

Motherwell, 18 September 2019 at 10 am.

A Meeting of the **FINANCE AND RESOURCES COMMITTEE**

PRESENT

Councillor Burrows, Convener; Councillor McNeil, Vice-Convener; Councillors J. Ashraf, Baird, Beveridge, Campbell, Castles, Cochrane, Cullen, Curran, Di Mascio, Farooq, Fisher, Fotheringham, Gourlay, Hume, C. Johnston, Jones, Larson, Lennon, Logue, McManus, Morgan, O'Rourke, Shevlin, Shields, Stevenson, Annette Valentine and Watson.

ALSO IN ATTENDANCE

In accordance with Standing Order 64(A), Councillors Carragher, Kelly, Kerr and Quigley attended as substitutes for Councillors D. Ashraf, Docherty, T. Johnston and Reddin.

CHAIR

Councillor Burrows (Convener) presided.

IN ATTENDANCE

The Head of Asset and Procurement Solutions; Head of Financial Solutions; Head of Legal and Democratic Solutions; Head of People and Organisational Development; Senior Officer (Financial Inclusion); Group Manager (Estates) and Committee Officer.

APOLOGIES

Councillors D. Ashraf, Cameron, M. Coyle, Currie, Docherty, Graham, T. Johnston, Linden, MacGregor, McKendrick and Reddin.

Prior to commencement of the business, the Convener intimated that he had accepted an additional item of business, in respect of the Minute of the meeting of the Employee Appeals Sub-Committee held on 24 June 2019 and as detailed at paragraph 2.

DECLARATIONS OF INTEREST IN TERMS OF THE ETHICAL STANDARDS IN PUBLIC LIFE ETC (SCOTLAND) ACT 2000

1. Councillor Burrows declared an interest in paragraph 30, by virtue of the party requesting the lease variation being known to him, left the meeting and took no part in the determination of the item.

MINUTE OF THE MEETING OF THE EMPLOYEE APPEALS SUB-COMMITTEE OF 24 JUNE 2019

2. There was submitted the Minute of the meeting the Employee Appeals Sub-Committee held on 24 June 2019.

Decided: that the Minute be approved.

The Convener exercised his discretion to vary the order of business as hereinafter minuted.

REMIT FROM THE YOUTH, EQUALITIES AND EMPOWERMENT COMMITTEE OF 26 AUGUST 2019 - FINANCIAL INCLUSION SERVICE ACTIVITY REPORT 2018/19

3. With reference to paragraph 7 of the Minute of the meeting of the Youth, Equalities and Empowerment Committee held on 26 August 2019, there was submitted a report by the Head of Communities (1) providing details of the income maximisation work carried out by the Financial Inclusion Service during 2018/19, which generated £35,368,140 in additional benefit income for the residents of North Lanarkshire; (2) highlighting the activity of the external services commissioned by the Council, under the new commissioning model, which commenced in April 2018, and generated £5,736,534 in additional benefit income for the residents of North Lanarkshire, and (3) detailing the challenges that the Council and its partners would face over the next four years in respect of (a) the ongoing UK welfare reform changes, and (b) the new Social Security powers transferred to the Scottish Government under the Scotland Act 2016.

Decided: that the content of the report be noted.

MENTAL HEALTH AND WELLBEING STRATEGY

4. There was submitted a report by the Head of People and Organisational Development (1) advising that, following a formal request by Unison for the Council to consider the development of a policy or strategy to support mental health awareness in the workplace, a Working Group had been established; (2) detailing the membership and focus of the Working Group; (3) seeking approval of the new Mental Health and Wellbeing Strategy, as outlined in the Appendix to the report, and (4) highlighting (a) that it was recognised that this Strategy was only the starting point for the work which the Council required to do in order to support mental health and wellbeing in the workplace, and (b) in paragraph 2.3 of the report, the other ideas which were under consideration by the Council in respect of this area.

Decided:

- (1) that the new Mental Health and Wellbeing Strategy, as outlined in the Appendix to the report, be approved;
- (2) that the intention to develop additional supports, as outlined in paragraph 2.3 of the report, be noted, and
- (3) that the content of the report be otherwise noted.

REVIEW OF SPECIAL LEAVE POLICY

- C** 5. With reference to paragraph 15 of the Minute of the meeting of the Council held on 21 June 2018, when it was agreed to introduce a policy of four weeks fully paid paternity leave by October 2018, there was submitted a report by the Head of People and Organisational Development (1) advising that, whilst the paternity leave provision had already been implemented, the Special Leave Policy and Adoption Policy required to be updated to reflect this change; (2) intimating that a review of the current Carers' Leave provision had been undertaken as it was felt that additional provision was required in order to achieve a more balanced approach to this type of leave for both employees and managers; (3) detailing the proposed changes to the Carers' Leave provision; (4) highlighting (a) that consultation on the proposed changes to the Carers' Leave provision had been carried out with the joint Trade Unions and the Employee Equality Forum; (b) that the Trade Unions fully supported the proposed changes and welcomed the intention to extend the provision to those employees who cared for dependants with serious and long-term conditions; (c) that the Employee Equality Forum was concerned that the definition of a "dependant" was not in line with the Carers (Scotland) Act 2016; (d) that whilst the Carers (Scotland) Act 2016 did not place any requirement on employers to provide any form of leave, the Special Leave Policy had been updated to reflect this definition, and (e) that the

Employee Equality Forum had also highlighted that there may be occasions where an employee required more time off than was defined in the Policy, and it was agreed that any requests of this nature would be considered, taking cognisance of the individual merits of each case and any obligations under the Equality Act 2010; (5) summarising, in Appendix 2 to the report, the key changes which were proposed to the Special Leave Policy, and (6) seeking approval for (a) the updated Special Leave Policy, as outlined in Appendix 1 to the report, and (b) the Adoption Policy, as outlined in Appendix 3 to the report.

Decided:

- (1) that the updated Special Leave Policy and Adoption Policy, as outlined in the Appendices to the report, be approved, and
- (2) that the content of the report be otherwise noted.

DIGITAL WORKFORCE AND SKILLS PROGRAMME - PHASE 1

6. With reference to paragraph 6 of the Minute of the meeting of the Policy and Strategy Committee held on 21 March 2019, when the indicative five-year investment for the Digital Transformation Programme was approved, there was submitted a report by the Head of People and Organisational Development (1) highlighting that fundamental to the success of DigitalNL was the Programme of Work which would enable the Council to build and enhance the digital skills of employees and residents within North Lanarkshire; (2) providing an overview of the strategic direction and broad first phase programme of work, which would enable the Council to build a digital ready workforce across North Lanarkshire; (3) advising (a) of the overall objective of the Council's Digital Workforce and Skills Programme (PO62), and (b) that this objective would be supported by three distinct but fully linked programmes of work, which would underpin the initiatives and programmes delivered within the Council (with regard to DigitalNL and the digital workplace transition), the Education Service (building digital skills and capabilities in young people) and parties external to the Council (supporting residents, communities and businesses); (4) providing an update on the three distinct programmes of work, namely (a) DigitalNL – Workforce and Skills Programme; (b) DigitalNL Classroom – Learning for the Future, and (c) Digital Economy and Place – Digital Skills and Inclusion, and (5) detailing (a) that, as the programmes progressed, there would be a growing need to ensure that the workstreams were fully integrated and that best value was considered, and (b) that, in order to facilitate this need, a Digital Skills Steering Group would be created during September 2019, which would oversee the co-ordination of the overall Digital Skills Programme and facilitate reporting of progress to the wider DigitalNL Delivery Board, the Corporate Management Team and relevant Committees.

Decided:

- (1) that the high level strategic direction, in relation to the Digital Workforce and Skills Programme, be approved;
- (2) that the progress to date be noted, and
- (3) that the plans to further enhance the Council's capability to develop digital skills across North Lanarkshire be supported.

COMMUNITY COUNCIL COMPLAINTS PROCEDURE

7. With reference to paragraph 13 of the Minute of the meeting of the former Policy and Resources Committee held on 6 December 2018, when it was agreed that a consultation exercise be undertaken in relation to the proposed complaints procedure for Community Councils, there was submitted a report by the Head of Legal and Democratic Solutions (1) advising that a consultation exercise, seeking representations from the 37 Community Councils in North Lanarkshire, had been conducted

between 10 December 2018 and 1 February 2019; (2) highlighting (a) that, during the initial consultation period, only one response was received; (b) that it was considered appropriate that each Community Council be afforded an additional opportunity to respond, and (c) that a second letter was issued to Community Councils seeking any representations or proposals to be submitted by 29 April 2019; (3) summarising (a) the 11 responses received during the consultation period, and (b) the responses to the comments received, and (4) seeking approval for the Complaints Procedure for Community Councils, as outlined in Appendix 1 to the report, and effective as of 8 October 2019.

Decided:

- (1) that the responses received from the Community Councils be noted;
- (2) that it be agreed that the complaints procedure be amended so that (a) the period referred to in Stage 1 be increased from seven to fourteen days, and (b) the size of the Panel be five Members but may be reduced to three Members in the event of non-attendance by a Panel Member, and
- (3) that the revised Community Councils Complaints Procedure, as outlined in the Appendix to the report, be implemented as of 8 October 2019.

TAXI LICENSING – TAXI FARES REVIEW 2019

8. There was submitted a report by the Head of Legal and Democratic Solutions (1) advising that the North Lanarkshire Joint Taxi Trade Association (the Association) had been consulted regarding proposals in relation to the review of taxi fares and other charges; (2) intimating that, in response to the consultation, the Association had stated that there was no consensus amongst its membership for an increase in fares; (3) detailing that, as required by legislation, the Council had subsequently published the existing taxi fare scales in newspapers circulating in the North Lanarkshire area, inviting any representations in relation to the proposal to make no change to the current fare structure to be made on or before 29 June 2019; (4) highlighting that no responses had been received to the notice published in the local press, and (5) seeking approval for the existing taxi fare scales, as detailed in the Appendix to the report, to remain in place, with new fare cards to be issued from 2 October 2019.

Decided: that it be agreed that the existing taxi fare scales remain in place and that new fare cards be issued from 2 October 2019.

LICENSING – PROPOSED INCREASE IN APPLICATION FEES

9. There was submitted a report by the Head of Legal and Democratic Solutions (1) advising that historically there had been a differential between the fee charged for the application for a new taxi driver licence versus the application for a new private hire driver licence; (2) intimating that the higher figure for taxi driver licence application reflected the additional administrative work required in respect of the knowledge test; (3) highlighting that, following the decision of the Committee on 13 March 2019, which required that all applicants for private hire driver's licences pass a knowledge test, it was deemed that the differential rate should no longer apply, and (4) seeking approval to increase the fee for an application for a private hire driver's licence from £160 to £175, which was in line with the fee charged in respect of applications for taxi driver's licences.

Decided: that the Head of Legal and Democratic Solutions be authorised to stipulate that, from 2 October 2019, the fee that the Council charged for an application in relation to a private hire driver licence be increased from £160 to £175, which was the fee currently charged in respect of applications for taxi driver licences.

TAXI AND PRIVATE HIRE LICENSING – VEHICLE SPECIFICATIONS

10. There was submitted a report by the Head of Legal and Democratic Solutions (1) advising that the Council, as licensing authority, was required to periodically review its specifications for taxis and private hire cars, due to changes in vehicle manufacture; (2) detailing (a) in Appendix 1 to the report, the proposed taxi specifications, and (b) in Appendix 2 to the report, the proposed private hire specifications; (3) seeking approval for the Head of Legal and Democratic Solutions to undertake a consultation with the taxi and private hire trade on the revised specifications for taxis and private hire cars, and (4) highlighting, that following consideration of the responses received during the consultation exercise, a further report would be submitted to a future meeting of the Committee seeking approval of the revised specifications for taxis and private hire cars.

The Head of Legal and Democratic Solutions advised that it was proposed that the consultation period be set at six weeks, which was agreed by the Committee.

Decided: that the Head of Legal and Democratic Solutions be authorised to undertake a six week consultation with the taxi and private hire trade on revised specifications for taxis and private hire cars.

LOCAL PUBLIC HOLIDAYS FOR FACTORIES AND BUSINESSES 2020

11. There was submitted a report by the Head of Legal and Democratic Solutions seeking approval of local public holidays for the calendar year 2020 for factories and businesses in North Lanarkshire.

During consideration of this item, the Committee requested consideration of the inclusion of the Victory in Europe (VE) Day, which was being celebrated on 8 May 2020, in the Local Public Holidays of Factories and Businesses in 2020. The Head of Legal and Democratic Solutions undertook to discuss the matter with the Council's Armed Forces Veterans Champion and consider the request in line with the Council's position on public holiday provision.

Decided:

- (1) that it be agreed that the local public holidays for factories and businesses for the calendar year 2020 be as follows:-

Wednesday, 1 January and Thursday, 2 January 2020
Monday, 13 April 2020
Monday, 4 May 2020
Monday, 25 May 2020
Monday, 20 July 2020
Monday, 28 September 2020
Friday, 25 December and Monday, 28 December 2020

- (2) that the Head of Legal and Democratic Solutions discuss the request to include VE Day 2020, which was being celebrated on 8 May 2020, in the Local Public Holidays for Factories and Businesses 2020 with the Council's Armed Forces Veterans Champion and thereafter consider the matter in line with the Council's position on public holiday provision.

REVENUE MONITORING REPORTS

(1) REVENUE BUDGET MONITORING REPORT – CHIEF EXECUTIVE AND OTHER CORPORATE SERVICES 1 APRIL TO 19 JULY 2019

12. There was submitted a report by the Head of Financial Solutions (1) summarising the Chief Executive's and other corporate services' financial performance for the period 1 April to 19 July 2019;
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(2) illustrating the projected outturn as at 31 March 2020; (3) highlighting and explaining the major outturn variances, as per the Council's approved Financial Regulations; (4) intimating that the Council approved its General Fund Revenue Budget on 21 February 2019, of which £70.642m represented the Net Revenue Budget for the Chief Executive's and other corporate services; (5) advising that the Service was currently projecting a year-end balanced budget for the financial year, and (6) detailing (a) that the 2019/20 budget incorporated £1.957m of savings previously approved by the Council, and (b) that it was anticipated that £1.897m of savings would be delivered by the financial year-end.

Decided: that the financial position of the 2019/20 Chief Executive's and other corporate services Revenue Budget be noted.

(2) REVENUE BUDGET MONITORING REPORT – COUNCIL SUMMARY 1 APRIL TO 19 JULY 2019

13. There was submitted a report by the Head of Financial Solutions (1) providing an update on the overall position for the General Fund Account, Housing Revenue Account and Adult Social Care for the financial year to 31 March 2020; (2) advising that the report consolidated the budget monitoring position of all Services; (3) highlighting and explaining major variances as per the Council's approved Financial Regulations; (4) setting out (a) in Appendix 1 of the report, a financial summary by Service; (b) in Appendix 2 of the report, the anticipated commitments against the earmarked reserves, and (c) in Appendix 3 of the report, the availability of one-off funds from the Change Management Fund; (5) intimating (a) that the Council approved its General Fund Revenue Budget on 21 February 2019, and (b) that due to revised assumptions following the issue of the Local Government Finance Circular 2/2019 in March 2019 the Council had an opening reported budget of £748.926m against which it was currently projecting a deficit of £0.727m; (6) detailing that the 2019/20 budget incorporated £27.666m of savings of which it was anticipated that £25.498m of savings would be delivered by the financial year-end, with replacement savings of £1.234m identified to date, leaving a shortfall of £0.934m.

Decided:

- (1) that the financial position of the 2019/20 Revenue Budget be noted, and
(2) that the content of the report be otherwise noted.

CAPITAL PROGRAMME 2019/20 MONITORING REPORT – 1 APRIL TO 19 JULY 2019

14. There was submitted a report by the Head of Financial Solutions (1) providing an update on resources and expenditure on the 2019/20 budget for the Council's Capital Programmes; (2) advising of the provisional year-end outturn position and the resultant variances, and (3) detailing in the Appendices to the report (a) the Council's Capital Programme 2019/20 budget movements; (b) the 2019/20 General Fund and Housing Revenue Account Capital Investment Programme summaries, as at 19 July 2019, and (c) a summary of the virement requests.

Decided: that the financial position of the Council's Capital Programmes, as at 19 July 2019, be noted.

TREASURY MANAGEMENT MONITORING REPORT FOR QUARTER ENDED 30 JUNE 2019

15. There was submitted a report by the Head of Financial Solutions (1) advising on the quarterly Treasury Management Activity for the period 1 April to 30 June 2019; (2) informing of debt restructuring, borrowing, investments and the interest rate movements during that period, and (3) providing, in Appendix 2 of the report, a summary of key treasury and prudential indicators as at quarter ended 30 June 2019.

Decided: that the Treasury Management Activity for the quarter ended 30 June 2019, including the positive performance against the key treasury and prudential indicators, be noted.

TREASURY MANAGEMENT ANNUAL ACTIVITY REPORT 2018/19

16. There was submitted a report by the Head of Financial Solutions (1) providing, in the Appendix to the report, the Treasury Management Annual Activity Report 2018/19; (2) outlining the Treasury Management activity undertaken during 2018/19, and the resulting impact on the Council's Borrowing and Investment Strategy; (3) reporting on the Council's performance in complying with the mandatory prudential indicators, and (4) summarising the Council's performance, making reference to targets and prudential indicators set at the start of the financial year, within the approved Treasury Management Strategy Statement 2018/19.

Decided: that the Treasury Management activity undertaken during 2018/19, and the resulting impact on the Council's Borrowing and Investment Strategy, as outlined in the Appendix to the report, be noted.

ANNUAL ACCOUNTS OUTTURN

17. There was submitted a report by the Head of Financial Solutions (1) advising that the Annual Statutory Accounts for the Council for the year ended 31 March 2019 had been approved by the Audit and Scrutiny Panel, and subsequently submitted to the Council's External Auditors, Audit Scotland, by the statutory date of 30 June 2019, and (2) explaining any major variances against the Council's annual budget for the year 2018/19.

Decided: that the content of the report be noted.

ANNUAL EFFICIENCY STATEMENT 2018/19

18. There was submitted a report by the Head of Financial Solutions (1) advising of the submission to COSLA of the Council's Annual Efficiency Statement for the year ended 31 March 2019, and (2) summarising, in the Appendix to the report, the efficiencies delivered in 2018/19.

Decided: that the submission of the Annual Efficiency Statement for 2018/19 to COSLA be noted.

PAYMENT OF LOCAL TAXATION AND BENEFIT UPDATE

19. There was submitted a report by the Head of Financial Solutions (1) providing an update on the payment performance for Council Tax and Non Domestic Rates and the administration of Welfare Benefits and the Council Tax Reduction Scheme as at 30 June 2019; (2) advising (a) that the current year collection of Council Tax at the end of June 2019 was 28.4%, which was equivalent to the position at the same point in the previous year, and (b) that the Non Domestic Rates collection as at 30 June 2019 was 17.3%, which was 0.3% lower in comparison with the previous year as a result of one ratepayer who settled their bill by the end of June 2019 but settlement was not received until July 2019; (3) detailing a comparison of the performance at the end of June 2019/20 against the same period in the previous year, in relation to the speed of processing benefit applications and changes, which had significantly improved in line with expectations, and (4) providing an update on the Scottish Welfare Fund, which was within budget for 2019/20.

Decided: that the report be noted.

GENERAL DEBTORS DEBT WRITE-OFF 2019/20

20. There was submitted a report by the Head of Financial Solutions (1) summarising the outstanding debtor accounts which were deemed uncollectable following all attempts at recovery or were considered uneconomically viable to continue pursuing; (2) advising that an analysis of outstanding balances due to the Service had been conducted and the total sum of £261,273.73 had been deemed uncollectable; (3) indicating that the Head of Financial Solutions, under delegated authority, had written-off debts under £500, amounting to £47,162.26, and (4) seeking approval to write-off debts in excess of £500, amounting to £214,111.47.

Decided:

- (1) that it be noted that the Head of Financial Solutions, under delegated authority, had written-off balances, under £500, in the total sum of £47,162.26, and
- (2) that the write-off of all items over £500, to the value of £214,111.47, be approved.

REMIT FROM THE ADULT HEALTH AND SOCIAL CARE COMMITTEE OF 29 AUGUST 2019 - SUNDRY DEBT WRITE-OFF 2019

21. With reference to paragraph 10 of the Minute of the meeting of the Adult Health and Social Care Committee held on 23 August 2019, there was submitted a report by the Head of Children, Families and Justice Social Work Services (1) summarising the outstanding debtor accounts which were deemed uncollectable following all attempts at recovery or were considered uneconomically viable to continue pursuing; (2) advising that the Chief Accountable Officer and the Head of Financial Solutions, under delegated authority, had written-off debts under £500, amounting to £14,513.62, and (3) seeking approval to write-off debts greater than £500, amounting to £44,460.91.

Decided:

- (1) that it be noted that the Chief Accountable Officer and the Head of Financial Solutions, under delegated authority, had written-off debts under £500, amounting to £14,513.62, and
- (2) that the write-off of a number of debts greater than £500, amounting to £44,460.91, be approved.

REMIT FROM THE COMMUNITIES AND HOUSING COMMITTEE OF 11 SEPTEMBER 2019 - GENERAL DEBTORS DEBT WRITE-OFF 2019

22. With reference to paragraph 15 of the Minute of the meeting of the Communities and Housing Committee of 11 September 2019, there was submitted a report by the Head of Communities (1) summarising the outstanding debtor accounts which were deemed uncollectable following all attempts at recovery or were considered uneconomically viable to continue pursuing; (2) advising that the Executive Director (Enterprise and Communities) and the Head of Financial Solutions, under delegated authority, had written-off debts under £500, amounting to £91,106.19, and (3) seeking approval to write-off debts greater than £500, amounting to £147,290.77.

Decided:

- (1) that it be noted that the Executive Director (Enterprise and Communities) and the Head of Financial Solutions, under delegated authority, had written-off debts under £500, amounting to £91,106.19, and
 - (2) that the write-off of debts greater than £500, amounting to £147,290.77, be approved.
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REMIT FROM THE EDUCATION AND FAMILIES COMMITTEE OF 17 SEPTEMBER 2019 - ANNUAL BAD DEBT WRITE-OFF EXERCISE

23. With reference to paragraph 12 of the Minute of the meeting of the Education and Families Committee held on 17 September 2019, there was submitted a report by the Executive Director (Education and Families) (1) summarising the outstanding debtor accounts which were deemed uncollectable following all attempts at recovery or were considered uneconomically viable to continue pursuing; (2) advising that the Executive Director (Education and Families) and the Head of Financial Solutions, under delegated authority, had written-off debts under £500, amounting to £8,917.58, and (3) seeking approval to write-off debts greater than £500, amounting to £600.

Decided:

- (1) that it be noted that the Executive Director (Education and Families) and the Head of Financial Solutions, under delegated authority, had written-off debts under £500, amounting to £8,917.58, and
- (2) that the write-off of debts greater than £500, amounting to £600, be approved.

PROCUREMENT AND COMMERCIAL IMPROVEMENT PROGRAMME 2018/19

24. There was submitted a report by the Head of Asset and Procurement Solutions (1) intimating that the Procurement and Commercial Improvement Programme (PCIP) had been introduced in 2015 and was a model designed to assess Scottish public procurement performance in a common format; (2) advising of the outcome of the 2018/19 PCIP assessment for the Council, and (3) detailing the approach to be adopted to secure further improvement in procurement performance.

Decided:

- (1) that the outcome of the 2018/19 PCIP assessment be noted, and
- (2) that the approach to be adopted to secure further improvement in procurement performance and, as a result, an improvement in the score achieved in future PCIP assessments, be noted.

PROCUREMENT STRATEGY 2019/20

25. There was submitted a report by the Head of Asset and Procurement Solutions (1) advising that the Council's current Procurement Strategy had been published in September 2017; (2) intimating that the Council was now required to review the Procurement Strategy annually and make changes as appropriate; (3) highlighting (a) that a review had been undertaken of the Procurement Strategy, and (b) that the broad principles and policies described in the current Strategy remained relevant and, with minor adjustments, it would remain so for the foreseeable future, and (4) seeking approval of the Procurement Strategy 2019/20, as outlined in the Appendix to the report.

Decided:

- (1) that the Procurement Strategy 2019/20, as outlined in the Appendix to the report, be approved, and
- (2) that the content of the report be otherwise noted.

ANNUAL PROCUREMENT REPORT 2018/19

26. There was submitted a report by the Head of Asset and Procurement Solutions (1) advising that the Council's Annual Procurement Report 2018/19, a copy of which was appended to the report, had been prepared as per the requirements of the Procurement Reform (Scotland) Act 2014, and (2) highlighting (a) that the Annual Procurement Report 2018/19 would be published on the Council's website, and (b) that the publication of the Annual Procurement Report 2018/19 would be notified to the Scottish Government to assist with the preparation of a consolidated report by Scottish Ministers on annual public procurement activity across Scotland during 2018/19.

During consideration of this item, the Committee requested clarification as to whether details as to whether tenderers were paying the living wage could be included in future contract award reports. The Head of Asset and Procurement Solutions undertook to review the procurement process to establish whether this information could be provided in future reports.

Decided:

- (1) that the content of the Council's Annual Procurement Report 2018/19 be noted;
- (2) that it be noted that the Annual Procurement Report 2018/19 would be published on the Council's website;
- (3) that it be noted that the publication of the Annual Procurement Report 2018/19 would be notified to the Scottish Government to assist with the preparation of a consolidated report by Scottish Ministers on annual public procurement activity across Scotland during 2018/19, and
- (4) that the Head of Asset and Procurement Solutions review the procurement process in order to establish whether details as to whether tenderers were paying the living wage could be provided in future contract award reports.

CONTRACT AWARD - PROVISION OF WINTER RELATED SERVICES 2019/23

27. There was submitted a report by the Head of Asset and Procurement Solutions (1) seeking approval to award two contracts for the Provision of Winter Related Services 2019/23 to (a) Mitie Landscapes Limited for Lot 1 – Gritting and Snow Clearing Services within the Council's corporate property portfolio for a potential maximum value of £660,000, and (b) Mitie Landscapes Limited for Lot 2 – Gritting and Snow Clearing Services within North Lanarkshire Properties LLP's commercial property portfolio for a potential maximum value of £110,000; (2) advising that both contracts were for an initial period of three years, from the date of the award of each contract, and that the Council reserved the right to extend the contracts for an additional year, and (3) providing, in the Appendices to the report, a summary of (a) the evaluation process, and (b) the procurement process undertaken.

Decided: that it be agreed to award two contracts for the Provision of Winter Related Services 2019/23, as follows:

- (a) Lot 1 – Gritting and Snow Clearing Services within the Council's corporate property portfolio to Mitie Landscapes Limited for a potential maximum value of £660,000, and
- (b) Lot 2 – Gritting and Snow Clearing Services within North Lanarkshire Properties LLP's commercial property portfolio to Mitie Landscapes Limited for a potential maximum value of £110,000.

CONTRACT AWARD FOR THE PROVISION OF DEBT RECOVERY AND DILIGENCE SERVICES FOR LOCAL TAXATION

28. There was submitted a report by the Head of Financial Solutions (1) seeking approval to award the contract for the Provision of Debt Recovery and Diligence Services to Walker Love Sheriff Officers for an initial period of three years, from 1 October 2019 to 30 September 2022, with the option to extend for a further year, and (2) providing, in the Appendices to the report, a summary of (a) the evaluation process, and (b) the procurement process undertaken.

Decided:

- (1) that the content of the report and accompanying Appendices be noted, and
- (2) that it be agreed that the contract for the provision of Debt Recovery and Diligence Services be awarded to Walker Love Sheriff Officers for an initial period of three years, from 1 October 2019 to 30 September 2022, with the option to extend for a further year.

MEASURED TERM CONTRACT: METAL DOORS, SCREENS AND BLACKSMITH WORKS

29. With reference to paragraph 12 of the Minute of the meeting of the former Corporate Services Committee held on 10 November 2016, when it had been agreed to award a one-year contract for the provision of a Measured Term Contract (MTC) for Metal Doors, Screens and Blacksmith Works, including service and maintenance, to Taymore Limited, there was submitted a report by the Head of Asset and Procurement Solutions (1) advising that the MTC for Metal Doors, Screens and Blacksmith Works had expired in January 2018; (2) highlighting (a) that the contract had been retendered in mid-2018, with returns received in early January 2019, and (b) that, following consideration of the returns, it was determined that all bids were non-compliant for a variety of reasons, and (c) that the decision was taken that the contract should be retendered; (3) intimating that, in the meantime, interim measures had been put in place, on the basis that the remaining orders issued to the contractor related to repairs which affected service delivery or health and safety matters, and (4) detailing (a) that a "bidders day" had been held in order to assist potential bidders in formulating their future submissions; (b) that a further tender was issued in July 2019, with returns received on 7 August 2019, and (c) that the returns were currently being evaluated and, assuming there was a suitable compliant bid received, it was proposed that a further report be submitted to the meeting of the Committee scheduled for 27 November 2019.

Decided:

- (1) that it be noted that interim arrangements had been put in place following the expiration of the MTC for Metal Doors, Screens and Blacksmith Works in January 2018;
- (2) that the actions taken to retender the contract be noted, and
- (3) that the contents of the report be noted.

CONTRACTS AWARDED BELOW COMMITTEE APPROVAL THRESHOLD

30. There was submitted a report by the Head of Asset and Procurement Solutions providing, in the Appendix to the report, details of contracts which had been awarded by him, under delegated authority, during the period from 1 April to 30 June 2019.

Decided: that the content of the report and the Appendix be noted.

Councillor Burrows, prior to consideration of the following item of business, declared an interest by virtue of the party requesting the lease variation being known to him, left the meeting and took no part in the determination of the item.

Councillor McNeil assumed the Chair.

PROPOSED VARIATION OF LEASE - GROUND AT LABURNUM ROAD, VIEWPARK

31. There was submitted a report by the Head of Asset and Procurement Solutions (1) advising that the Focus Youth Project had requested a variation to its existing lease in order to incorporate an additional area of ground, as detailed on the plan appended to the report, and (2) summarising the amended terms and conditions for the lease, details of which had been provisionally agreed with the Focus Youth Project.

Decided:

- (1) that the proposed variation of the current lease and its terms, as detailed in the report, be approved, and
- (2) that the Head of Asset and Procurement Solutions be authorised to adjust all other terms and conditions.

Councillor Burrows resumed the Chair.

PROPOSED SUB-STATION AT BARONS ROAD, MOTHERWELL

32. There was submitted a report by the Head of Asset and Procurement (1) seeking agreement to grant a new lease to SP Distribution plc for an electrical sub-station and an associated servitude for cables, pedestrian and vehicular rights of access on land at Barons Road, Motherwell, as detailed in the plan appended to the report, and (2) summarising the proposed terms and conditions of the lease.

Decided:

- (1) that it be agreed to grant a new lease to SP Distribution plc, or their nominees, for a sub-station and an associated servitude for cables, pedestrian and vehicular rights of access on land at Barons Road, Motherwell, as per the terms and conditions detailed in the report, and
- (2) that the Head of Asset and Procurement Solutions be authorised to adjust all other terms and conditions.

AFFORDABLE HOUSING POLICY (AHP) PURCHASES AT RAVENS CRAIG, MOTHERWELL - KEEPMOAT HOMES

33. With reference to paragraph 10 of the Minute of the meeting of the former Enterprise and Housing Committee held on 5 September 2018, when it was agreed to purchase 11 houses at Ravenscraig, Motherwell from Keepmoat Homes Limited, or their nominees, for a total sum of £1,205,000, there was submitted a report by the Head of Asset and Procurement Solutions (1) advising that Keepmoat Homes had received planning permission for the erection of 111 houses at Ravenscraig, Motherwell; (2) intimating that, since that approval, there had been changes to the original specification of the houses in order to ensure that they met the requirements of the Housing for Varying Needs Standards, achieved the Sustainability Standard Silver Aspects 1 and 2 and, as a result, would also meet the Scottish Government requirement for 'greener standards', and (3) seeking approval for the

purchase of the 11 properties, as detailed in paragraph 2.3 of the report, for a total purchase price of £1,411,832.

Decided:

- (1) that the acquisition of 11 houses at Ravenscraig, Motherwell from Keepmoat Homes, as detailed in Section 2.3 of the report, be approved, and
- (2) that the Head of Asset and Procurement Solutions be authorised to adjust all other terms and conditions.

REALLOCATION OF LAND AT CALEDONIAN AVENUE, BELLSHILL FROM ENVIRONMENTAL ASSETS TO ENTERPRISE AND HOUSING RESOURCES

34. There was submitted a report by the Head of Asset and Procurement Solutions (1) advising that the Council's Enterprise and Housing Resources Service had approached Asset and Procurement Solutions to assist with the proposed reallocation of land at Caledonian Avenue, Bellshill from the Environmental Assets Service, as detailed in the plan contained in Appendix 2 to the report, in order that it be utilised for the new build of council housing provision; (2) highlighting that the land was currently held by the Environmental Assets Service, who had no objection to the land being released from its remit; (3) detailing that a local Elected Member had highlighted objections from local residents to the use of this area of land for the provision of housing, and (4) intimating that it was considered that the development of the site was in keeping with the overall Council strategy to identify and develop additional sites for council housing.

Decided:

- (1) that it be agreed that the land at Caledonian Avenue, Bellshill, as detailed in the Appendix to the report, be reallocated from the Council's Environmental Assets Service to the Enterprise and Housing Resources Service, for the purpose of the construction of new build council housing, and
- (2) that the content of the report and the Appendix be noted.

It was agreed in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, that the public be excluded from the meeting for the following items on the grounds that the business involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part 1 of Schedule 7A of the Act.

MERRYSTONE HOUSE, COATBRIDGE

35. With reference to paragraph 6 of the Minute of the meeting of the former Social Work Sub-Committee held on 8 August 2017, when it had been agreed to declare the Merrystone Support Base, 10 Blairhill Street, Coatbridge surplus to requirements, there was submitted a report by the Head of Asset and Procurement Solutions seeking approval for the sale of Merrystone House to the highest financial bidder, or their nominees if considered appropriate, as detailed in the report.

Decided:

- (1) that the sale of Merrystone House to the highest financial bidder, or their nominees if considered appropriate, as detailed in the report, be approved;
- (2) that the ability to revert to the second and then the third place bidders based on their bid price, in the event that the preferred bidder withdrew or failed to complete the acquisition of the property, be approved, and
- (3) that the Head of Asset and Procurement Solutions be authorised to adjust all other terms and conditions.

453 MAIN STREET, COATBRIDGE

36. With reference to paragraph 7 of the Minute of the meeting of the former Corporate Services Committee held on 9 February 2017, when it had been agreed to declare the property at 453 Main Street, Coatbridge surplus to requirements, there was submitted a report by the Head of Asset and Procurement Solutions seeking approval for the sale of 453 Main Street, Coatbridge to the highest financial bidder, or their nominees if considered appropriate, as detailed in the report.

Decided:

- (1) that the sale of 453 Main Street to the highest bidder, or their nominees if considered appropriate, as detailed in the report, be approved, and
- (2) that the Head of Asset and Procurement Solutions be authorised to adjust all other terms and conditions.