of £8,000,000 per annum.
- 7) To approve the award of Lot 7 Multi-Trade Works Packages between £500,001 - £5,000,000 in individual value to CCG Ltd, Central Building Contractors (Glasgow) Ltd, ESH Construction, Graham construction, Lakehouse Contracts Ltd and Maxi Construction at an estimated contract value of £12,000,000 per annum.
- 8) To approve the award of Lot 8 Multi-Trade Works Packages above £5,000,000 in individual value to BAM Construction, CCG Ltd, Central Building Contractors (Glasgow) Ltd, Graham Construction, McLaughlin and Harvey and Morgan Sindall at an estimated contract value of £20,000,000 per annum.

- 9) To approve the award of Lot 9 Stonework and Masonry Works to Cornhill Building Services, G Grigg and Sons, Go Wright, Historic Property Restoration, James Breck Ltd and Zenith at an estimated contract value of £4,000,000 per annum.
- 10) To approve the award of Lot 10 Groundworks, Civil works and Concrete Repairs to Crummock Scotland Ltd, Advance Construction Ltd, Luddon Construction, MacKenzie Construction and Premier One at an estimated contract value of £125,000 per annum.
- 11) To note that Lot 11 Timber Treatment Works would be re-tendered due to lack of market interest and would be subject to a further Committee report at a later date.
- 12) To approve the award of Lot 12 Water Treatment and Legionella Management Works to Caledonia Heating, Envirocure, GBS Building Service Ltd, HSL Compliance Ltd, Integrated Water Services Ltd and SPIE Ltd at an estimated contract value of £425,000 per annum.
- 13) To note that the contact values above were reflective of historical spend on these services over the previous four financial years, and that the scope of works may fluctuate subject to budget allocation and funding approvals.
- 14) To delegate authority to the Director or Head of Service of the relevant Directorate in line with the Scheme of delegation for the awarding of mini competitions which were undertaken using the framework and to note that these awards would be reported to Finance and Resources Committee under the quarterly procurement report for Awards of Contract.

(Reference – report by the Acting Executive Director of Resources, submitted)

9. Contract Award for the Supply of Tablet Devices from 20 June 2016 to 19 June 2020

Details were provided of a report that required approval to award a contract to XMA Ltd for the supply of tablet devices to the Council from 20 June 2016 to 19 June 2020. This was the adoption of the single-supplier Scottish Procurement Framework.

Decision

To approve the award of a contract to XMA Ltd for the supply of Tablet Devices and associated accessories from 20 June 2016 to 19 June 2020 with an approximate spend of £4,000,000.

(Reference – report by the Acting Executive Director of Communities and Families, submitted)

10. Waivers – Independent Advocacy contracts

Approval was sought for waivers to allow the extension of contracts for the delivery of independent advocacy services.

Decision

To waive the requirement in Contract Standing Orders and agree to further extend the existing contracts for Independent Advocacy Services with Partners in Advocacy and Advocard from 1 December 2016 to 30 June 2017 in order to allow more time for the completion of the procurement process and in particular consultation and engagement with service users and providers.

(Reference – report by the Chief Officer, Edinburgh Health and Social Care Partnership, submitted)

11. Contracts Awarded Under Delegated Authority (Waiver Reports) and Procurement Activity

An update was provided on the contracts awarded between 1 April 2016 and 30 June 2016. The report detailed those contracts awarded following waiver of the Council's Contract Standing Orders (CSO's), those awards exempt from waiver and the contract awarded with a value below the threshold that required Committee approval.

Decision

To note the report and the authorisations made under delegated authority.

(Reference – Finance and Resources Committee, 9 June 2016 (Item 10); report by the Acting Executive Director of Resources, submitted)

12. Property Conservation – Programme Momentum Progress Report and Edinburgh Shared Repairs Service Update

An update was provided on the progress of the Programme Momentum and the Edinburgh Shared Repairs Service (ESRS).

Decision

- 1) To note the management information dashboard reports in Appendix 1 of the report.
- 2) To note the progress of debt recovery work.
- 3) To note the progress of the settlement process.
- 4) To note the update on the cancelled unimplemented statutory notices.
- 5) To note the update on the implementation of the Edinburgh Shared Repairs Service (ESRS).
- 6) To agree that future reports would be considered by the Property Sub-Committee and the frequency of reports to the Sub-Committee should be quarterly.
- 7) To agree that quarterly updates on Property Conservation would be reported in the Finance and Resources Committee Business Bulletin.

(References – Finance and Resources Committee, 18 August 2016 (item 26); report by the Acting Executive Director of Resources, submitted)

13. Resolution to Consider in Private

The Committee agreed under Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the public from the meeting for the following items of business on the grounds that they would involve the disclosure of exempt information as defined in Paragraphs 6, 12 and 14 of Part 1 of Schedule 7(A) of the Act.

14. Miscellaneous Debt – Write Off

Details were provided of outstanding miscellaneous debt that was deemed uncollectable and was recommended for write-off. All possible methods of recovery had been attempted and the debt remained outstanding.

Decision

- 1) To approve the write-off of miscellaneous debt of £439,512.14.
- 2) To note the position on the use of registered inhibitions as part of the debt recovery process.

(Reference – report by the Acting Executive Director of Resources, submitted.)

15. Property Insurance – Terrorism Cover

Details were provided of the Council's insurance against terrorism cover.

Decision

Detailed in the Confidential Schedule, signed by the Convener, with reference to this minute.

(Reference – report by the Acting Executive Director of Resources, submitted.)

16. Tron Kirk – Update Report

The Convener ruled in terms of Standing Order 27(1)(a), that this item, which included an option which, if accepted, would require a change to the Finance and Resources Committee item 18 of 18 August 2016, should be considered as there had been a material change of circumstances.

On 18 August 2016, the Finance and Resources Committee considered a report on the lease at the Tron Kirk. Instructions were sought over the short term lease options for the property and a Coalition Motion was approved. An update was provided on the implementation of the motion and clarified a number of associated issues.

Decision

- 1) To note the report.
- 2) To agree that the property would not be marketed at present in light of the practical outcome of the legal considerations noted in the Motion approved on 18 August 2016.

(Reference – report by the Acting Executive Director of Resources, submitted.)