

**MINUTE**  
**of**  
**CABINET**

**Minute of Meeting held at 10.00am in the Council Chamber, Council Headquarters, Giffnock on 30 January 2020.**

**Present:**

Councillor Tony Buchanan (Leader)  
Councillor Caroline Bamforth  
Councillor Alan Lafferty

Councillor Colm Merrick  
Councillor Paul O’Kane

Councillor Buchanan, Leader, in the Chair

**Attending:**

Lorraine McMillan, Chief Executive; Margaret McCrossan, Head of Accountancy (Chief Financial Officer); Louise Pringle, Head of Communities, Revenues and Change; Murray Husband, Head of Digital and Community Safety; Sharon Dick, Head of HR and Corporate Services; Alison Ballingall, Senior Revenues Manager; Robert Spencer, Principal Accountant (Revenue); Debbie Hill, Chief Procurement Officer; Brian Dunigan, Money Advice and Rights Team Manager; and Paul O’Neil, Committee Services Officer.

**Apology:**

Councillor Danny Devlin.

**DECLARATIONS OF INTEREST**

**1169.** There were no declarations of interest intimated.

**ESTIMATED REVENUE BUDGET OUT-TURN 2019/20**

**1170.** The Cabinet considered a report by the Chief Financial Officer, detailing the projected revenue budget out-turn for 2019/20 and providing details of the expected year-end variances for each department, together with summary cost information for each of the undernoted services as at 31 October 2019:-

- (i) Objective and Subjective Summaries;
- (ii) Education Department;
- (iii) Contribution to Integration Joint Board;
- (iv) Environment Department;
- (v) Environment Department – Support;
- (vi) Chief Executive’s Office;
- (vii) Chief Executive’s Office – Support;
- (viii) Corporate and Community Services Department – Community Resources;

- (ix) Corporate and Community Services Department – Support;
- (x) Other Expenditure and Income;
- (xi) Joint Boards;
- (xii) Contingency – Welfare;
- (xiii) Health and Social Care Partnership; and
- (xiv) Housing Revenue Account.

Whilst noting that as at 31 October 2019 the estimated year-end position showed a net favourable variance on net expenditure of £1,516,000 based on current information, the report highlighted that for General Fund services the projected underspend was £1,622,000 or 0.6% of the annual budget. Details of a number of service virements including a specific service virement in relation to the funding project within the Edge Facility in Newton Mearns and operational adjustments for which approval was sought were outlined in the report.

The report highlighted that a number of operational variances required management action to ensure that expenditure would be in line with budget at the end of the financial year. At this time, it was expected that management action would lead to all overspends being recovered, that all underspends were consolidated wherever possible and that spending up to budget levels did not take place.

The Cabinet, having noted the probable out-turn position, agreed:-

- (a) to approve the service virements and operational adjustments as set out in the report;
- (b) to approve the specific service virements and operational adjustments of £107,000 with regard to the funding project within the Edge Facility in Newton Mearns;
- (c) that management action be taken to remedy any forecast overspends; and
- (d) that all departments continue to closely monitor their probable out-turn position and consolidate and maximise underspends wherever possible.

## **EXEMPTION FROM TENDERING – EXTENDED USE OF ICT CONTRACTS**

**1171.** The Cabinet considered a report by the Deputy Chief Executive, seeking an exemption from tendering procedures in accordance with Standing Order 15(ii) of the Council's Standing Orders Relating to Contracts in relation to the award of support and maintenance contracts pertaining to software applications in use across the Council, which would allow the continued use of incumbent solutions.

The report explained that the exemptions being sought had been identified and selected to ensure that the ICT portfolio remained fit for purpose, whilst providing stability for key line of business applications through continuity of service during a period of significant technical change. Furthermore, it ensured that opportunities provided by the national initiatives, programmes and technology landscapes were best exploited by allowing the ICT estate flexibility with timing when conducting procurement activity.

The Cabinet:-

- (a) agreed in accordance with Standing Order 15(ii) of the Council's Standing Orders Relating to Contracts to approve an exemption from tendering procedures to allow the following contracts to be negotiated directly with the

current supplier for the periods identified all of which would commence in financial year 2020/21 with the total contract expenditure for the full period within the exemption being £430,000:-

- (i) ORBIS (Revenues) – Contract with NPS for the contract period 1 April 2020 to 31 March 2022 with a value of up to £175,000;
  - (ii) Tunstall ARC (Community Safety) – Contract with Tunstall for the contract period 1 April 2020 to 30 June 2023 with a value of up to £125,000;
  - (iii) ESRI Geographical Information System (Environment) - Contract with ESRI for the contract period 1 April 2020 to 31 March 2024 with a value of up to £130,000; and
- (b) noted that the contract periods referred to were indicative and not compulsory committed terms, and that contract extensions would be negotiated to best suit the individual situation including annual reviews and commitment break clauses.

## **WELFARE CONTINGENCY FUND UPDATE**

**1172.** Under reference to the Minute of the meeting of 21 June 2018 (Page 447, Item 473 refers) when it had been noted that £200,000 of welfare contingency funding had been made available in the revenue estimates for each of the subsequent three years, and approval given by the Cabinet for contributions of £40,000 in both 2018/19 and 2019/20 to East Renfrewshire Citizens Advice Bureau, the Cabinet considered a report by the Deputy Chief Executive, seeking approval to use resources from the Welfare Reform contingency provision in order to support local residents through the Scottish Welfare Fund (SWF) application process, and to continue to mitigate the impact of Welfare Reform and ongoing rollout of Universal Credit over the next two years. Approval was also sought for a bid for funding from welfare contingency resources to fund a shortfall in external funding for East Renfrewshire Citizens Advice Bureau's Helping East Renfrewshire Online (HERO) project.

Whilst noting that applications to the SWF had increased significantly from 2017/18 into 2018/19 and that this rising demand had continued into 2019/20, the report indicated that in view of the increased demand additional funding from the Welfare Contingency Fund was requested for 2 x Grade 5 SWF team posts for the period April 2020 to March 2022, at a total cost £110,858 over the two years,. Full details were outlined in the report.

Furthermore, the Money Advice and Rights Team (MART) was currently using welfare contingency funding to fund a Financial Wellbeing post working with residents to secure benefit entitlement, with a focus on Universal Credit and building community capacity and resilience in the area of personal budgeting. The report highlighted that funding of £77,067 from the welfare contingency provision was being sought to continue the project for a further two years.

The report also outlined bids by East Renfrewshire Citizens Advice Bureau for funding of £40,000 in each of the financial years 2020/21 and 2021/22 to continue to fund one full-time member of staff to undertake all aspects of benefit support work; and a further bid for £11,500 of welfare contingency funding for 2020/21 to meet a shortfall in resources for its Helping East Renfrewshire Online (HERO) project. It was noted that all bids for welfare contingency resources for 2021/22 were being requested in principle and were subject to budgetary provision being confirmed when the Council set the 2021/22 budget.

The Cabinet:-

- (a) approved the Scottish Welfare Fund Team bid for a total of £110,858 over the period April 2020 to March 2022, to fund 2 Grade 5 posts to support increased demand in applications for the Scottish Welfare Fund;
- (b) approved the Money Advice and Rights Team (MART) bid for £77,067 of welfare contingency provision to continue the Financial Wellbeing Project to build community capacity and resilience in the area of personal budgeting, for a further two years;
- (c) approved the East Renfrewshire Citizens Advice Bureau bid for £40,000 in financial years 2020/21 and 2021/22 to continue to fund one full-time member of staff to undertake all aspects of benefit support work;
- (d) approved the East Renfrewshire Citizen's Advice Bureau bid for £11,500 of welfare contingency funding for 2020/21 to meet a shortfall in resources for their Helping East Renfrewshire Online (HERO) project; and
- (e) noted that all bids for welfare contingency resources for 2021/22 were being requested in principle and were subject to budgetary provision being confirmed when the Council set the 2021/22 budget.

CHAIR