

## Finance and Resources Committee

10.00am, Thursday 3 November 2016

### Present

Councillors Rankin (Convener), Bill Cook (Vice-Convener), Corbett, Day (substituting for Godzik), Dixon, Griffiths, Bill Henderson, Ricky Henderson, Jackson, McVey, Walker and Whyte.

### 1(a) Deputation: Approval of Framework Agreement for the Provision of Interpretation, Translation and Communication Support

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The Committee agreed to hear a deputation from the following representatives from Aiden McCorry, Chief Executive, Rosie Rutherford, Commercial Manager and Shona Dixon, Communications, Support and Training Manager from Deaf Action in relation to Item 7.11 - Approval of Framework Agreement for the Provision of Interpretation, Translation and Communication Support.

The main points raised by the deputation were:

- Deaf Action requested that the Committee deferred the approval of the framework agreement as they had concerns about the proposed appointment of two spoken language commercial companies on the framework to deliver British Sign Language (BSL), lip reading, deaf blind communication services.
- The commercial companies provided predominantly interpretation from one spoken language to another. British Sign Language (BSL) was a visual, gestural language with a distinctive grammar, using hand shapes, facial expressions, gestures and body language to convey meaning, and BSL interpreters worked differently to spoken language interpreters.
- Communication and interpretation had been run by Deaf Action for twenty years and last year they provided just under 6,000 hours of communication support including BSL interpreters for the City of Edinburgh Council and NHS Lothian who regard the service highly.
- Clients who required support were known to them, which ensured a high quality service that matched their needs. Local knowledge could prove critical as services could be provided at short notice and in emergency situations.

- BSL was often the first choice in terms of the way that deaf people communicated with others, as they learned language differently to the way that hearing people did, and was a language in its own right and different to written English.
- Concerns were raised regarding a lack of consultation with the deaf community on changes to the interpreting services.
- Deaf Action provided an anchor to support individuals and empowered them to be active citizens.
- There could be a reduced amount of choice and control for deaf people in terms of the BSL services available if the proposed providers were appointed. It could be more difficult for deaf people to complain about poor service.
- The use of large scale commercial companies who had no knowledge of or investment in the local community was a concern.
- The availability of BSL interpreters in Scotland was an issue. Deaf Action had been trying to address this issue by using their contacts to provide BSL services that met their client's requirements.
- Deaf Action employed BSL interpreters as well as having good relationships with BSL interpreters locally.
- Other services were provided by Deaf Action which were inter-linked and provided a one-stop shop for clients.
- Deaf Action requested that a further Equalities Impact Assessment (EIA) was carried out to ensure it included extensive consultation with the deaf community prior to any final decisions being made on the appointment of providers for delivery of BSL services.

The Convener thanked the Deputation for their presentation and invited them to remain for the Committee's consideration of the report by the Acting Executive Director of Resources.

## **1(b) Approval of Framework Agreement for the Provision of Interpretation, Translation and Communication Support**

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Approval was sought for the appointment of a framework agreement of suppliers for the provision of the overflow of interpretation and translation services not currently met directly by the Interpretation and Translation Service (ITS).

### **Decision**

- 1) To approve the appointment of the following suppliers to the framework agreement for Lots 1-3 and 5 only:
  - Lot 1: Interpretation Face-to-Face  
DA Languages Ltd  
Prestige Network Ltd

Global Language Services Ltd  
Elite Linguists C.I.C.  
Supreme Linguistic Services Ltd

▪ Lot 2: Interpretation – Telephone

DA Languages Ltd  
AA Global Language Service Ltd  
Supreme Linguistic Services Ltd  
Prestige Network Ltd  
Global Language Services Ltd

▪ Lot 3: Translation

DA Languages Ltd  
The Language Room  
AA Global Language Services Ltd

▪ Lot 5: Braille and other formats such as audio, large print etc

DA Languages Ltd

- 2) To defer the determination of Lot 4 (British Sign Language (BSL), lip reading, deaf blind communication etc) to the next meeting of the Finance and Resources Committee to allow further consideration of the specifics of the Lot.
- 3) To note that it was intended that the framework agreement would be in place for a period of three years with an option to extend for an additional twelve month period from 1 December 2016, with a total estimated value of £1,824,000 for the full contract period including extensions.

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

### **Declarations of Interests**

Councillor Ricky Henderson declared a financial interest in the above item as a non-Executive Board Member of NHS Lothian.

## **2. Deputation: Interpretation and Translation Service Transfer**

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The Committee agreed to hear a deputation from Jowita Kaminska, a translator and interpreter from the City of Edinburgh Council's Interpretation and Translation Service in relation to Item B1.2 – Interpretation and Translation Service Transfer.

The main points raised by the deputation were:

- Concerns were raised about the proposed new booking system that would be in operation when the NHS took over the responsibility for the service.

- Currently, bookings were taken via phone or email and recorded the client's name, telephone number, the required language, the venue, time, approximate duration and a brief description of the circumstances or reasons for requesting the service. This ensured that an appropriate staff member was allocated and any unexpected issues notified or resolved in advance.
- The new proposed service was a self service system which would provide a reference number, name, date, time and venue. This limited information would not be sufficient to enable a satisfactory service and there were concerns that this would have a negative impact on service users. The NHS proposed to manage all of the appointments using this system.
- A proportion of clients that required interpretation and translation services had complex and sensitive issues that related to social work, housing, child protection, domestic abuse, criminal justice and more recently refugee and immigration matters. It was important for translators to have background information on clients to enable them to tailor the support provided and achieve the best outcome for all parties. There were concerns that the proposed NHS system would not take cognisance of this type of information.
- Concerns were raised that the proposed new system would not be able to deal with multiple requests/bookings.
- The proposed new booking system had been trialled with some languages and some of the feedback had been negative. There were concerns that the system was not fit for purpose.

The Convener thanked the Deputation for their presentation and advised that they would not be invited to remain in attendance during consideration of the report which was to be held in private under paragraph 11 of part 1 of Schedule 7A of the Local Government Scotland Act 1973 and that they would be advised of the Committee decision.

### **3. Minutes**

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#### **Decision**

To approve the minute of the Finance and Resources Committee of 29 September 2016 as a correct record.

### **4. Business Bulletin**

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#### **Decision**

To note the Finance and Resources Committee Business Bulletin.

### **5. Key Decisions Forward Plan**

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The Finance and Resources Committee Key Decisions Forward Plan from 3 November 2016 to 1 December 2016 was submitted.

#### **Decision**

To note the Key Decisions Forward Plan from 3 November 2016 to 1 December 2016.

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

## **6. Rolling Actions Log**

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The Finance and Resources Committee Rolling Actions Log for 29 October 2015 to 29 September 2016 was submitted.

### **Decision**

To note that Items 5 and 10 had been closed.

(Reference – Finance and Resources Committee Rolling Actions Log, submitted.)

## **7. Managing Workforce Change – Workforce Dashboard**

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Details were provided of indicators to monitor change through the transformation programme, including a summary of the latest available information on Council wide staffing numbers, sickness absence, agency expenditure and vacancies.

### **Decision**

To note the progress to date.

(References – Finance and Resources Committee, 29 September 2016 (item 8); report by the Acting Executive Director of Resources, submitted)

## **8. Living Wage Accreditation**

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A report was submitted advising of that the City of Edinburgh Council had received formal accreditation from the Scottish Living Wage initiative on 28 September 2016.

### **Decision**

To note the report.

(References – Finance and Resources Committee, 14 January 2016 (item 1(d)); report by the Acting Executive Director of Resources, submitted)

## **9. Capital Monitoring 2016/17 – Half Year Position**

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Committee considered a report which set out the overall position of the Council's capital budget at the half year position (based on 5 month data) and the projected outturn for the year.

### **Decision**

- 1) To note the projected capital outturn positions on the General Fund and Housing Revenue Account (HRA) at month five.
- 2) To note the prudential indicators at month five.
- 3) To note the proposed prudential borrowing for Mortonhall Crematorium refurbishment investment, and remit to Council for approval on 24 November 2016.
- 4) To refer the report to Governance, Risk and Best Value Committee as part of its work plan.

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

## 10. Revenue Monitoring 2016/17 – Half Year Position

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Details were provided of the projected half-year revenue monitoring position for the Council, based on analysis of period five data.

### Decision

- 1) To note the balanced position forecast for the year.
- 2) To note the on-going risks and challenges across all services areas which would require further management actions and active and regular scrutiny for the remainder of the year.
- 3) To note the balanced position projected on the Housing Revenue Account (HRA) after making a £14.2m budgeted contribution towards housing investment.
- 4) To refer the report to the Governance, Risk and Best Value Committee as part of its work programme.

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

## 11. Resources Directorate – Revenue Budget Monitoring 2016/17 – Month Five Position

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Details were provided of the projected half year revenue monitoring position for the Resources Directorate, based on actual expenditure and income to the end of August 2016 and expenditure and income projections for the remainder of the financial year.

### Decision

- 1) To note that the Resources Directorate was currently projecting expenditure within the approved revenue budget for 2016/17.
- 2) To note the risks to the achievement of a balanced revenue budget position.

(References – Finance and Resources Committee, 18 August 2016 (item 2 (b)); report by the Acting Executive Director of Resources, submitted)

## 12. Chief Executive – Revenue Budget Monitoring 2016/17 – Month Five Position

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Committee considered a report on the projected half year revenue monitoring position for services reporting directly to the Chief Executive, based on actual expenditure and income to the end of August 2016 and expenditure and income projections for the remainder of the financial year.

### Decision

- 1) To note that services reporting directly to the Chief Executive were currently projecting expenditure within the approved revenue budget for 2016/17.
- 2) To note the risks to the achievement of a balanced revenue budget position.

(References – Finance and Resources Committee, 18 August 2016 (item 14); report by the Chief Executive, submitted)

### 13. Treasury Management: Mid Term Report 2016/17

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An update report on Treasury Management activity in 2016/17 was provided.

#### **Decision**

- 1) To note the mid-term report on Treasury Management for 2016/17.
- 2) To refer the report to the City of Edinburgh Council for approval and subsequent referral by City of Edinburgh Council to the Governance, Risk and Best Value Committee for scrutiny.

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

### 14. Annual Report – Debt Write-Off

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A report was submitted for consideration which provided a summary of debt income streams deemed uncollectable and written-off during 2015/16.

#### **Decision**

- 1) To note the sums due to the Council that had been written off during 2015/16 and the low value (0.9%) this represents compared to the overall level of income collected.
- 2) To note the write-off value was consistent with 2015/16.
- 3) To note that whilst a debt was declared written-off for accounting purposes, cases could be re-opened at any stage to pursue payment should the debtor be traced or become solvent.

(References – Finance and Resources Committee, 8 September 2016 (item 14 ); report by the Acting Executive Director of Resources, submitted)

### 15. Motor Fleet Insurance

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Details were provided of the Council's insurance programme arrangements and the terms for a change to the motor fleet all sections policy excess.

#### **Decision**

To note the report and retrospectively approve the change in the Council's motor fleet policy excess from 5,000 all sections to £25,000 all sections.

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

### 16. Procurement Benefits – Reporting Framework

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A progress report was submitted which detailed the development of the reporting framework for procurement benefits.

#### **Decision**

- 1) To note the progress outlined in the report.
- 2) To note that an update report would be provided to the Finance and Resources Committee in six months and then annually thereafter.

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



## **17. Building Capacity for Transformation Leadership**

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Approval was sought to waive Contract Standing Orders to retain continuity with an existing partner and to appoint Steve Radcliffe Associates to build the Council's capacity for transformation leadership to ensure a successful City of Edinburgh Council transformation.

### **Decision**

To agree to waive Contract Standing Orders to appoint Steve Radcliffe Associates for the next phase of the work to build the organisation's capacity for transformation leadership to ensure a successful City of Edinburgh Council transformation.

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

## **18. Award of Contract for Consultancy Services – Corstorphine Parking Survey**

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Approval was sought on the basis on a non competitive action, for the award of a contract for consultancy services to carry out a detailed parking survey within the Corstorphine area.

### **Decision**

To approve on the basis of a non-competitive action, AECOM to undertake a parking survey in the Corstorphine area for a contract sum of £29,450 to commence on 14 November 2016 and 31 January 2017.

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

## **19. Receipt and Processing of Recyclable Materials from Kerbside and Communal Collections – Award of Contract**

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A report was provided which outlined the result of a competitive tender process for a contract for the receipt and processing of dry recyclable materials from kerbside and communal recycling collections. Approval was sought to award the contract from 28 November 2016 to 27 November 2018, with the option to extend for up to two, twelve month periods.

### **Decision**

To approve the appointment of Biffa Waste Services Ltd as contractor for the Receipt and Processing of Dry Recyclable Materials (DRM) from Kerbside and Communal Collections for a period of two years with the option to extend by two x 12 month periods.

(References – Transport and Environment Committee, 27 August 2013 (item 20); report by the Executive Director of Place, submitted)



## **20. Fleet Replacement Programme 2016/17 – Approval of Prudential Borrowing**

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Committee considered a report advising that as part of the on-going Fleet Review, a number of vehicles had been identified and prioritised for replacement or renewal. Council approval was required for the use of prudential borrowing for the replacement and renewal of vehicles.

### **Decision**

- 1) To note the report and remit to the Council for approval, the principle that the expenditure outlined in the report be funded through prudential borrowing supported by Place, should Treasury assessment deem this to be the financing method that represented best value.
- 2) To agree in principle, for these acquisitions to be made without additional reporting to the Council, however to still be controlled under the rules set out in the Council's Contract Standing Orders.

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

## **21. Systemic Support Services: Extension of Additional Support for Learning Contracts – referral from the Education, Children and Families Committee**

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On 11 October 2016 the Education, Children and Families Committee considered a report setting out proposals to waive contract standing orders (CSO) to re-align a number of smaller existing Additional Support for Learning contracts within a single strategic procurement framework. The report has been referred to the Finance and Resources Committee for approval of the proposed contract extensions.

### **Decision**

- 1) To approve the extension of both Children 1<sup>st</sup> contracts to the value of £67,866 for continuing services to children, families and schools for a six month period from 1 October 2017 to 31 March 2018.
- 2) To approve the extension of Canongate Youth Project Contract to the value of £40,000 per annum for continuing services to children, families and schools for a 12 month period from 1 April 2017 to 31 March 2018.
- 3) To approve the extension of the My Adventure Contract to the value of £128,089 for the period 1 January 2017 to 31 March 2018 and to support the delivery of curricular activities to vulnerable learners at secondary schools in East Edinburgh.

(References – Education, Children and Families Committee, 11 October 2016 (item 14); report by the Interim Head of Strategy and Insight, submitted.)

## **22. Contract Awards under Urgency Procedure – Aids For Daily Living**

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Committee considered a report on the action taken under urgency powers as described at paragraph 4.1 of the Committee Terms of Reference and Delegated Functions to extend existing contracts for the provision of supply, servicing and repairs of Aids for Daily Living Equipment.

### **Decision**

- 1) To note the action taken to award temporary contracts until 3 November 2016 for the provision of supply, servicing and repairs to Aids for Daily Living equipment across the City of Edinburgh Council's estate, under the urgency procedure paragraph 4.1 of the Committee Terms of Reference and Delegated Functions.
- 2) To waive Contract Standing Orders and to approve extending the award of contracts to the providers noted in paragraph 3.6 for the period of 3 November 2016 until 31 August 2017 to allow for an alternative procurement strategy to be developed and tender process to be undertaken.

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

## **23. Committee Decisions – July 2015 – July 2016**

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Details were provided of assurance work and implementation of, Finance and Resources Committee decisions covering the period July 2015 to July 2016.

### **Decision**

- 1) To note the position on the implementation of Finance and Resources Committee decisions as detailed in the appendix to the report.
- 2) To note that the next summary report would be presented to Committee in March 2017.
- 3) To agree that the Committee Clerk would liaise with Officers to determine when a report would be brought back to Committee on item 63 in Appendix 1 to the report.

(Reference – report by the Interim Head of Strategy and Insight, submitted)

## **24. Inch House Community Centre – Update Report**

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An update report was provided detailing progress on the future of Inch House.

### **Decision**

- 1) To note the progression of works to secure the immediate health and safety and wind and watertight issues associated with the building.
- 2) To note the intention to explore the restoring purchaser opportunities through the process set out in the Community Empowerment Act 2015.
- 3) To note that a further progress report would be brought forward once submissions on the future use of the property had been received and evaluated.

(References – Finance and Resources, 9 June 2016 (item1(b)); report by the Acting Executive Director of Resources, submitted)

## **25. Proposed 10 Year Lease at 86/88 Niddrie Mains Road, Edinburgh**

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The Finance and Resources Committee had considered a report on 18 August 2016, seeking approval for the grant of a new 10 year lease to Co-operative Funeral Services Limited at 86/88 Niddrie Mains Road, Edinburgh. The Committee continued consideration of the matter to allow community groups to be consulted on options for the lease, and for the development of a business case for a possible CCTV community hub. An update report was provided.

### **Decision**

- 1) To note that the proposed tenant, the Co-operative Funeral Services Limited, had found an alternative accommodation within the Council estate.
- 2) To note that the property would remain under a short term let until a decision had been taken on a future CCTV community hub.

(References – Finance and Resources Committee, 18 August 2016 (item 31); report by the Acting Executive Director of Resources)

## **26. Portobello Toddler's Hut, 28 Beach Lane – Proposed Lease**

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A report had been provided advising of a request from Portobello Toddler's Hut that their lease remained on the previous terms and conditions but with the term reduced from 80 to 25 years.

### **Decision**

- 1) To note the funding challenges which the Toddler's Hut had encountered.
- 2) To approve the reduction in terms of the proposed lease from 80 to 25 years and on other terms and conditions to be agreed by the Acting Executive Director of Resources.

(References – Finance and Resources Committee, 6 June 2013 (item 23); report by the Acting Executive Director of Resources, submitted)

## **27. Proposed New Leases (x3) at Peffermill Industrial Estate, Kings Haugh, Edinburgh**

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Approval was sought to grant three new leases to the Co-op Funeralcare Group (x2) and Laurence Mackintosh (x1) on the terms and conditions outlined in the report.

### **Decision**

- 1) To approve a 15 year lease to Laurence Mackintosh Ltd of the industrial premises at Block 10b, Peffermill Industrial Estate, on the terms and conditions outlined in the report and on other terms and conditions to be agreed by the Acting Executive Director of Resources.

- 2) To approve a 20 year lease to Co-op Funeralcare of the industrial premises at Block 1, Peffermill Industrial Estate, on the terms outlined in the report and on other terms and conditions to be agreed by the Acting Executive Director of Resources.
- 3) To approve a 20 year lease to Co-op Funeralcare of the industrial premises at Block 9, Peffermill Industrial Estate, on the terms outlined in the report and on other terms and conditions to be agreed by the Acting Executive Director of Resources.

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

## **28. Proposed 25 Year Lease of Part Market Street Undercroft**

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Details were provided of a proposed 25 year lease of part Market Street to Network Rail for the provision of a taxi rank facility to station users.

### **Decision**

To approve a 25 year lease to Network Rail of part of Market Street Undercroft site on the terms outlined in the report and on other terms and conditions to be agreed by the Acting Executive Director of Resources.

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

## **29. Land at former Dumbryden Primary School, Dumbryden Drive**

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Approval was sought for the transfer of land held on the general fund to the Housing Revenue Account (HRA).

### **Decision**

- 1) To approve the transfer of 0.170 hectares (0.40 acres) of the former Dumbryden Primary School site to the Housing Revenue Account (HRA) by way of debt transfer.
- 2) To note that Section 203 consent would be required from Scottish Ministers to transfer the sites to HRA which would be submitted following Committee approval to transfer the site.

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

## **30. Resolution to Consider in Private**

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The Sub-Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting for the following item of business on the grounds that they involved the disclosure of exempt information as defined in Paragraphs 1, 6, 8, 9 and 11, of Part 1 of Schedule 7(A) of the Act.

## **31. Re-employment and Re-engagement of Staff**

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An update was provided following a decision taken by the Finance and Resources Committee on 17 March 2016, to approve the introduction of a time bar of one year (from the date of leaving) before colleagues leaving the Council employment via a voluntary early release agreement (VERA) or voluntary redundancy (VR) could be re-engaged or re-employed.

## **Decision**

- 1) To note the report.
- 2) To agree that regular update reports would be provided to Committee on this matter.

(References – Finance and Resources Committee, 18 August 2016 (item 9); report by the Acting Executive Director of Resources, submitted)

## **32. Interpretation and Translation Service Transfer**

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Approval in principle was sought for the transfer of the Translation and Interpretation Service (ITS) from the City of Edinburgh Council to NHS Lothian by 1 April 2017.

### **Decision**

To approve in principle the transfer of the Interpretation and Translation Service (ITS) to NHS Lothian by 1 April 2017, subject to the necessary stakeholder agreement.

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

### **Declarations of Interest**

Councillor Ricky Henderson declared a financial interest in the above item as a non-Executive Board Member of NHS Lothian.

## **33. Schools PPP1 Emergency: Cost Overview**

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Details of the procedure adopted to award contracts under urgency procedures in relation to the school closures between March and August 2016 were provided together with the estimated additional costs incurred as a result of the incident.

### **Decision**

To note the report and that a further update would be provided upon completion of negotiations with Edinburgh Schools Partnership.

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

## **34. Award of Contract for Provision of Managed Services for Temporary Agency Resources and Recruitment of Permanent, Fixed Term Contract and Short Term Supply Resources**

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### **Decision**

To note that the report was deferred to the meeting of the Finance and Resources Committee on 1 December 2016.

## **35. Place Directorate – Proposed Changes to Chief Officer Structure**

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Committee considered a report on a revised Place Directorate structure.

### **Decision**

- 1) To note the proposed structure for the Place Directorate.
- 2) To approve the applications for Voluntary Redundancy (VR) detailed in the report.

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