

## Notice of Meeting and Agenda

### Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 28 August 2019	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

#### Membership

Councillor Jennifer Marion Adam-McGregor: Councillor Stephen Burns: Councillor Jacqueline Cameron: Councillor Michelle Campbell: Councillor Carolann Davidson: Councillor Eddie Devine: Councillor Audrey Doig: Councillor Neill Graham: Councillor John Hood: Councillor Karen Kennedy: Councillor Scott Kerr: Councillor James MacLaren: Councillor Will Mylet:

Councillor Cathy McEwan (Convener): Councillor Natalie Don (Depute Convener):

#### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online

at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

[democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

#### Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

## **Apologies**

Apologies from members.

## **Declarations of Interest**

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

## **FINANCE**

- |          |   |               |
|----------|---|---------------|
| <b>1</b> | <b>Revenue Budget Monitoring Report</b>   | <b>1 - 6</b>  |
|          | Joint report by Director of Finance & Resources, Director of Environment & Infrastructure and Director of Communities, Housing & Planning Services. |               |
| <b>2</b> | <b>Capital Budget Monitoring Report</b>   | <b>7 - 12</b> |
|          | Joint report by Directors of Finance & Resources and Environment & Infrastructure.  |               |

## **ENVIRONMENTAL ISSUES**

- |          |   |                |
|----------|---|----------------|
| <b>3</b> | <b>Operational Performance Report</b>   | <b>13 - 22</b> |
|          | Report by Director of Environment & Infrastructure.                                 |                |
| <b>4</b> | <b>Waste Service Change - Improving Re-cycling in Renfrewshire: Progress Report</b> | <b>23 - 32</b> |
|          | Report by Director of Environment & Infrastructure.                                 |                |
| <b>5</b> | <b>Business Regulation Service Plan 2019/20</b>                                     | <b>33 - 64</b> |
|          | Report by Director of Communities, Housing & Planning Services.                     |                |

## **LAND & PROPERTY REQUIREMENTS**

- |          |   |                |
|----------|---|----------------|
| <b>6</b> | <b>Community Empowerment (Scotland) Act 2015: Community Asset Transfer Report 2018/19</b> | <b>65 - 74</b> |
|          | Report by Director of Finance & Resources.  |                |
| <b>7</b> | <b>Lease of Property</b>  |                |
| (a)      | <b>27 Byres Road, Elderslie</b>   | <b>75 - 78</b> |
|          | Report by Director of Finance & Resources.  |                |
| (b)      | <b>34a Foxbar Road, Paisley</b>   | <b>79 - 82</b> |
|          | Report by Director of Finance & Resources.  |                |
| (c)      | <b>9b Gilmour Street, Paisley</b>   | <b>83 - 88</b> |
|          | Report by Director of Finance & Resources.  |                |

<b>8</b>	<b>Disposal of land adjacent to Kilbarchan Scout Hall, Steeple Street, Kilbarchan</b>	<b>89 - 92</b>
	Report by Director of Finance & Resources.	
<b>9</b>	<b>Disposal of land for Replacement Sub-station</b>	<b>93 - 100</b>
	Joint report by Chief Executive and Director of Finance & Resources.	

## **CLYDE MUIRSHIEL PARK AUTHORITY**

<b>10</b>	<b>Disposal of Barnbrock Farm</b>	<b>101 - 104</b>
	Director of Communities, Housing & Planning Services.	

## **EXCLUSION OF PRESS AND PUBLIC**

<b>11</b>	<b>Proposed land sale - Former school sites off Beith Road, Johnstone</b>
	<ul style="list-style-type: none"> <li>Information relating to the financial or business affairs of any particular person (including the authority holding that information);</li> </ul>
<b>12</b>	<b>Disposal of land within the Advanced Manufacturing Innovation District Scotland</b>
	<ul style="list-style-type: none"> <li>Information relating to the financial or business affairs of any particular person (including the authority holding that information);</li> </ul>






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**To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD**

**On: 28<sup>th</sup> August 2019**

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**Report by: Directors of Finance & Resources, Environment & Infrastructure and Communities, Housing & Planning**

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**Heading: Revenue Budget Monitoring to 21st June 2019**

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## **1. Summary**

- 1.1 Gross expenditure of £7.636m, and income of £1.217m is in line with the year to date budget, which results in a current break even position for those services reporting to this policy board.

This is summarised over the relevant services in the table below:

<b>Division / Department</b>	<b>Current Reported Position</b>	<b>% variance</b>	<b>Previously Reported Position</b>	<b>% variance</b>
Environment & Infrastructure/ Communities, Housing & Planning	Break even	n/a	n/a	

Details of the budget performance for Environment & Infrastructure, are shown in the appendix of the report.

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## **2. Recommendations**

- 2.1 It is recommended the Infrastructure, Land and Environment Policy Board notes the contents of this report.
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### 3. Budget Adjustments

3.1 There are no budget adjustments to report.

### 4. Environment & Infrastructure, Communities, Housing & Planning

<b>Current Position:</b>	<b>Break Even</b>
<b><i>Previously Reported:</i></b>	<b>n/a</b>

#### 4.1 Projected Year End Position

It is currently forecast that Environment & Infrastructure services reporting to this Policy Board will break even at year end. The Department and the leadership team continue to undertake a range of management actions to address the significant budget pressures experienced in 2018/19, and continuing into the current financial year. This includes strict expenditure controls, and focus on income generating service activities. This forecast position is also based in assumptions around the costs of disposal of residual and recyclate waste (including garden and food waste) and the costs of variable service delivery, such as roads maintenance activity through the autumn/winter period from October 2019 to March 2020.

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### Implications of the Report

1. **Financial** – As detailed in Section 4 of the report.

2. **HR & Organisational Development** - None.

3. **Community Planning**

**Jobs and the Economy** – the service supports the improvement of infrastructure to encourage inward investment. The service actively participates in Invest in Renfrewshire initiatives.

**Safer and Stronger** - safe working practices are in place for the delivery of our services.

4. **Legal** – None

5. **Property/Assets** – None

6. **Information Technology** – None

7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report as it is for noting only. If required

following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

- 8. **Health & Safety** – None
- 9. **Procurement** - None
- 10. **Risk** – None
- 11. **Privacy Impact** – None
- 12. **Cosla Policy Position** – none
- 13. **Climate Risk** - none

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**List of Background Papers – none**

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**Author:** Debbie Farrell Ext 7536

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2019/20  
1st April 2019 to 21st June 2019

POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT

Description	Revised Annual Budget	Revised Period Budget	Actual	Adjustments	Revised Actual	Budget Variance		
(1)	(2)	(3)	(4)	(5)	(6) = (4 + 5)	(7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	20,108	3,642	3,642		3,642	0	0.0%	breakeven
Premises Related	730	107	107		107	0	0.0%	breakeven
Transport Related	3,292	1,145	1,145		1,145	0	0.0%	breakeven
Supplies and Services	8,685	2,063	2,063		2,063	0	0.0%	breakeven
Third Party Payments	3,050	642	642		642	0	0.0%	breakeven
Transfer Payments	37	18	18		18	0	0.0%	breakeven
Support Services	201	20	20		20	0	0.0%	breakeven
Depreciation and Impairment Losses	8,246	0	0		0	0	0.0%	breakeven
<b>GROSS EXPENDITURE</b>	<b>44,349</b>	<b>7,636</b>	<b>7,636</b>	<b>0</b>	<b>7,636</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
<b>Income</b>	<b>(8,053)</b>	<b>(1,217)</b>	<b>(1,217)</b>		<b>(1,217)</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
<b>NET EXPENDITURE</b>	<b>36,296</b>	<b>6,419</b>	<b>6,419</b>	<b>0</b>	<b>6,419</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/20**  
1st April 2019 to 21st June 2019

**POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Directorate & Change Management	(373)	530	530		530	0	0.0%	breakeven
Refuse Collection	5,221	1,129	1,129		1,129	0	0.0%	breakeven
Refuse Disposal	8,749	1,443	1,443		1,443	0	0.0%	breakeven
Steetscene	4,664	1,176	1,176		1,176	0	0.0%	breakeven
Sustainability & Place	629	(146)	(146)		(146)	0	0.0%	breakeven
Transport	1,487	322	322		322	0	0.0%	breakeven
Transport Maintenance	968	54	54		54	0	0.0%	breakeven
Roads Maintenance Operations	2,453	558	558		558	0	0.0%	breakeven
Infrastructure & Assets	6,418	145	145		145	0	0.0%	breakeven
Regulatory Services	1,484	228	228		228	0	0.0%	breakeven
Flooding	677	74	74		74	0	0.0%	breakeven
Structures	124	33	33		33	0	0.0%	breakeven
Street Lighting	695	20	20		20	0	0.0%	breakeven
Traffic Management	1,126	230	230		230	0	0.0%	breakeven
Parking of Vehicles	(1,075)	(151)	(151)		(151)	0	0.0%	breakeven
SPTA	3,048	641	641		641	0	0.0%	breakeven
Traffic & Transport Studies	0	33	33		33	0	0.0%	breakeven
Roads Grant Funded Projects	0	99	99		99	0	0.0%	breakeven
<b>NET EXPENDITURE</b>	<b>36,296</b>	<b>6,419</b>	<b>6,419</b>	<b>0</b>	<b>6,419</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's

Bottom Line Position to 21st June 2019 is breakeven

0

0.0%

Anticipated Year end budget position is breakeven

0

0.0%






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**To: INFRASTRUCTURE, LAND & ENVIRONMENT POLICY BOARD**

**On: 28<sup>th</sup> August 2019**

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**Report by: Directors of Finance & Resources and Environment & Infrastructure**

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**Heading: Capital Budget Monitoring Report**

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## 1. Summary

- 1.1 Capital expenditure to 21<sup>st</sup> June 2019 totals £1.024 million compared to anticipated expenditure of £1.025 million for this time of year. This results in an under-spend of £0.001 million for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Environment & Infrastructure	£0.001m u/spend	0% u/spend	<i>n/a</i>	<i>n/a</i>
<b>Total</b>	<b>£0.001m u/spend</b>	<b>0% u/spend</b>	<b><i>n/a</i></b>	<b><i>n/a</i></b>

- 1.2 The expenditure total of £1.024 million represents 6% of the resources available to fund the projects being reported to this board, which compares with 4% at the same stage last year. This expenditure represents actual financial payments processed, as opposed to the value of work completed by the 21<sup>st</sup> June, with the projects expected to be completed within the agreed timescales.
- 1.3 Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.

## 2. Recommendations

- 2.1 It is recommended the Infrastructure, Land and Environment Policy Board notes the contents of this report.

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## 3. Budget Changes

- 3.1 Since the last report budget changes in 2019-20 totalling £8.225 million have arisen which reflect the following:

- Budget brought forward from 2018/19 into 2019/20 (£2.640m):
  - Vehicle Replacement Programme (£0.634m);
  - Bridge Assessment & Strengthening (£0.233m);
  - Roads & Footway Upgrade (£0.180m);
  - Lighting Column & LED Replacement (£0.234m);
  - Waste Transfer Station Upgrade (£0.036m);
  - Parks Improvement Programme (£0.413m);
  - Improvements to Cemetery Estate (£0.832m);
  - Underwood Rd Improvements (£0.078m).
- Budget carried forward from 2020/21 into 2019/20 (£0.400m):
  - Roads & Footway Upgrade (£0.400m) to reflect projects accelerated into 2019/20.
- Budget Increases in 2019/20 (£3.520m):
  - Roads & Footway Upgrade (£1.800m) of new Prudential Borrowing approved by Council on 28<sup>th</sup> February 2019;
  - Strathclyde Passenger Transport Grant (£1.720m).
- Budget reprofiled from 2019/20 into 2020/21 (£1.000m):
  - Traffic Management (£1.000m) as the required work in 2019-20 is now being directly funded by the SPT grant increase above.
- Net Budget Transferred in 2019/20 (£2.665m):
  - Roads & Footway Upgrade (£3.000m) from the Strategic Asset Management Fund approved by Council on 28<sup>th</sup> February 2019;
  - Parks Improvement Programme (£0.100m) from the Strategic Asset Management fund to support improvements to Barshaw Park Pond approved by Council on 28<sup>th</sup> February 2019.

- Multi-Purpose Bins (£0.050m) from the Strategic Asset Management Fund to support the re-provision of existing dog fouling bins with multi-purpose bins approved by Council on 28th February 2019.
- Community Halls & Facilities Programme (£0.485m) transfer out of Infrastructure, Land & Environment as the project will be directed by Renfrewshire Leisure in conjunction with Property Services and reported to the Leadership Board.

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## 4 Background

- 4.1 This monitoring report details the performance of the Capital Programme to 21<sup>st</sup> June 2019 and is based on the Capital Investment Programme approved by members on 28<sup>th</sup> February 2019, adjusted for movements since its approval.
- 4.2 The Department of Environment and Infrastructure has a Capital Investment programme for 2019/20 of £15m, allocated over 13 separate projects. The delivery of all projects, as detailed in Appendix 1, is anticipated with full expenditure based on the revised project costs for 19/20 expected by the 31<sup>st</sup> March 2020.

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## Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –  
  
**Creating a sustainable Renfrewshire for all to enjoy** – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.

8. **Health & Safety** – none.
  9. **Procurement** – none.
  10. **Risk** – none.
  11. **Privacy Impact** – none.
  12. **Cosla Policy Position** – none.
  13. **Climate Risk** – none.
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#### **List of Background Papers**

- (a). Non-Housing Capital Investment Programme 2019/20 to 2021/22 – Council, 28<sup>th</sup> February 2019.
  - (b). The contact officers within the service are:  
Debbie Farrell, Extension 7536  
Geoff Borland, Extension 4786
- 

**Author:** *Geoff Borland, Principal Accountant, 0141 618 4786,  
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# Infrastructure, Land & Environment - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: INFRASTRUCTURE, LAND & ENVIRONMENT

Project Title	Prior Expenditure to 31/03/2019* £000	Approved Programme @28/02/19 £000	Current Programme MR 3 £000	Year To Date Budget to 21-Jun-19 £000	Current Year					Full Programme - All years		
					Cash Spent to 21-Jun-19 £000	Variance to 21-Jun-19 £000	% Variance	Cash to be Spent by 31-Mar-19 £000	% Cash Spent	Total Programme to 31-Mar-22 £000	Total Cash Spent to 21-Jun-19 £000	Total Cash to be Spent to 31-Mar-22 £000
<b>ENVIRONMENT &amp; INFRASTRUCTURE</b>												
Cycling, Walking & Safer Streets (Funded by Specific Consent)	0	289	289	15	13	2	13%	276	5%	789	13	776
Roads/Footways Upgrade Programme	0	3,000	8,380	765	766	-1	0%	7,614	9%	25,980	766	25,214
Vehicle Replacement Programme	0	1,000	1,634	165	167	-2	-1%	1,467	10%	1,634	167	1,467
Bridge Assessment/Strengthening	0	500	733	5	4	1	20%	729	1%	733	4	729
Lighting Columns Replacement	0	500	614	0	1	-1	100%	613	0%	614	1	613
Traffic Management	0	1,000	0	0	0	0	0%	0	-	1,000	0	1,000
Waste Transfer Station Upgrade	364	0	36	0	0	0	0%	36	0%	400	364	36
Parks Improvement Programme	1,837	0	513	5	1	4	80%	512	0%	2,350	1,838	512
LED Street Lighting Strategy	9,250	0	121	0	0	0	0%	121	0%	9,370	9,250	120
Community Halls & Facilities Improvement Programme	2,789	500	15	0	0	0	0%	15	0%	2,804	2,789	15
Depots Improvements (Underwood Road)	2,916	0	78	0	1	-1	100%	77	1%	2,993	2,917	76
Multi Purpose Bins	0	0	50	0	0	0	0%	50	0%	50	0	50
Improvements to Cemetery Estate	168	0	832	35	37	-2	-6%	795	5%	1,000	205	795
Strathclyde Partnership Transport	0	0	1,720	35	33	2	6%	1,687	2%	1,720	33	1,687
<b>TOTAL INFRASTRUCTURE, LAND &amp; ENVIRONMENT BOARD</b>	<b>17,324</b>	<b>6,789</b>	<b>15,015</b>	<b>1,025</b>	<b>1,024</b>	<b>1</b>	<b>0%</b>	<b>13,991</b>	<b>7%</b>	<b>51,437</b>	<b>18,348</b>	<b>33,089</b>

\*Rolling programmes have a prior year year expenditure of £0 as the expenditure is not directly linked from one year to the next as a singular project.







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**To:               INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD**

**On:               28<sup>th</sup> August 2019**

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**Report by:     Director of Environment & Infrastructure**

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**Heading:       Operational Performance Report**

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## **1.       Summary**

- 1.1     This report provides an overview of key service activities since the last Policy Board report in May 2019. This report provides an operational performance update on the services and key projects delivered during this period.
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## **2.       Recommendations**

It is recommended that the Infrastructure, Land and Environment Policy Board:

- 2.1     Approves the operational performance updates detailed within this report.
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## **3.       Background**

- 3.1     Environment & Infrastructure provides essential services to every household in Renfrewshire and works in partnership with the local community, other services and Community Planning Partners to deliver key Council priorities and initiatives. A progress update on the main projects and activities delivered by the services within Environment & Infrastructure in respect of the areas of activity delegated to this Policy Board, together with key performance indicators is detailed below.

## **Operational Updates**

### **4. Roads and StreetScene**

#### **Roads Maintenance**

- 4.1 The roads capital programme for 2019/20 is now well underway with 29 carriageways and 8 footways completed thus far along with some carriageway defect patching. A number of strategic schemes have been undertaken during overnight closures only, to reduce the disruption to commuters and bus services. Resurfacing of Mill Street Bridge is presently on site and the bridge structure will be waterproofed during these works. We have liaised with Scottish Water to allow them to undertake works to their Combined Sewer Outflow during the closure of Mill Street to reduce further closures at this location at a later date. We continue to meet with key stakeholders and other Council Services to ensure effective coordination of the programme.

The service has commenced a new approach to patching and pothole repairs with a pilot commencing in Inchinnan, then Renfrew, Bishopton and Johnstone. The approach will involve grouping together all recorded potholes across the area and carrying out permanent patches to protect the road asset.

#### **StreetScene**

- 4.2 The summer period is a very busy time for the service with grass cutting and supporting the busy events calendar across Renfrewshire, supporting local communities during gala days and providing assistance with preparations for key events across Renfrewshire.

The service has also continued to support all community clean-ups removing litter and waste collected as part of the Team Up to Clean Up campaign.

#### **Roadside Litter**

- 4.3 Scotland Transerv operate and manage motorways and trunk roads on behalf of Transport Scotland, carrying out grass cutting on key trunk roads (A737, A8 and A898). StreetScene have been working in partnership during the closures to remove litter from grass verges. Grass and litter are removed three times per year and StreetScene has completed two joint treatments with another programmed for September 2019. Social media is being used to inform users and communities of dates and activities.
- 4.4 Roadside Litter has attracted increased media attention recently and StreetScene met with Scotland Transerv and Transport Scotland. All parties are developing a joint plan and approach for a trial to address a litter hotspot area on the A737 commencing in late August 2019 and will continue over the following next few months. The trial will include full litter removal from a section of road with all litter being analysed by Keep Scotland Beautiful to identify the sources of roadside litter, which will inform education, enforcement and engagement on this subject.

### **Ambassador Routes**

- 4.5 An integrated approach has been taken between Roads and StreetScene to improve the physical and visual appearance of two key areas of Renfrew Road. This is the first Ambassador Route to be created. Prior to resurfacing, the service undertook inspection and pre-surfacing works of the roadside gullies. Resurfacing of the route has taken place. A full clean was carried out on conclusion of the resurfacing works and included detritus removal, line painting and shrub/tree pruning around signage. Additional works are now planned for the roundabout at the junction of Renfrew Road and Lochore Avenue.

## **5. Fleet & Social Transport Services**

- 5.1 Fleet Services continues to manage, maintain and repair the council's fleet of 425 vehicles that enable service delivery across the organisation. The service's focus remains on meeting our legislative requirements and providing continuous improvement of fleet services to clients.
- 5.2 The equipment used to service, maintain and repair vehicles within the vehicle workshop requires upgrading to enable us to meet our legislative requirements. In addition, this will increase productivity, reduce vehicle downtime and reduce costs not only to the fleet service but the frontline services we support. The equipment and installation will be purchased with assistance from our colleagues in Procurement.
- 5.3 Delivery and roll out of a further 48 electric zero emissions vehicles has commenced as planned and are being well received within services. Drivers awareness sessions are continuing to be received positively with staff commenting on the ease it of driving a new generation vehicle. These sessions will continue as further vehicles are delivered and deployed into the fleet and more services utilise them. The 18 Electric Vans within this phase will be delivered in September / October 2019 as part of our programme to replace diesel vehicles. This will increase the number of electric vehicles to 88, 20% of the Council's fleet.
- 5.4 In June 2019 the council was awarded an additional £123,000 grant funding from Transport Scotland and will procure additional light vehicles with delivery in late 2019. We will continue to explore alternative fuels including electric, hydrogen and hybrid options. This will involve working closely with infrastructure colleagues and Transport Scotland. This award, combined with previous funding allocations secured by the service, will see the total electric vehicles fleet rise to around 100, which is 23% of the fleet.
- 5.5 Social Transport continues to provide a varied and essential service to schools and homes, supporting passenger transport in a variety of ways. The service has recently taken delivery of 4 new low floor easily accessible vehicles that have been designed and sourced through engagement with carers, drivers and centres. Access is via a low-level low angle ramp and removes the requirement of tail lifts and multiple points of entry. These vehicles will provide both service user benefits and better fuel efficiency and lower running costs. The service has recently had on trial a zero-emission electric bus, further trials will take place during 2019/20 and discussions

with Transport Scotland have commenced in relation to support funding for this innovative equipment.

## **6. Waste Services Planned Service Changes**

- 6.1 Waste Services has implemented the second phase of the rollout of the further segregated recycling service across the areas of Erskine. The roll out covered some 3,500 households in the areas of Park Mains, Bargarran, North Barr and Rashielee. A public information campaign was carried out across those areas to let people know what was happening and when. This used local media, social media, direct communications to affected households and a series of public roadshows within the local communities.

### **Clyde Valley Waste Project**

- 6.2 Preparation is underway for the handover of the waste transfer station at Middleton Road Linwood to the waste processing contractor for the Clyde Valley Waste Project. Final snagging works are taking place in the building and the contractor has initiated plans for internal works within the building ahead of the commencement of the contract in December 2019. Waste services is working with the Council's current refuse disposal contractor to provide commissioning tonnage for the new contract during August to November 2019. This will ensure that the waste processing and treatment facilities are working at their optimum prior to commencement of new contract.

A detailed report on the Clyde Valley project will be brought to the next Policy board in advance of the new contract commencing, along with members' awareness sessions.

### **Household Waste**

- 6.3 For the period 1 January to 30 June 2019 Renfrewshire's recycling rate is estimated to be 52.3%. This is a 4.4% improvement on performance compared to the same period in 2018 when the performance was 47.9%.

The overall household waste tonnage collected between Jan-Jun 2019 was down by 537 tonnes compared to the same period in 2018. However, of the total waste collected, more has been processed as recycling. An additional 1,427 tonnes have been processed as recycling in 2019. A large percentage of this increase has been in the garden and food waste collected which has contributed towards an increase in the overall recycling figure.



Performance in the quarter from April to June 2019 was 58.9%. This was up 7.4% on the same period in 2018 and is reflective of higher levels of garden waste being presented during this second quarter of the year.

## **7. Transportation and Infrastructure Services**

7.1 Following the tragic fatal accident on Glenburn Road, Paisley Police Scotland have conducted an investigation into the incident and whilst there are legal proceedings ongoing which we cannot comment on, the Police investigation has highlighted that there were no road conditions which were a contributory factor to the incident. It is the Council's intention to consult with the local community and elected members for the area to address concerns local residents may have regarding road safety on this particular road and any measures that the Council may be able to take to improve road safety in the area for all.

7.2 The 2019/20 Cycling, Walking and Safer Streets programme has started with the following new projects:

- Provision of a part time 20mph speed limit zone outside Bishopton Primary School at school times;
- A survey of 20 defective vehicle activated signs will be followed by appropriate repairs;
- Provision of a cycle shelter at Glennifer High School, match funded by Sustrans; and
- Installation of a Zebra crossing on Park Road, Paisley

7.3 A programme of bus stop improvement works has begun in partnership with Strathclyde Partnership for Transport. The programme, to encourage greater bus patronage, includes hard standings, high access kerb treatments and/or new bus shelters at:

- Kilmacolm Road, Bridge of Weir;
- Main Street and Magnus Road, Houston;
- Mossland Road, Hillington;
- Park Road, Paisley;
- Sandy Road, Renfrew; and
- Clippens Road, Linwood.

7.4 The Council in partnership Strathclyde Partnership for Transport has erected real time passenger information displays on Paisley Road/Renfrew Road. Further action includes the distribution of promotional material and an on-board-bus passengers opinion surveys.

7.5 Preparatory work is underway on Strathclyde Partnership for Transport grant funded capital projects for 2019/20:

- Replacement of Urban Traffic Control System - tender returns are currently being evaluated;
- Construction of Paisley to Renfrew Cycle Route - The project has received further scrutiny from the Sustrans Infrastructure Steering Group due to its size and complexity. They have requested additional design work which is expected early September 19. It is the intention to progress with the

construction of the off-road disused railway section (with permission of SPT funders approval) which requires no additional design and the remainder can progress on approval of the extra design work.;

- Real Time Passenger Information displays on the Paisley to Johnstone corridor – locations are currently being considered; and
- SPT are being asked to fund the design of an extension to the Park and Ride car park at Hawkhead Rail Station.

### **Pedestrian Crossing at Bridge of Weir Road, Linwood**

- 7.6 Officers have engaged closely with Members and residents of Linwood to find measures to help pedestrians safely cross Bridge of Weir Road, after a fatal accident involving an elderly woman occurred there last October. At a number of meetings at St Conval's Church Hall, officers provided a range of options as part of a consultation process with the community. Information provided by the community has been explored and converted into a detailed design of two zebra crossings on raised tables to combat speeding and to provide crossing opportunities to able bodied and ambulant disabled pedestrians.

### **School Road Safety**

- 7.7 The Council is embarking on a trial of part-time pedestrian only zones outside four schools. The schools have been chosen to be representative of the typical conflict between school children and cars experienced at school times and are located in cul-de-sac where the necessary traffic management can be more easily achieved, while disadvantaging the fewest number of local residents. Work to draft and consult on the necessary traffic orders is now underway.
- 7.8 Officers over the summer have surveyed the roads around all Renfrewshire's schools to identify any deficiencies in the road signs or markings which can be rectified with the additional funding provided this year for this specific reason. The surveys are being used to prepare work instructions for our contractor, who has been sent the first batch of a number to come, for early attention.

### **National Transport Strategy 2**

- 7.9. The Scottish Government has just issued a draft of the National Transport Strategy for consultation. Transport Scotland are seeking to determine whether the Strategy's Vision, Priorities and Outcomes are the right ones for our transport network for the next twenty years. The strategy sets out the ambitions and visions for the transport system over the next 20 years that protects the climate and improves lives. The Council will review the draft strategy and are contributing to the SPT return on behalf of the partnership authorities – through their partnership committee.
- 7.10 The strategy has four priorities; to promote equality, take climate action, help our economy prosper and improve our health and wellbeing. It seeks to ensure transport helps reach the government's target of net-zero emissions by 2045, makes travel accessible to all by reversing dependence on the private car and promoting more sustainable and mass-transit modes, reduces congestion using spatial planning to speed up business and delivery trips and provides a safe and secure network which

prioritises active travel modes to enable a healthy and fit nation. The strategy also looks at a high level at the transport governance arrangements, proposing a regional model through a place-based approach.

## **8. Environment and Place, Team Up to Clean Up**

- 8.1 Team Up to Clean Up continues to grow from strength to strength on the basis of strong support from all partner services, communities and volunteers. The potential of the 2019 Big Spring Clean in April was maximised after a review of lessons learned from the 2018 event. The communications campaign and community support activities were extended from a weekend to one month allowing more schools to participate and more communities to include their work under the banner. The social media campaign was successful, with groups joining in celebrating their success and supporting one another on Twitter and Facebook. The final count reveals 117 events took place throughout the period, with 1794 volunteers removing 1922 bags of waste and flytipping.

The Team Up to Clean Up caddies were also issued in April facilitating volunteers to go the extra mile where they wish. Large brushes, pans, gloves, waterproof ponchos and pooper scoopers assist with litterpicks, while groups driven to make improvements to green spaces and flower beds were issued with hoes, shovels, loppers and forks. A battery-operated leaf blower, strimmer and hedge cutter were also included in the caddy. Groups have expressed thanks and delight with the caddies and have been keen to showcase their achievements and results using the equipment on Facebook.

The programme of enhanced streetscene activities continues in support of this work with a programme of detritus removal being undertaken over the winter months.

## **9. Service Developments**

### **Respectful Funeral Service**

- 9.1 The Council launched its Respectful Funeral Service on the 15th July 2019 in conjunction with local and national Funeral Directors. This new partnership will offer residents an affordable, respectful and dignified bereavement service. Six Funeral Directors are now working in partnership to deliver savings of between 18% and 60% on the average cost of an average funeral in Scotland.

### **Cemeteries Investment**

- 9.2 The works within Hawkhead Cemetery commenced on the 15th July 2019 and are programmed over a period of twenty weeks. The work is being carried out in two phases with the main entrance section expected to be completed by the middle of September and the second phase to be completed by the end of November. The main works are in relation to the installation of new drainage to address the problem of flooding. The works also include resurfacing of the internal roads and the repair of kerbing.

Bishopton, Abbey, Houston, Lochwinnoch and Broomward Cemetery works are now

complete. Works in relation to resurfacing of the paths and ramp repairs and refurbishing of the entrance gates have commenced within Kilbarchan Cemetery.

Works to all the cemeteries are to be completed by the end of the financial year.

### **Parks Investment Project**

9.3 £250K was allocated to improve infrastructure and play equipment in five community parks across Renfrewshire. Discussions are ongoing with communities in relation to improvements that could be made at:

- **Houston Road Public Park, Bridge of Weir**  
Seven new items of play equipment are scheduled to be installed and the paths resurfaced by the end of August.
- **Thomas Shanks Park, Johnstone**  
Consultation has taken place with the 'Friends of Thomas Shanks' group. Repairs to the paths and drainage have taken place. Installation of new equipment for the play area is currently out to consultation with the local community and updates will be provided at a future policy board.
- **Howwood Public Park, Howwood;**  
Consultation with the Community Council has taken place and procurement for a new fence is underway. The intention is to improve the paths and drainage within the park and progress with this is ongoing. The Community Council have applied for Green Space funding which, if successful, will be used to install new play equipment and an outdoor gym.
- **Kilbarchan Public Park, Kilbarchan**  
Consultation with the Community Council has taken place. Repairs to the paths and drainage was completed in July. The retaining wall around the toddler play area will also be replaced following consultation with the local community.
- **Barwood Park, Erskine**  
Discussions have started with community groups in Erskine in relation to improvements that could be made within Barwood Park. The identified drainage repairs have now been completed. The paths resurfacing will be carried out in phases with Phase 1, which includes the area around the play park and pavilion, being completed by September. Phase 2 which is the rest of the paths in the park will be resurfaced by the end of the current financial year.





## 10 Awards

- 10.1 The efforts of Team Up to Clean Up and the Street Lighting Team and have been recognised in the 2019 COSLA Excellence Awards. Both teams were included as part of the published long-list for this year's awards under the Strong and Sustainable Communities category. Team Up to Clean Up has been shortlisted as a finalist in the category with the winner being announced later this year. Although the Street Lighting project was not shortlisted as a finalists, they will receive a COSLA Bronze award at this year's award ceremony.
- 10.2 The Waste Services team has also been recognised for its efforts in this year's APSE Service Awards. They have been shortlisted as finalists in the Best Service Team of the Year: Waste Management and Recycling service category. The winners will be announced at the APSE Annual Charity Awards Dinner on 12 September 2019.
- 10.3 It's Your Neighbourhood (IYN), run by KSB aims to encourage community participation through horticulture and environmental quality improvement work.

The Friends of Barshaw Park (FOBP) work closely with Renfrewshire Council. This assists in maintaining and developing the park asset through community consultation. One such area was the FOBP taking an active role in restoring the Walled Garden.

KSB visited the FOBP and the Walled Garden within Barshaw Park and the activity shows how a Friends group can successfully recreate an area of horticultural excellence. The 'Friends' also act as the eyes and ears for the local community over the maintenance schedule of the whole park. They were assessed on 13 July 2019 and awarded a creditable level 4, only one below the highest award.

The assessment this year is for the entire park, and not just the garden (previous year) and is a credit to the FOBP group and reflects their significant community contribution.

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### **Implications of the Report**

1. **Financial** – The £245k investment in the vehicle repair workshop as mentioned in section 5.2 would be made via prudential borrowing, with this being funded from efficiencies realised through increased productivity, lower vehicle downtime, and a reduction in repairs and maintenance costs. Team Up to Clean Up activities are being funded through the £2.5 m investment.
2. **HR & Organisational Development** – None
3. **Community & Council Planning** –

**Our Renfrewshire is thriving / Reshaping our place, our economy and our future** - the service is actively involved in the Invest in Renfrewshire scheme and investing in road network to support and facilitate economic growth.

**Creating a sustainable Renfrewshire for all to enjoy** - working in partnership with the community to deliver a cleaner Renfrewshire. Promoting and encouraging waste minimisation through reducing, reusing and recycling. Reducing carbon emissions, through LED streetlights and electric and low carbon vehicles within the council fleet.

**Our Renfrewshire is well** - the services encourages use of our parks and open spaces to promote a healthy and active lifestyle.

4. **Legal** – None.
5. **Property/Assets** – The Council's roads, fleet and open space infrastructure is maintained and enhanced.
6. **Information Technology** – None.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **CoSLA Policy Position** – none
13. **Climate Risk** – The performance outlined within the report will continue to contribute to positive climate change.

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**List of Background Papers:** None

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**To: Infrastructure, Land & Environment Policy Board**

**On: 28 August 2019**

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**Report by: Director of Environment & Infrastructure**

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**Heading: Waste Service Change – Improving Recycling in Renfrewshire – Progress Report**

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## **1. Summary**

- 1.1 At the January 2019 Infrastructure, Land & Environment Policy Board, the Director of Environment & Infrastructure was asked to bring back to this Policy Board an update report in connection with the impact of the service changes implemented in respect of waste services.
- 1.2 In December 2018 Renfrewshire Council delivered a transformational waste and recycling service change which significantly altered the way that waste and recycling is collected from households. The service changes completely re-routed collections across the whole of Renfrewshire, affecting 90,000 households, 1200 commercial waste customers.
- 1.3 The objectives of the Council's waste strategy and associated changes to the waste collection service as set out in the report to Policy board in November 2017 were to:
  - Reduce the amount residual waste produced by households
  - Increase the amount of waste that is recycled
  - Segregate recycling material to improve the quality and quantity of recyclate, which would in turn make it easier and more cost effective to process for recycling.
  - All of the above supporting transition to compliance with the Scottish Government's objective of recycling 60% of household waste by 2020.

- 1.4 The Service Change was implemented in December 2018, with householders transitioning over December from a two weekly to a three weekly residual waste collection for around 67,000 households; Provision of an additional recycling bin for all Renfrewshire households to separate their recyclate into two distinct streams of paper & cardboard, plastics, cans & glass.
- 1.5 The Service Change is progressing well, delivering positive outcomes, supporting the strategic objectives of the service change through the approach taken by Renfrewshire's households to reduce their residual waste and presenting more recyclable waste shown through:
- Residual waste tonnage from households dropping by 11.5%
  - 42.5% increase in waste presentation from households in their food and garden bins
  - Overall increase in recycling, with a 4.4% increase in recycling over the same time period in 2018, taking the recycling figures to June 2019 to 52.3%
  - Processing costs of the separated recyclate streams is less than the mixed recyclate, delivering the cost efficiency agreed by Policy Board.
- 1.6 Following the implementation of the phase 2 rollout for parts of Erskine in August 2019, the service will now focus on supporting householders to increase their recycling further and to reduce contamination, and in some non-standard properties revise the recycling Infrastructure to suit the needs of residents.
- 1.7 The service is also tendering to introduce an in-cab digital routing system to support crews in the collection of household waste and this will, over time, link directly with the Customer Service Centre. Communication will continue and be tailored to support greater recycling and quality of recycling by households.
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## **2. Recommendations**

It is recommended that the Infrastructure, Land and Environment Policy Board:

- 2.1 Notes the content of this report and the overall success of this Renfrewshire wide service change and the ongoing activities to support and improve recycling across Renfrewshire.
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### **3. Background**

3.1 In 2017, Renfrewshire Council set out a number of challenging external drivers which impacted on the Council's waste strategy.

- National policy to strive for improved recycling rates of 60% for household waste by 2020. At that time, Renfrewshire Council household recycling rate was 48% and changes would be required to progress to the national target.
- Global markets for recycling dictated that it was essential to improve the quality and quantity of recyclate and further separate comingled recyclate materials. High quality, cleaner recyclates are easier and more cost effective to recycle, achieving a higher value in global market through reduced processing costs.
- To progress towards the requirements of The Scottish Government's Household Waste Charter. At the Leadership Board of 8 June 2016, the Council's commitment to the Charter was approved. This is a commitment to transform waste services to achieve a more uniform waste collection service nationally, reduce the amount of residual waste collected and to improve recyclate collection rates and create a consistent stream of high quality recyclate.

3.2 The planned waste service changes agreed by the Infrastructure, Land & Environment Policy Board on 8 November 2017 were:

- Move from two weekly to three weekly residual waste collections (grey bins) for around 67,000 households
- Provision of an additional recycling bin to allow Renfrewshire householders to separate their recyclate into two distinct streams, namely:
  - Paper and cardboard
  - Mixed plastics, cans and glass.
- Householders residing in tenemental, maisonette type or high flatted properties would be provided with additional recycling infrastructure to allow further recyclate segregation to approximately 27,000 households.
- The comingled food & garden waste (brown bin) remained unchanged by the service change, retaining a fortnightly collection cycle.

3.3 Households where medical circumstances prevailed were provided with individual arrangements to suit their circumstances.

3.4 For those tenemental, flatted and maisonette properties, around 27,000 households, that did not receive a standard collection it was necessary to make changes to the recycling infrastructure provided. Prior to the service change, considerable focus was placed on planning to provide these residents with the means to allow them to

participate in recycling services. This involved reconfiguring container numbers, introduction of shared bins, provision of communal bins. Most of these changes were made, as planned, in advance of the new service going live.

- 3.5 The change to the new dual stream recycling collection service also resulted in changes to the Councils Commercial Waste Collection service (including Council properties such as schools, libraries, community halls etc).

#### **4. Service Change**

- 4.1 Considerable public engagement took place ahead of the launch of the service through planned “roadshows” at various locations across Renfrewshire. The service, in conjunction with the Communications Team also held a series of live social media question and answer sessions, with social media being a key method of communication to engage and support residents in addition to traditional leaflets to every property and public roadshows.
- 4.2 To facilitate this transformational change project, considerable work was required to re-route collection services across Renfrewshire. This was required not only because a new service type was being introduced, but as a result of demographic growth, there had been a 6% increase in households since 2012. Existing collection routes did not reflect this; therefore, an exercise was undertaken to ensure rebalance requirement of the new properties over the 7 working days.
- 4.3 The new recycling and waste collection service was implemented, as planned, on the 3 December 2018. During November and December 2018, green wheeled bin containers were delivered to households throughout Renfrewshire in advance of the new service starting. Calendars and information packs were also sent to all Renfrewshire households. The calendars provided to residents were very different to those provided in the past, with the aim of making easy to interpret the bespoke bin presentation information for each property.
- 4.4 A new webpage went live ahead of the change, this allowed residents to check their next bin for collection and the date. Residents are able to view or download their bin collection calendar to their smartphone, tablet or computer. Residents can also sign up to receive email reminders the day before their scheduled collection date of what bins to present on that day.
- 4.5 In December 2018 around 35,000 of Renfrewshire’s households had grey and/or blue bin transition collections to their new recycling and waste collection service. These were households where an extended gap would have existed to the new collection cycles, so no householder went longer than the new service standard.
- 4.6 Customer Service staff and Environment & Infrastructure worked closely ahead of and during the launch and continue to work closely following the implementation. A range of actions were developed to deal with the anticipated impact of the service changes. These included a dedicated email address ([mybins@renfrewshire.gov.uk](mailto:mybins@renfrewshire.gov.uk)) and social media messaging.

- 4.7 Following the implementation, the service, as expected and planned for, received an increase in requests for blue, brown and food bin infrastructure as well as larger and / or smaller bins which were provided to households.
- 4.8 The second and last phase of the service change was to roll out a revised service to the Park Mains, North Barr, Bargarran and Rashielee areas of Erskine. This phase covers some 3,500 households, each of which are unique to the location and housing type such as access, demographics and lack of space for bin storage, requiring solutions that meet the needs of the householder and the service.
- 4.9 Similar public engagement exercises have been undertaken again, with 6 roadshows having taken place for these residents. Similar literature to that of Phase 1 has also been issued to all residents, and Waste Advisors were on hand to respond to any eventuality as the new service commenced on 19 August 2019.

## 5. Waste Service Change Outcomes

- 5.1 The service rollout went as planned with all new bin infrastructure, householder calendar packs, transition collections and communication plans occurring as planned with the service commencing as per the scheduled date for each householder.
- 5.2 Early indications would suggest that Renfrewshire's households have embraced and support the new approach to waste collection and recycling in Renfrewshire. The table below sets a very positive change in the household waste tonnage presented by Renfrewshire's residents against the same time period last year. This is evidenced in the undernoted table

Waste Stream	Jan – July 2018	Jan – July 2019	+ / - %
Dry Recyclate	7328.00	6867.40	-6.20%
Food & Garden Waste	4082.86	5825.40	+42.6%
Residual Waste	17163.44	15187.75	-11.5%

which shows shifts in the key waste and recycling streams summarised as follows:

- There has been a large reduction in residual waste tonnage presented by households, dropping by 11.5%.
- 42.6% increase in food and garden waste presentation from households in their food & garden bins. As set out in the communications to households, on average 30% of all grey bin material was food waste. It is clear residents have been proactive in removing food waste from their residual bin to their food bin infrastructure, which is very encouraging.
- Overall there has been a decrease in recycling materials presented by householders. This initially was a surprising result, however on viewing the national picture this is being replicated across Scotland with less packing/ plastics being presented by householders across Scotland, reflecting the focus on the

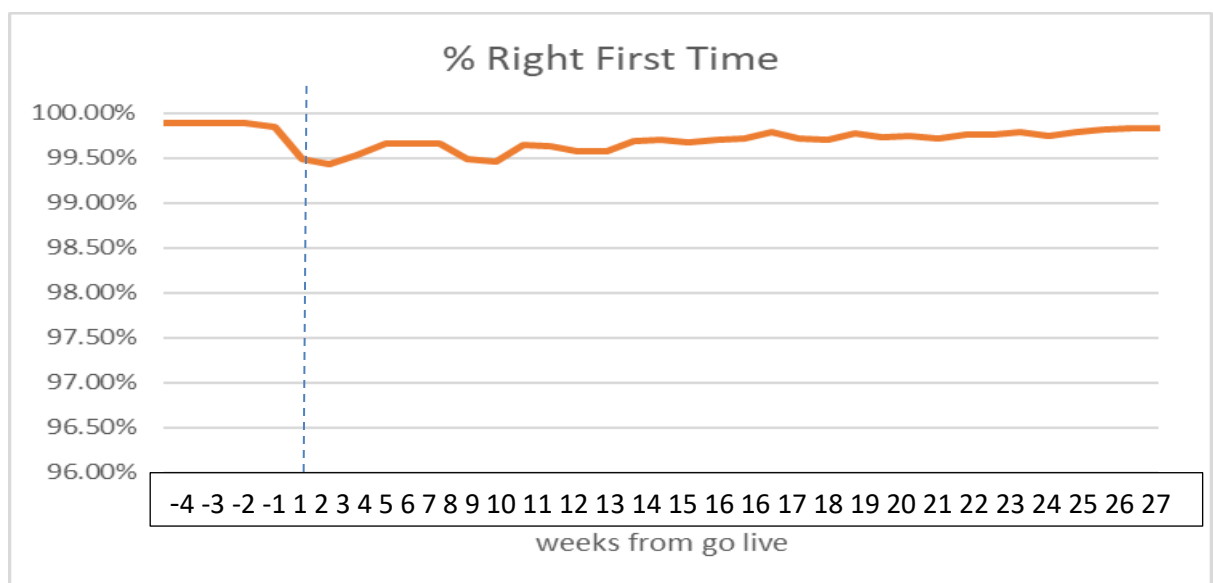
back of the national campaigns and reduction in packaging materials used by manufacturers of goods. Overall this has resulted in an increase in amount of household waste recycled, with a 4.4% increase in recycling over the time period January 2019 to July 2019 against the same time period in 2018, taking the overall year to date recycling rate to 52.3%

- The tender prices received for processing the separated recycle streams of paper & card, and plastics, cans and glass is less than the comingled dry recyclates, resulting in the service being on course to deliver the cost efficiency agreed by Policy Board in November 2017.
- The success of the communications campaign has supported and informed residents who are embracing the new service arrangements and doing their bit to support the service objectives of reducing residual waste and recycling more effectively.

## 6.0 Service Improvements

6.1 In a service change of this magnitude, involving every Renfrewshire household there were inevitably teething problems with a small percentage of households experiencing an inconsistent service over the first 1-3 months of service delivery.

6.1.1 The graph below sets out the collected “right first time” performance of the waste collection service before, during and after the change, with the dotted line indicating “go live”. The 141,500 bins collected each week “right first time” collection rate has now returned to a consistent performance level of picking up 99.8%.



6.1.2 During the months of January and February the reasons for performance dropping were due to:

- all collection routes were new and also new for the waste collection crews, who required to become familiar with these routes, in particular if there were difficult to



access/ local arrangements.

- Vehicle access issues, in particular in the rural aspects of Johnstone and Villages area where the size of vehicle, day of the week or time of day had changed and this presented challenges in consistently accessing some properties.

- 6.1.3 Going forward for any future changes a digital in cab platform will be available to support collection crews removing the need to have detailed localised knowledge/ period of time to become familiar with routes and this will allow new and changes to specific properties to be highlighted to crews as they approach the address, to support the waste collectors to undertake their duties.
- 6.2 Despite the success and level of communications the number of residents who contacted the Council to ask questions and receive assurances around what should be undertaken to support the new service arrangements were during the months of January and February exceptionally high, stretching the resources available within the customer contact centre, despite the resourcing of additional and dedicated advisors for increased call volumes, this resulted in occasional delays in answering reduction on the service performance standards to the answering to calls as set out below. This has shown corporately that with such a significant change affecting all residents despite the success and engagement through social media and traditional communications the public still wish to speak to the Council and this would be reflected into any largescale change involving residents across the Council area going forward.
- 6.3 The service undertook an innovative approach to survey all non-standard properties, (flats, tenements etc) in advance of the service change to determine what bin infrastructure was currently provided and what space was available to provide appropriate infrastructure. This in the vast majority of properties worked well. There were a small number of locations where the desk-based planning vs what worked in reality did not match and the service during the first few weeks of the new service supported these properties to amend their bin infrastructure provision. This significant area of work continues to be the focus for waste advisors in the months ahead to support residents with communal bins to recycle and to place the recyclate in the correct containers. Additionally, an exercise is being undertaken to identify property locations where there is a mix of brown bins and food only bins, to standardise the collection type at these locations.
- 6.4 Whilst residents have embraced and are using the new recycling infrastructure, there is work required to reduce contamination with recyclates being placed in the wrong container. This is particularly important for paper and card where the quality requirements for reprocessing are high and contamination of this material makes it more difficult and costly for processing.
- 6.4.1 The types of contamination ranges from non-target materials being placed in the blue bins (such as cans, plastics and glass) to food waste and residual waste. Similarly, contamination is being identified in the green bin mix also. Contamination is not

universal and householders must be thanked for the diligent approach taken by the majority to recycle effectively.

6.4.2 The level of contamination has a direct bearing on the charge imposed on the Council for the processing of this material therefore it is crucial that measures are taken to minimise contamination levels as far as is practicable.

6.4.3 Reducing contamination is a key service activity and from 2<sup>nd</sup> September 2019 will focus on the locations and property types where contamination has been identified to be higher. This will involve universal and localised communication campaigns and the tagging of contaminated bins. Where a bin is tagged as contaminated, it will not be lifted by the collection crew. Residents will be asked to contact the Customer Service Centre within 48 hours to have the bin emptied, with contaminants removed.

## 7.0 **Future Improvements**

7.1 The transformational waste service change has been successfully implemented, delivering very positive outcomes. However, work will continue to ensure that long lasting benefits are achieved and maintained. This will involve work from all work streams of the project and some of the planned further improvements involve:

- Continuing to work with householders and businesses across Renfrewshire to ensure quality waste and recycling services are delivered that meets the needs of individuals.
- Utilising technology by implementing a fully integrated waste management system to manage the front and back office of waste services, to support the collection crews in undertaking their job effectively.
- Continued effective communication to all households, including calendars later in the year, to ensure that recycling quality and the level of recycling is sustained and improved, moving closer to the Scottish Government's target of recycling 60% of all household waste.
- Residual waste transferring to the Council's new energy from waste facility in December 2019, to reduce further the amount of waste sent to landfill, recovering more recyclates and generating electricity.

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## **Implications of the Report**

1. **Financial – None**
2. **HR & Organisational Development – None**

3. **Community/Council Planning** – Creating a sustainable Renfrewshire for all to enjoy – improving the quality of recyclate material collected and sent for processing and reducing the amount of waste sent to landfill
  4. **Legal** – None
  5. **Property/Assets** - None
  6. **Information Technology** – None
  7. **Equality & Human Rights** - the recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report
  8. **Health & Safety** - None
  9. **Procurement** - None
  10. **Risk** – None
  11. **Privacy Impact** – Not required
  12. **Cosla Policy Position** – not applicable
  13. **Climate Risk** – a positive impact on the climate as increased recycling results in less materials being landfilled and valuable resources being recycled.
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#### **List of Background Papers**

- (a) Report to Infrastructure, Land & Environment Policy Board on 8<sup>th</sup> November 2017 entitled Waste Management Strategy Progress Update & Refresh – Improving Recycling in Renfrewshire.
  - (b) Report to Infrastructure, Land & Environment Policy Board on 29<sup>th</sup> August 2018 entitled Waste Management Strategy Progress Update & Refresh – Improving Recycling in Renfrewshire – Implementation, Progress Update
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**Author:** Kenny MacLeod, Waste Solutions & Sustainability Manager






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**To:           INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD**

**On:           28 AUGUST 2019**

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**Report by:   DIRECTOR OF COMMUNITIES, HOUSING AND PLANNING SERVICES**

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**Heading:    BUSINESS REGULATION SERVICE PLAN 2019/20**

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## **1.     SUMMARY**

- 1.1   Renfrewshire Council is required by Food Standards Scotland to produce a Service Plan to provide detail on the work being undertaken in respect to Food Law enforcement across the Renfrewshire Council area.
  - 1.2   The Business Regulation Team within Communities & Public Protection which covers this for Renfrewshire Council also leads on other issues including workplace health and safety and these are included within their Service Plan.
  - 1.3   The Business Regulation Service Plan sets out objectives; what work is undertaken; service delivery; resources and quality assurance in a framework that complies with the requirements of Food Standards Scotland and is attached to this report as Appendix 1.
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## **2.     RECOMMENDATIONS**

- 2.1   It is recommended that the Infrastructure, Land and Environment Policy Board approves the Business Regulation Service Plan for 2019/20.
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## **3.     BACKGROUND**

- 3.1   Business Regulation forms part of Communities & Public Protection within Communities, Housing and Planning Services.

- 3.2 The team provide an effective regulatory service for food safety, food standards, and occupational health and safety at work on behalf of Renfrewshire Council, ensuring the Council's statutory responsibilities are met. The objective of the service is to improve the quality and effectiveness of these regulatory activities and in doing so, ensure public health and safety are maintained.
- 3.3 In terms of food law enforcement, Renfrewshire Council is a statutory food authority under the Food Safety Act 1990 for all food businesses within Renfrewshire. The Council is also an enforcing authority in terms of Section 18 of the Health & Safety at Work etc. Act 1974. The Service is the enforcing authority for health & safety legislation in certain types of premises within Renfrewshire. This is determined by the main activity being undertaken at the premises as laid down in the Health and Safety (Enforcing Authority) Regulations 1998.
- 3.4 Section 18 of the Health and Safety at Work etc Act 1974 puts a duty on the HSE and Local Authorities (LAs), as Enforcing Authorities, to make adequate arrangements for enforcement. The Section 18 Standard sets out the arrangements that LAs and HSE's Field Operation Directorate should put in place to meet this duty.
- 3.5 The Business Plan 2019/20 highlights the work undertaken by the Business Regulation Team, the current position with regards to premises (as of 1 April 2019) and the planned work for the coming year.
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### **Implications of the Report**

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning** –

Renfrewshire is safe – By implementing the attached Service Plan, Communities & Public Protection will ensure that food that is prepared and consumed in Renfrewshire is safe and that workplace Health & Safety is regulated.

4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None

## **7. Equality & Human Rights**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website

**8. Health & Safety** – None

**9. Procurement** – None

**10. Risk** – None

**11. Privacy Impact** – None

**12. Cosla Policy Position** – None

**13. Climate Risk** – None

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### **List of Background Papers**

None

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**COMMUNITIES, HOUSING AND PLANNING SERVICES**

**BUSINESS REGULATION SERVICE PLAN  
2019/20**



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## **BUSINESS REGULATION SERVICE PLAN 2019/20**

### **1. SERVICE AIMS AND OBJECTIVES**

#### **1.1 Aims and Objectives**

The Food and Health & Safety Service is provided by Communities & Public Protection, within Renfrewshire Council's Communities, Housing and Planning Services. The service is delivered by the Business Regulation Team. The aim is to provide an effective regulatory service for food safety, food standards, and occupational health and safety at work on behalf of Renfrewshire Council, ensuring the Council's statutory responsibilities are met. The objective of the service is to improve the quality and effectiveness of these regulatory activities, and in doing so ensure public health and safety are maintained.

In order to achieve this aim, Communities, Housing and Planning Services will:

- Apply the relevant legislation at premises regulated by the Local Authority in line with the Scottish Regulators Code of Practice
- Work in partnership with agencies such as Food Standards Scotland (FSS) and the Health and Safety Executive (HSE) to achieve nationally agreed strategic aims
- Ensure that all staff undertaking enforcement activity are properly qualified and competent to undertake their duties
- Operate a risk-based approach to inspection and regulation,
- Carry out a programme of specific, targeted and appropriate interventions in order to improve food safety and health & safety standards
- Work with local businesses in an open and transparent manner,
- Investigate and take appropriate action upon receipt of accident notifications, service requests, food poisoning notifications and complaints

#### **1.2 Links to Corporate Objectives and Plans**

The Business Regulation Service Plan 2019-20 contributes to Communities, Housing and Planning Services outcomes as well as Renfrewshire Council's Corporate Objectives and Plans. In particular the service has a critical role to play in supporting sustainable economic development, ensuring the health and safety of the public, addressing the impact of poverty and the protection of both the public and legitimate businesses from criminal activities.

### 1.3 Overview

In terms of food law enforcement, Renfrewshire Council is a statutory food authority under the Food Safety Act 1990 for all food businesses within Renfrewshire. The Council is also an enforcing authority in terms of Section 18 of the Health & Safety at Work etc. Act 1974, the Service is the enforcing authority for health & safety legislation in certain types of premises within Renfrewshire. This is determined by the main activity being undertaken at the premises as laid down in the Health and Safety (Enforcing Authority) Regulations 1998.

Section 18 of the Health and Safety at Work etc Act 1974 puts a duty on the HSE and Local Authorities (LAs), as Enforcing Authorities, to make adequate arrangements for enforcement. The Section 18 Standard sets out the arrangements that LAs and HSE's Field Operation Directorate should put in place to meet this duty.

## 2. **BACKGROUND**

### 2.1 Organisational Structure

The Food Safety and Health & Safety service is delivered by suitably qualified officers within the Business Regulation Team operating in Communities & Public Protection as part of Communities, Housing and Planning Services

#### 2.1.1 Role of Communities & Public Protection

Communities & Public Protection consists of the Business Regulation, Community Safety, Environmental Improvements, Trading Standards & Licensing and Community Learning and Development teams. Their combined role is to protect the health, safety and welfare of the local community and to safeguard public health, the quality of the local environment and to enhance economic, social and environmental welfare by improving and maintaining standards of fair trading in terms of safety, quality, quantity and price.

#### 2.1.2 Communities & Public Protection

The Service is based at:

Communities, Housing and Planning Services  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1BR

The Service can be contacted by:

email - [b-serv.es@renfrewshire.gov.uk](mailto:b-serv.es@renfrewshire.gov.uk), or  
phone – 0300 300 0380

## **2.2 Scope of the Service**

The main role of Business Regulation is to undertake regulatory functions of relevant legislation in terms of Food Safety, Food Standards and Occupational Health and Safety at Work on behalf of Renfrewshire Council. The aim is to secure compliance with the standards laid down in primary legislation, associated regulations and codes of practice. Regulatory work is complemented by the work carried out by a Health Promotion Officer. The key activities of Business Regulation are based on the implementation of inspection, survey and sampling programmes and other appropriate monitoring and investigative activities, including responding to, and learning from food complaints, accidents and incidents at work.

Under Section 5 of the Food Safety Act 1990, Renfrewshire Council is a statutory Food Authority, responsible for delivery of official controls under the Act and associated Regulations. Statutory appointments of Head of Food Service and Lead Officer for Food Safety are detailed in the Council's Scheme of Delegated Functions.

Enforcement of the legislation, under Section 6 of the Food Safety Act 1990, includes food hygiene and food standards covering the safety, quality, presentation and labelling of food. To this end, a programme of food business inspections and the surveillance of food is carried out by co-ordinated food sampling and a food standards inspection programme.

Food and premises hygiene complaints are investigated quickly and thoroughly. The investigation and control of food-borne infections within food premises is carried out in conjunction with NHS Greater Glasgow and Clyde. The Service acts as the originating authority to those large-scale food manufacturers within the area, co-ordinating and assisting in complaints and enquiries from other Food Authorities within the UK and Europe.

As an Enforcing Authority, the Service also has responsibility for the provision of health & safety enforcement services in a range of business activities covering approximately 2600 premises and an estimated 10,000 employees. The enforcement of health & safety legislation is split between the Local Authority (Renfrewshire Council) and the Health & Safety Executive (HSE), depending on the main activity being undertaken at the premises as laid down in the Health & Safety (Enforcing Authority) Regulations 1998. The HSE are responsible for the more traditional "factory" or industrial premises. The premises within the remit of the Council include: offices, shops, warehouses, leisure, hotel and catering premises.

The principal activities of the service, outlined above, have relevance to and align with the Planning, Building Standards, Civic Licensing and Alcohol Licensing services of the Council. The service also delivers official controls in relation to food safety in all Renfrewshire Council food operations.

The Service provides advice and guidance to all businesses to ensure compliance with statutory requirements and assists in sourcing appropriate training and educational support. The Health Promotion Officer is also involved in the provision of food hygiene training for Environment & Infrastructure Services, Facilities Management Soft Services.

## 2.3 Demands on the Service

**Table 1: Profile of food businesses in Renfrewshire:**

Premises	Number
Primary Producers	11
Manufacturers and Packers	50
Importers/Exporters	4
Distributors/Transporters	15
Supermarket/Hypermarket	33
Smaller Retailers	233
Retailers, Other	52
Restaurant/ Cafe/Canteen	276
Hotel/Guest House	23
Pub/Club	151
Take Away	179
Caring Establishment	181
School/College	76
Mobile Food Unit	47
Restaurants & Caterers, Other	125
<b>Total</b>	<b>1456</b>

**Table 2: Profile of Businesses for Health & Safety Enforcement:**

Premises	Number
Retail	710
Wholesale	116
Offices	314
Catering	570
Hotels etc	23
Residential Care	14
Leisure	200
Consumer Services	406
Others	50
<b>Total</b>	<b>2403</b>

The Food Safety and Health & Safety Services provided by Renfrewshire Council operate solely from Renfrewshire House, Cotton Street, Paisley, PA1 1BR. The Service's standard working day is 8.45am - 4.45pm Monday to Thursday, and 8.45am - 3.55pm on Friday, with an out of hour's service also being provided in cases of emergency.

The Service works in a number of complex areas, which include:

### **Glasgow International Airport**

As Glasgow International Airport lies within the Authority, this adds further elements of work to the Business Regulation Team. At present there are regular imports of consignments of fish, fruit and vegetables through Glasgow Airport. These foods are subject to controls administered by Business Regulation. The Service is also involved in the surveillance of exports from the Airport and provides export certificates to those businesses exporting foodstuffs from Renfrewshire.

The Business Regulation Team provides a port health role at the airport. Renfrewshire Port Health Authority was originally set up with the primary objective of preventing dangerous epidemic diseases entering the country. Although this can still occur, if a person is patently unwell, this function is now more realistically aimed at contacting and monitoring persons who may be carrying a communicable disease and preventing further cases arising from environmental contamination of aircraft.

There are also currently 2 businesses which operate flight catering within the airport estate and these are subject to inspection by the service.

EHOs operate on a rota basis, with one officer allocated for each day of the working week. The officer carries out all imported food functions at the airport on his/her allocated day. In addition, on weekends and public holidays an emergency call out service is in place to deal with port health incidents.

### **Communication and Language**

The Council area has a number of food businesses operating for whom English is not a first language. This can introduce communication challenges during the course of inspection and enforcement visits. In order to address this issue, information leaflets translated into other languages have been produced. The service has organised food hygiene training in foreign languages and a translation service is available to officers if required during inspections and other meetings.

## **Council Operated Food Businesses**

The control of food enforcement in Local Authority catering operations provided by Environment & Infrastructure Services is a complex and sensitive area of work. These premises include catering in residential establishments such as those run by the Council's Social Work Services as well as schools and nurseries. The service employs the same approach to enforcement in these premises.

## **Approved Premises**

There are 9 approved premises (2 meat and fishery products, 6 meat products, and 3 meat, fish & dairy products) operating within Renfrewshire, all of which are approved under Regulation (EC) 853/2004.

## **Events**

A significant number of 1-day events such as The British Pipe Band Championships, fetes, agricultural shows, food festivals and markets are held throughout Renfrewshire on an annual basis, particularly, but not exclusively, during the summer months. These events require a food law enforcement presence in response to the level of external food retailers and caterers providing food for the large number of visitors and this can result in a minor short-term impact on the food service. The events do however; provide an opportunity for health promotion activities, which the team attend throughout the year.

## **Health & Safety Enforcement**

The review of Health & Safety enforcement activities by the UK Government has influenced the approach in this area. HSE priority planning guidance directs the work of Local Authorities in relation to Health & Safety, with an emphasis on targeting resources on higher risk activities and reducing the number of routine inspections.

An Intervention Plan based on this guidance has been developed which takes into account local conditions and priorities.

## **2.4 Performance Management**

The percentage of food businesses who receive a "pass" in terms of the food hygiene information scheme is used the Indicator for performance. This figure is reported on a quarterly basis to the Infrastructure, Land and environment Policy Board, with the current target set at **98%**.

Elected Members receive quarterly reports on performance in key areas including Food Safety and Health & Safety enforcement and Managers provide an operational update at a bi-monthly Communities & Public Protection Management Meeting. Certificates of Compliance and formal notices are reported to elected members via the Regulatory Functions Board and Information Bulletin reports.

Performance reviews are carried out on a six-monthly basis with staff involved in Food Safety and Health & Safety enforcement, in order to maintain performance.

## **2.5 Enforcement Policy & Procedures**

The Regulatory Services Integrated Enforcement Policy is in place to ensure the consistency of enforcement across all areas of Communities & Public Protection. The Policy sets standards clearly outlining the level of service which the public and businesses can expect to receive. It encourages fair and open regulation and commits the Service to ensuring our enforcement service works with businesses to assist them in complying with the law. The Policy has recently been reviewed to ensure it is consistent with the Scottish Regulators' Strategic Code of Practice.

## **2.6 Information Systems**

Premises records are held on the Authority Public Protection (APP) system, which is used to manage the inspection programme and record details of inspections, accidents, complaints and enquiries. The database is regularly reviewed and updated to facilitate the planning of inspection programmes and production of management reports.

Progress towards local, regional and national outcomes is monitored on a monthly basis using the reporting functions of the system. Statutory returns are made using data from the APP system.

## **3. SERVICE DELIVERY**

### **3.1 Food, Feeding Stuffs and Health & Safety Premises Inspections**

In accordance with the Food Law Code of Practice (Scotland), all food premises are risk-assessed, both for food hygiene and food standards. Risk assessments are entered in the Services database, which generates "a target inspection date". A report is generated from the database of visits due for each officer. The Service undertakes a full inspection programme based on the risk category of premises. Regulatory activity in relation to Health and Safety at Work is determined in accordance with the HSE priority planning guidance.

The tables below illustrate the number of premises in Renfrewshire in each risk category for Food Hygiene, Food Standards, Feeding Stuffs and Health & Safety.



**Table 4: Food Hygiene Premises per Risk Category**

<b>Risk Band</b>	<b>Number of Premises</b>
A	10
B	220
C	464
D	389
E	373
Sub Total	<b>1456</b>
Unrated	06
<b>Total</b>	<b>1462</b>

The risk rating of a food business is based on a number of elements. Hygiene, structure and food safety management are assessed to determine the risk posed by an establishment and the frequency of intervention by the local authority. These are numerically scored and used to derive the rating that is presented to the consumer as the 'score', A-E; Category A posing the highest risk.

**Table 5: Food Standards Premises per Risk Category**

<b>Risk Factor Band</b>	<b>Number of Premises</b>
High	5
Medium	487
Low	1007
Unrated	12
<b>Total</b>	<b>1511</b>

**Table 7: Profile by Health & Safety risk category rated at 1 April 2019:**

<b>Risk Category</b>	<b>Total number in category</b>
A	1
B1	33
B2	764
C	1565
Unrated	465
<b>Total</b>	<b>2828</b>

The tables below illustrate the number of inspections programmed for 2019/20 in each risk category for Food Law.

- A total of 912 food law programmed inspections are projected for the coming year based on original food hygiene and food standards scoring systems on 1 April 2019. It is anticipated that there will be an approximate, additional 18% (164) interventions as a result of the new scoring system. (This is based on data captured during the pilot scheme).
- 14 Band E intensive 1-month interventions, 300 secondary food law inspections (revisits) and 120 new premises inspections are projected. \*\*  
\*\* (based on total numbers of Remedial Action Notices and Voluntary Closure Agreements during 2018/ 2019; and numbers of revisits / new businesses recorded for the previous year).

**Table 8: Food Hygiene Programmed Inspections for 2019/20\*\***

<b>Risk Band</b>	<b>Number of Inspections</b>
A	1
B	52
C	212
D	177
E	121
Unrated	1
<b>Total</b>	<b>564</b>

**Table 9: Food Standards Programmed Inspections for 2019/20\*\***

<b>Risk Band</b>	<b>Number of Inspections</b>
High	2
Medium	11
Low	2
Unrated	1
<b>Total</b>	<b>16</b>

**Table 10: Food Law Programmed Inspections for 2019/20\*\***

<b>Risk Band</b>	<b>Number of Inspections</b>
A	3
B	101
C	215
D	<b>332</b>
E	0
Unrated	0
<b>Total</b>	<b>332</b>

**Table 11: Health & Safety Inspections for 2019/20**

Since 2013, the service has refined the intervention strategy for businesses by further improving the targeting of relevant and effective interventions in line with LAC 67. The refinement preserves inspections for higher risk premises and has led to a reduced number of proactive Health & Safety inspections. This has subsequently allowed capacity for more effective outcome focussed interventions whilst protecting people in the workplace and wider society. The proposed themed inspection programmed is detailed in the table below:

Date	Special Intervention
August-December 2019	Carry out special interventions at animal visitor attractions in an effort to reduce the risk of contamination especially to children.
January – March 2020	Carry out special interventions for safety in swimming pools and spas where Health & Safety is enforced by the Local Authority to reduce the risk to employees and the public from Health & Safety and Public Health incidents.
January – March 2020	Carry out special interventions at children's indoor soft play animal visitor attractions in an effort to reduce the risk of accidents to children.
August-December 2019	Carry out special interventions at commercial catering establishments to assess gas safety and where the risk of carbon monoxide may be present.
August-December 2019	Carry out special interventions at premises, especially licensed premises that use stored gas to minimise the risk of explosion.
January-March 2020	Planned special intervention for Lone working in premises such as: all night garages, grocers' shops and bookmakers in an effort to reduce violence/incidents involving lone workers.
August-December 2019	Proactive inspection of industrial retail/wholesale premises to ensure adequate control of work at height, work place transport and loading and unloading of vehicles.
August-December 2019	Carry out special interventions in relation to Crowd management at large scale events.

The inspection programme for 2019/20 has been developed to comply fully with the Food Law Code of Practice (Scotland) and LAC Circular 67/2 (Rev 7) Health & Safety priority planning.

So far as the inspection of premises outwith normal working hours is concerned, our policy is to ensure that, where premises are only open outwith normal hours, then appropriate provision is made for them to be visited in accordance with at least the minimum number of visits determined by their risk rating.

In addition to the inspection programmes, a number of revisit inspections; estimated for 2019/20 to be in the region of 300 visits, are predicted to be required, in accordance with the Service's Enforcement Policy.

Eight full time equivalent officers carry out the work of the Business Regulation team, including the Business Regulation Manager and Health Promotion Officer (0.5 FTE). The staffing allocation to food law enforcement is 75% of 7.5 FTE's, with the other 25% allocated to Health & Safety enforcement. Officers are allocated premises within specific geographical areas. A Trading Standards Officer, from the Trading Standards and Licensing team (0.25 FTE) undertakes functions relating to feeding stuffs.

It is considered that the Service has adequate expertise to provide a competent and full portfolio of enforcement and educational roles in relation to Food Safety and Health & Safety. However; where necessary, we are able to draw on expertise from Food Standards Scotland, Glasgow Scientific Services – the Public Analyst, Health Protection Scotland, the Director of Public Health, Animal and Plant Health Authority (APHA), The Health & Safety Executive and other local authorities.

### 3.2 Food and Health & Safety Service Requests

The Service has documented policies relating to the investigation and handling of complaints and service requests which ensure that all complaints are investigated in accordance with the appropriate Code of Practice. The numbers of complaints and service requests, detailed by category, received during the last year (April 2018 - March 2019) are shown in the table below:

**Table 12: Complaints and Service Requests 2018/19**

<b>Category of Complaint/Service Request</b>	<b>Number of enquiries 2018/19</b>
Food Hygiene	112
Food Standards	41
Hygiene of Food Premises	32
Health & Safety	7
Advice to Business	126
Advice to Consumers	35
Certificates and Consultations	1170
Imports/Exports	17
Other	2
<b>Total</b>	<b>1542</b>

\*Figure includes accident and asbestos notifications.

Complaints and Service Requests are dealt either by the duty Business Regulation Officer or by the officer responsible for the premises which are the subject of the complaint/request. All service requests are logged in the APP database against the premises implicated, with visits and actions being recorded when undertaken.

All complaints are recorded and their risk evaluated to distinguish between those which require an on-site investigation and others which may be resolved by telephone or written advice.

### **3.3 Investigation of Accidents**

A procedure is in place for the investigation of notified accidents designed to ensure consistency and quality of the accident investigation service. It is not possible or appropriate to investigate all incidents and a systematic approach has been adopted to ensure that the more serious incidents are investigated.

### **3.4 Enforcement Management Model (EMM)**

The Guidance in the LAC22/18 along with detailed guidance that was issued for use by EHOs is used to promote consistency of enforcement between individual officers, LAs and with HSE.

All officers in the team have been trained in the use of the Enforcement Management Model. The model is used by officers when considering the most appropriate action to take in more complex situations which are occasionally encountered, including serious accident investigations. It is also used as a monitoring tool by the Business Regulation Manager/ Regulatory and Enforcement Manager.

### **3.5 Home Authority Principle & Primary Authority Scheme**

For companies operating under two or more local council jurisdictions, Primary Authority provides reliable and consistent regulatory advice from a single source when dealing with key aspects of environmental health, trading standards, health & safety, and licensing services. Renfrewshire Council currently has no partnerships in relation to health & safety advice and enforcement.

The Regulatory Reform (Scotland) Act 2014 creates a legal framework for implementation of Primary Authority arrangements relating to the devolved regulatory responsibilities of Local Authorities in Scotland. A process to introduce the scheme for food businesses is currently going through the consultation process.

The Primary/Home authority principle is applied when dealing with food complaint investigations and also routinely in relation to food standards and labelling issues. It is considered to be an aid to good enforcement practice.

The Council has no formal agreements in place to act as a Home Authority with any specific business, but has listed the following significant establishments as ones which are considered as home authority/originating authority premises:

A&A Bakers	Moss Road	Linwood	PA3 3HR
Alice Cairns Butchers Ltd	Moss Road	Linwood	PA3 3HR
Alpha LSG Sky Chef's Ltd	Arran Avenue	Paisley	PA3 2AY
AP Jess	Sandyford Road	Paisley	PA3 4HP
Aulds Delicious Desserts	Barnsford Avenue	Inchinnan	PA4 9RG
Big Bear Bakery	15 Edison Street	Hillington Park	G52 4JW
Bumble Bee Bakehouse	Mile End Mill	Paisley	PA1 1JS
Buon Giorno	11A Queen Street	Renfrew	PA4 8TR
Chivas Brothers Limited	111-113 Renfrew Road	Paisley	PA3 4DY
Craigton Packaging	Scott's Road	Paisley	PA2 7AN
Davis & Davis	39 Brora Drive	Renfrew	PA4 0XA
Davidson Butcher	Mossedge	Paisley	PA3 3HR
Diageo Global Supply	1 Argyll Avenue	Renfrew	PA4 9EA
Diageo Global Supply	500 Renfrew Road	Renfrew	G51 4SP
Earl Haig Foods Ltd	15 Earl Haig Road	Hillington Park	G52 4JU
Fat Boy Distribution Ltd	28 Queen Elizabeth Ave	Hillington Park	G52 4NQ
Faceplant Foods	Greenhill Road	Paisley	PA3 1RD
Foxbar Butchers	44 Foxbar Road	Paisley	PA2 0AY
Faodail Foods	Westway	Renfrew	PA4 8DJ
G Porrelli & Co Ltd	25 Lacy Street	Paisley	PA1 1QN
G&A McHarg	Dalziel Road	Hillington Park	G52 4NN
Gate Gourmet	Glasgow Airport	Paisley	PA2 8DP
Gleddoch Family Butchers	60 Glasgow Road	Paisley	PA1 13W
Hannah's of Johnstone	18-20 Walkinshaw Street	Johnstone	PA5 8AB
Hawkhead Whisky Smoked	North Street	Paisley	PA3 "AE
Henderson Meats	Hillington	Glasgow	PA8 6BS
Ingram Brothers	15 East Lane	Paisley	PA1 1QA
Jaw Brewery	67b Montrose Avenue	Hillington Park	G52 4LA
Jenier Limited	Earl Haig Road	Hillington	G52 4JU
John Scott Meats	Sandyford	Paisley	PA3 3HR
Kismet	Lyon Road	Linwood	PA3 3BQ
Kerry Foods (UK) Ltd)	55-59 Kelvin Avenue	Hillington Park	G52 4LT
Lang Fine Scottish Leather	1 Seedhill	Paisley	PA1 1JL
MacSpice/McAusland Crawford	79/81 Abercorn Street	Paisley	PA3 4AS
Linburn Farm	Linburn	Erskine	PA8 6AW
NCT Leather Ltd	Kilbarchan Road	Bridge Of Weir	PA11 3RL

Peppermill Foods Ltd	14 Watt Road	Hillington	G52 4RY
Rice 'n' Spicy	15 Edison Street	Hillington Park	G52 4JW
Sgaia Foods	88 Greenhill Road	Paisley	PA3 1RD
Stephen Williams First Class	4b Mains Drive	Erskine	PA8 7JQ
Sutherland Cakes	15-17 Earl Haig Road	Hillington	G52 5JU
Glasgow Distillery Company	Deanside Road	Renfrew	G52 4XB
The Elderslie Scottish Tablet Co	37 Glenpatrick Road	Elderslie	PA5 9AE
W P Tulloch	22a Skye Crescent	Paisley	PA2 8EL

### **3.6 Advice to Business**

Communities & Public Protection undertakes an on-going advisory role to all businesses in Renfrewshire. A range of information and promotional material is made available for businesses by Environmental Health Officers and Health Promotion Officers during visits. Similarly, training opportunities and other information is provided to businesses during visits. The Trading Standards and Licensing Service provides advice on feeding stuffs to any business requesting it.

### **3.7 Health Promotion Activities**

Health Promotion activities are undertaken through an integrated approach throughout Public Protection, co-ordinated by a designated Health Promotion Officer. Through this integrated approach, the Service assists in signposting training opportunities, providing relevant information and advice to businesses in Renfrewshire. A selection of FSS and HSE publications in English and minority languages, and Information packs for new businesses are available. A leaflet summarising our Integrated Enforcement Policy is available for businesses. A communications calendar has been devised which will direct the majority of work in relation to Health Promotion activities in 2019/20. The activities will be communicated via the Council website and also social networking sites and press releases.

### **3.8 FHIS & EatSafe**

The Food Hygiene Information Scheme continues to be a success in Renfrewshire with around 1000 food premises who sell food to the public being included.

Currently 98% of premises within Renfrewshire have a pass certificate within the scheme.

There are 12 premises with Eat Safe Awards. These are:

Premises Name	Premises Address
Accord Hospice	Morton Avenue, Paisley, PA2 7BW
Jenny's Well	196 Hawkhead Road, Paisley PA2 7BS
Mosswood Care Home	Moss Road, Linwood, PA3 3FA
Capability Scotland	Wallace Court, 191 Main road, Elderslie, PA5 9EJ
Erskine mains Care Home	Meadow drive, Erskine, PA8 7ED
Hanover(Scotland) Housing Association Newton Court	23 Maree Road, Paisley, PA2 9DH
Hanover(Scotland) Housing Association, Ailsa Court	1 Ailsa Drive, Paisley, PA2 8HE
Hanover(Scotland) Housing Association, Walikinshaw Court	Walkinshaw street, Johnstone, PA5 8AF
Kibble Education & Care Centre	Goudie Street, Paisley, PA3 2LG
Kibble Works	55 Clark street, Paisley, PA3 1RB
Little Inch Care Home	8 Rashilee Avenue, Erskine, PA8 6HA
Holiday Inn	Caledonia Way, Glasgow Airport PA3 2TE

### 3.9 Sampling

Currently, Renfrewshire Council, along with 9 other local authorities have a Service Level Agreement with Glasgow City Council for the provision of analytical services. The analyst service is provided by Glasgow Scientific Services, Colston Laboratory, 64 Everard Drive, Glasgow G21 1XG. Glasgow Scientific Services are this Authority's appointed Public Analyst for chemical analyses of all food samples, Food Examiner for all microbiological examinations of food samples and Agricultural Analyst for all feeding stuffs samples taken.

The sampling programme for 2019/20 is attached as Appendix 1 to this Service Plan. The programme will focus on high risk premises in Renfrewshire, whilst reflecting national priorities recommended by FSS and SFELC.

Food sampling will also be undertaken at Glasgow International Airport to monitor the quality, composition and labelling of foods imported through the airport as part of the Service's imported food controls. It is not possible to estimate sample numbers or types for this sampling at present.

The Trading Standards Service undertakes risk-based sampling based on intelligence received, and local or national priorities.



### **3.10 Control and Investigation of Outbreaks and Food Related Infectious Diseases**

Communities & Public Protection works closely with NHS Greater Glasgow and Clyde Health Board Consultants in Public Health Medicine in outbreak control situations and the routine investigation of infectious disease. In addition, the Health Board has produced an outbreak control plan for dealing with major outbreaks of food related illness to which this authority has had a major input.

The Business Regulation Team work in partnership with the Public Health Protection Unit at NHS Greater Glasgow and Clyde Health Board to ensure the plan is adhered to. In addition, an outbreak control and investigation of notifications of food borne disease procedure is in place.

During 2018/19 there were 19 cases of food poisoning reported and investigated by Environmental Health Officers.

Present resources within Communities & Public Protection are adequate to meet current levels of notification; however, in the event of a major outbreak, any required additional resources would be made available by seconding Environmental Health Officers from other service areas.

### **3.11 Food & Feed Safety Incidents**

Food and Feed safety incidents are dealt with in accordance with the relevant codes of practice the Food Law Code of Practice (Scotland) and the Feed Law Enforcement Code of Practice (Great Britain). Notifications of incidents are received from Food Standards Scotland (FSS) by e-mail, telephone, fax, or all three. In case of emergencies, an officer is on stand-by who has contact details for all relevant members of staff. Procedures for food and feed safety incidents are in place and are available to all staff. This allows for alerts to be appropriately actioned, investigations set in motion and warnings issued if necessary. Any enforcement activity which is required in support of an incident is carried out within the terms of the relevant legislation and the Council's enforcement policy for assuring the safety of food and feed.

In addition to responding to notified incidents, Renfrewshire Council will, where necessary initiate Food/Feed Alerts in accordance with Code of Practice Guidance and will liaise with Food Standards Scotland in such situations.

### **3.12 Liaison with Other Organisations**

To ensure enforcement and other activities carried out by the Service are consistent with neighbouring Authorities and to ensure best practice, Renfrewshire Council actively participates in the West of Scotland Food and Health & Safety Liaison Groups. The groups meet regularly throughout the year and comprise representatives from the 14 authorities, which previously made up Strathclyde Regional Council, together with representatives from Glasgow Scientific Services, Food Standards Scotland and the Health & Safety Executive. The groups are attended by the Business Regulation Manager or a suitable deputy.

The Service also has formal and informal links to a range of other organisations and agencies. These Include:

NHS Greater Glasgow and Clyde Health Board  
Association of Port Health Authorities  
Royal Environmental Health Institute for Scotland  
Society of Chief Officers of Environmental Health in Scotland  
Society of Chief Officers of Trading Standards in Scotland  
Scottish Food Enforcement Liaison Committee  
Health Protection Scotland  
Food Standards Scotland  
Health & Safety Executive  
Glasgow Scientific Services  
Animal and Plant Health Agency  
Marine Scotland  
West of Scotland Quality Working Group (Feeding Stuffs)  
H.M. Revenue and Customs  
Scottish Government Rural Payments and Inspection Directorate (SGRPID)  
Civica APP Scottish Users Group

## **4. RESOURCES**

### **4.1 Financial Allocation**

The budget detailed below indicates the level of resources available 2016-17 to deliver the necessary services. As highlighted at 3.1 above the resource allocation within the Business Regulation Team is 75% of Food Law enforcement and 25% on Health & Safety enforcement. This split is at the discretion of the Business Regulation Manager and can be amended where there is a service demand.

In addition, the figure for employee costs includes 0.25 of a Trading Standards Officer post for the delivery of Feed Controls.

<b>Budget</b>	<b>2019/20</b>
Employee Costs	<b>£376,944</b>
Supplies and Services	<b>£146,031</b>
Travel and Subsistence	<b>£0</b>
Training	<b>£1600</b>
<b>Total</b>	<b>£524,575</b>

<b>Projected Income Source</b>	<b>2019/20</b>
Export Health Certificates	<b>£6954</b>
Sales, Fees and Charges	<b>£500</b>
Miscellaneous Income	<b>£2142</b>
<b>Total</b>	<b>£9596</b>

## 4.2 Staffing Allocation

Within the context of this plan, the allocation of staff is designed to provide an effective enforcement service for food safety, food standards, trading standards and occupational health and safety at work on behalf of Renfrewshire Council.

All food enforcement officers are authorised in accordance with the Food Law Code of Practice (Scotland) commensurate with their training and experience. A range of additional relevant qualifications are held including: the REHIS Advanced Food Hygiene Diploma, the REHIS Certificate in the Inspection of Meat and Other Foods, Certificate in Nutrition & Health and the RIPHH Certificate in HACCP Principles. Three officers have completed the ISO 9000 Lead Assessors course.

The Service secures administrative support from a pool of administrative and support staff in the Council's Business Support Service.

## 4.3 Employee Development Plan

The Service is committed to ensuring all officers are suitably qualified, trained and remain competent in terms of the Food Law Code of Practice (Scotland) and in terms of Section 18 of the Health & Safety at Work Act 1974.

This is facilitated by the provision of in-house training, and all employees have the opportunity on a rotation basis to attend relevant external training events. These include the Food Update, Health & Safety Update, the Law Enforcement course and other courses arranged ad-hoc by organisations such as REHIS, ABC Food Safety, Food Standards Scotland and Health & Safety Executive. Any employee attending such a course is required to "cascade" the relevant information accrued as a result of their attendance to other officers.

Business Regulation Team meetings are held monthly, where performance, food safety and food standards enforcement and Health & Safety enforcement issues are discussed. Matters arising from the quality assessment model for inspections, consistency issues and interpretation issues are discussed. Team meeting minutes and Liaison Group minutes are stored in the staff manual for all officers to use. Relevant points from the Liaison Groups are also discussed at Team meetings.

In addition, all staff have full access to, and are trained in the application of, policies and procedures, which are a requirement of the framework agreement on local authority food law enforcement. Training records are maintained for each officer.

All officers will complete a training needs analysis and have individual development plans prepared for 2019/20.

## **5. QUALITY ASSESSMENT**

### **5.1 Quality Assessment**

The Service has a documented “Internal Monitoring Procedure – Internal Checks” quality assessment model for inspections. The Business Regulation Manager has primary responsibility for carrying out quality assessments within the Service. The Communities & Regulatory Manager has a secondary responsibility to oversee the performance of the Business Regulation Manager and to ensure that quality assessments are being carried out consistently throughout the Service.

The Internal checks include file checks, one-to-one discussions, team discussions and accompanied inspections. Records of these are retained by the Business Regulation Manager and Communities & Regulatory Manager.

This quality assessment model facilitates the Service’s requirement in accordance with annex 2 of the Food Law Code of Practice (Scotland) and the Section 18 guidance issued by the HSE to ensure that all staff engaged in enforcement activities retain their competence.

The Business Regulation Manager reviews a monthly report on the performance indicators to ensure that the targets are met. The monthly report also details performance information relating to inspection deadlines, complaints and service requests received and food sampling activity.

## 6. REVIEW

### 6.1 Review against 2018/19 Inspection and Sampling Programmes

The following table details performance against targets for 2018/19\*\*

Programmed Food Hygiene Inspections		
Activity	Targets for 2018/19	Achieved
Category A (6 months)	13	13 (100%)
Category B (12 months)	219	181 (82%)
Category C(18 months)	298	273 (92%)
Category D (2 years)	208	180 (86%)
Category E (Alt. Enforcement /3 Years)	78	65 (83%)
<b>Total</b>	<b>838</b>	<b>712 (85%) **</b>
Programmed Food Standards Inspections		
Activity	Targets for 2018/19	Achieved
High Risk (1 year)	5	4 (80%)
Medium Risk (2 years)	134	106 (79%)
Low Risk (5 years)	1	1 (100%)
<b>Total</b>	<b>140</b>	<b>111 (79%)</b>

Complaints/Enquiries/Requests for Service received 2018/19	1542
Total Number of Health & Safety Inspections/Visits 2018/19	38

From April 1st, 2018, Renfrewshire Council have formally taken part in the Food Standards Scotland (Annex 5) pilot. The pilot has now ended, and the interventions Food Law Code of Practice (Scotland) is now in place. All Scottish Local Authorities are using the new risk rating scheme. The new scheme places each business within a group (1, 2 or 3) depending on the food type and complexity of the food operation. 1 being the higher risk. This maps to a set of performance bands (A to E) which further corresponds to an inspection frequency. The major change here from the previous system, is that Band E are the most frequently inspected and introduces a 1- month and 3-month inspection frequency. It is anticipated that in the short term, there will be an increase in the workload for the team. The scheme does however; introduce an inspection frequency of 60 months or “no proactive inspection” for those very low risk premises, this ensures that resources may be targeted effectively and where required.

### **Programmed Food Hygiene and standards Inspections:**

In 2018/19, the team concentrated on those business inspections where the highest risk was posed. Increasing demands due in part; to Brexit preparations, coupled with the team losing 2 members of staff who were seconded to Environment and Infrastructure, placed further demands on the Service. In addition, a further member of staff left post, and one was on maternity leave. The seconded posts were filled with temporary staff who required a period of training prior to contributing fully to the work of the team.

The Service continues to aim for 100% performance with a high degree of awareness among officers of the importance of maintaining the inspection programme and its associated performance targets.

**Alternative Enforcement:** The service has adopted an Alternative Intervention Strategy is implemented in relation to low risk premises such as pharmacies and similar premises with minimal food elements to their operation. This allows Officers the flexibility to concentrate on those visits which are highest risk.

**Complaints/Enquiries/Requests for Service:** There was an increase in the number of service requests received. This is due, in part, to the recording of requests for export certification. These were previously not included in the figures.

**Health and safety interventions:** Several planned health and safety interventions were undertaken in the year. These included special interventions at animal visitor attractions, proactive inspection of industrial retail/wholesale premises and special interventions in relation to crowd management at large scale events. Due to prioritisation of workload, some of the programmed work for 2018/19 will be carried over in to 2019/20. The table below, sets out the programme for the coming year. In addition, the Business Regulation team will continue to play a role in the safety advisory Group for St.Mirren Football Club.

**Sampling:** The Food Sampling programme for 2018/19 continued the risk-based approach to sampling. A number of projects were undertaken, and follow-up action and surveillance based on results will be carried over into 2019/20.

87 samples were taken in total during the year; 55 for composition/chemical analysis with 4 fails and 31 for microbiological examination of which 3 failed. All failed samples were followed up or are currently being followed up with interventions by officers.

The Food Sampling programme is evaluated at the end of each year in order to determine priorities for the next year as part of the Service Planning process or in response to any changes in advice/instruction given by Food Standards Scotland or other relevant government bodies. The programme for 2019/20 is based on local priorities, the national programme in agreement with SFELC and the West of Scotland Food Liaison Group. (See Appendix 1).

**Note: The number of samples taken will be determined by availability and priorities for the year.**

## **6.2 Areas for Improvement**

It is considered that the service would benefit from an electronic file management system as well as pursuing options to introduce mobile technology to improve efficiency. During 2018/19, further preliminary research was carried out with other local authorities who use similar IT systems to this service and discussions have taken place with APP, the software provider for the electronic management database. Work in this area is ongoing.

## **7.0 Emerging Issues 2019/20**

### **Food Crime**

This continues to be a focus for FSS and Food Authorities. Food Crime erodes confidence and disempowers consumers. This leads in turn to financial losses, negative economic impact and poses a threat to jobs and exports. Therefore, tackling food crime is so important and why The Scottish Food Crime and Incidents Unit (SFCIU) has been established. The Business Regulation Team will continue to build on the established working relationships with partner Agencies including SFCIU.

### **Brexit**

As uncertainty continues in relation to the UK leaving the EU without a trade deal, The Service continue to work closely with partner agencies. A “no deal” Brexit could have a significant impact on the Service in terms of health certification and work at Glasgow Airport.



## **COMMUNITIES, HOUSING AND PLANNING SERVICES**

# **BUSINESS REGULATION – FOOD SAMPLING PROGRAMME**

**2019/20**



## **1. INTRODUCTION**

The annual sampling programme for 2019-20 is designed to fulfil aims and objectives in line with Communities, Housing and Planning Services Food Sampling Policy. The programme outlines the sampling priorities for the year, however it is recognised that circumstances and priorities may change, which require the programme to be flexible in order to respond to these changing circumstances.

Most samples are taken informally for the purpose of monitoring, surveillance and information gathering however; formal samples will be taken where enforcement action is anticipated. Environmental Health Officers, Food Safety Officers and other authorised officers are responsible for undertaking the food sampling functions of the Council.

At present there is a Service Level Agreement in place with Glasgow City Council to provide analytical services to Renfrewshire Council. The analyst is: Glasgow Scientific Services, Colston Laboratory, 64 Everard Drive, Glasgow, G21 1XG.

## **2. APPROACH TO SAMPLING**

Renfrewshire Council complies with the requirements of the Food Safety (Sampling and Qualifications) Regulations 1990 and the Food Standards Agency's Code of Practice. The sampling programme for 2019/20 is designed to be more focused on high risk/high value products which are manufactured in Renfrewshire. Focussing on these items will ensure that those which pose the greatest risk to the public of Renfrewshire are adequately controlled.

### **2.1 Informal Samples**

An informal sample may be taken covertly however; the food business operator will always be informed of the results of the sample. Informal samples can be useful in allowing an unrecognised officer to witness activities in business premises in a real time situation however; for enforcement purposes formal sampling must be undertaken overtly.

### **2.2 Formal Samples**

In accordance with the Regulatory Services Integrated Enforcement Policy, which promotes action which is consistent, fair and proportionate, formal samples will generally be taken after routine samples have been found to fail statutory requirements and no satisfactory remedial action has been taken.

## **2.3 Sampling Priorities**

Food Standards Scotland and The Scottish Food Enforcement Liaison Committee have identified, through intelligence, the areas deemed to be priorities in terms of sampling. The priority plan considers the Scottish perspective but also takes account of the UK. FSA. priorities. In addition to National priorities, Renfrewshire Council will focus on areas of particular interest to the authority.

## **2.4 Manufacturing/Approved Premises**

Renfrewshire Council will continue to concentrate on sampling from manufacturers and approved premises in our area. These premises will be sampled at least annually. Where possible, samples will be taken in advance of Food Hygiene/Food Standards inspections in order to discuss sample results with the food business operator.

## **2.5 Sampling Plan 2019/20**

The sampling plan for 2019/20 outlines the project work to be undertaken by Renfrewshire Council in high risk areas. The sampling plan is outlined at point 4.2.

# **3. COMPLAINTS & FOOD BORNE DISEASE INVESTIGATIONS**

In response to complaints and notifications of food borne disease received Communities, Housing and Planning Services may opt to take samples in order to resolve any issues arising as a result of any investigations.

## **3.1 Co-ordinated Sampling**

Where appropriate, the Service will participate in food surveillance programmes arranged by regional and national bodies such as Food Standards Scotland, SFELC and the West of Scotland Food Liaison Group.

## **3.2 Imported Food**

In order to monitor the quality, composition and labelling of imported foods, samples of foods imported through Glasgow Airport will be submitted to the Public analyst for examination.

## **3.3 Special Investigations**

There may be circumstances whereby an incident will require special investigation and resources may have to be directed towards dealing with the investigation. In addition, this may involve liaison with other partners including Health Protection Scotland and Greater Glasgow & Clyde Health Board.

# **4. SAMPLING PLAN**

#### 4.1 Priority Actions

The following topics have been identified as priority actions by SFELC and will be subject of sampling activity during 2019/20, along with other local surveillance activities outlined in the table below at point 4.2:

#### 4.2 Sampling Plan

Sample Type	Examination/ Analysis	No. of samples
Raw Shell Eggs of Non-UK origin	Salmonella	2
Ready-to-eat salmon products of non-UK origin	<i>Listeria monocytogenes</i>	2
Raw duck meat and raw duck livers	Hygiene indicators, E. coli Campylobacter and Salmonella	3
Pasteurised cheeses	Hygiene indicators, E. coli, <i>Listeria monocytogenes</i> , S. aureus, Salmonella, STEC, pH and Aw	1
Unpasteurised cheeses	Hygiene indicators, E. coli, <i>Listeria monocytogenes</i> , S. aureus, Salmonella, STEC, pH and Aw	1
Cucumbers and tomatoes of non-UK origin	Hygiene indicators, E. coli	1
Imported Tahini products and sesame seeds	Salmonella	1
Dry spices	Colouring matter	2
Dried figs and raisins of non-UK origin	Aflatoxin B1, B2, G1 & G2 or ochratoxin A	2
Nuts of non-UK origin (to include groundnuts, almonds, pistachios, hazelnuts, brazil nuts)	Aflatoxins B1, B2, G1 & G2	2
Raw and cooked cured meat products	Nitrates/nitrites	2

Vegan sandwiches and cakes	Milk proteins (casein)	2
Nut-free meals	Presence of nuts (focusing on peanuts, almonds and cashews)	2
Low-cost meat preparations and meat products	Substitution	2

### 4.3 Routine Sampling

The project sampling initiatives listed above will be the focus of sampling activities however, in the course of routine work, officers will take samples as appropriate.

## 5. Review of 2018/19

The Food Sampling programme for 2018/19 continued the risk based approach to sampling. A number of projects were undertaken successfully, and follow-up action and surveillance based on results will be carried over into 2019/20.

The Food Sampling programme will be evaluated at the end of each year in order to determine priorities for the next year as part of the Service Planning process or in response to any changes in advice/instruction given by the Food Standards Scotland or other relevant government bodies.




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**To:** Infrastructure Land & Environment Policy Board

**On:** 28 August 2019

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**Report by:** Director of Finance & Resources

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**Heading:** Community Asset Transfer Return (1st April 2018 – 31st March 2019)

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**1. Summary**

- 1.1 In accordance with the Community Empowerment (Scotland) Act 2015 section 95 we are required to publish our Community Asset Transfer report for the period from 1st April 2018 until 31st March 2019.
- 

**2. Recommendations**

- 2.1 It is recommended that the Board: -
- 2.2. Approve the Community Asset Transfer Return which will then be published on the Council's webpage for the period 1st April 2018 – 31st March 2019.
- 

**Background**

- 3.1 The relevant part of the Community Empowerment (Scotland) Act 2015 ("the Act") became effective from on 23rd January 2017. Renfrewshire Council have been actively promoting requests to transfer assets to its communities under medium / long term leases and full ownership where appropriate.
- 3.2 During the period 1st April 2018 – 31st March 2019, fourteen Community Asset Transfer requests were received. Whilst these requests were received not all proceeded to consideration by the Community Asset Transfer Panel, as nine of the applications did not comply with the requirements of the Act.

- 3.3 Renfrewshire Council have approved within the period five requests with one request being for the transfer of ownership of land to a community transfer body. The other four approved requests were for assets to be leased to community transfer bodies. There were no requests received for rights in land other than ownership or leases.
- 3.4 Linwood Community Development Trust were successful in seeking to acquire the Linwood Community Woodland via Community Asset Transfer (see attached plan E2699). The application was approved on the 30th May 2018. Ownership of the Woodland is proposed to be acquired for £1 if asked. (Plan Reference E2699)
- 3.5 Star Project requested land within Fountain Gardens, Paisley on a long-term lease of 30 years for £1 per annum if asked (see attached plan E2742B). The application was approved on 23rd January 2019. (Plan Reference E2742B)
- 3.6 Kilbarchan Amateur Athletics Club (Kilbarchan Harriers) requested land beside the On-X on a long-term ground lease of 30 years for £1 per annum if asked (see area cross hatched on attached plan E2921A), with rights of access and car parking on adjacent areas. This was with a view to building thereon a facility for athletics training. The application was approved on 23rd January 2019. (Plan Reference E2808)
- 3.7 Viewfield Rovers AFC requested Viewfield Park & Pavilion on a medium-term lease for 5 years at a rental of £1 per annum if asked (see attached plan E2868). The application was approved on 20th March 2019. (Plan Reference E2868)
- 3.8 Renfrew Victoria Boys Club requested Kirklandneuk Playing fields and Pavilion on a 25-year lease for £1 per annum, if asked (see attached plan E2867). The application was approved on 20th March 2019. (Plan Reference E2867)
- 3.9 The Head of Corporate Governance and the Head of Property are working with all parties and their respective professional advisers to conclude matters.
- 3.10 During the reporting period, there were no appeals in terms of section 85, nor reviews in terms of section 86, of the Act, received in respect of refusals or conditional acceptances of asset transfer requests, nor of delays in providing decision notices etc. Further, there were no reviews of decisions by the Scottish Ministers in terms of section 87 of the Act.
- 

## Implications of the Report

1. **Financial** – Not applicable.
2. **HR & Organisational Development** – Not applicable.

3. **Community/Council Planning –**

- Our Renfrewshire is well – community transfer applications will be considered for the benefit of our communities;
- Our Renfrewshire is safe – consideration will be given to the safety within our communities in relation to applications;
- Working together to improve outcomes - Multi agencies will be working together to enable our community transfer bodies to be successful in their applications for assets.

4. **Legal** – Legal Services are consulted in terms of advising on the title for the applications and reviewing the groups constitutions, as well as the conveyancing for successful applications.

5. **Property/Assets** – Consulting with the community transfer bodies and Council departments to progress applications.

6. **Information Technology** – not applicable.

7. **Equality & Human Rights -**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – Consideration given to individual applications where applicable.

9. **Procurement** – Not applicable.

10. **Risk** – Not applicable.

11. **Privacy Impact** – Not applicable.

12. **Cosla Policy Position** – Not applicable.

13. **Climate Risk** - None. Any Climate Risk implications will be addressed in subsequent Reports.”

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**Author:** Gillian Beattie  
Senior Asset & Estates Surveyor  
Asset & Estates  
07985 706409

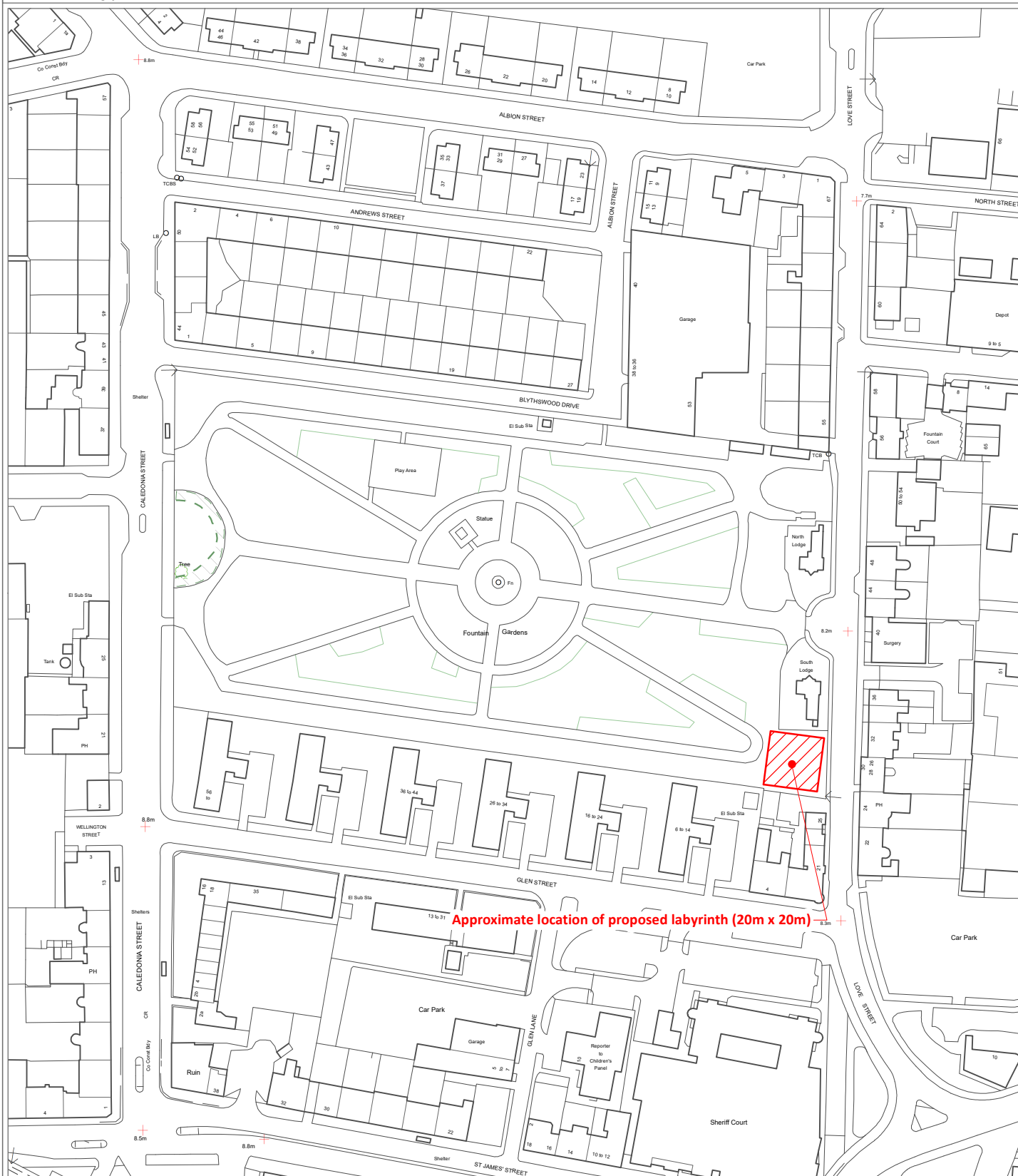




☐ Area extends to 23.8 hectares or thereby

User: howardhaughj2

Date: 12/12/2018



Notes:

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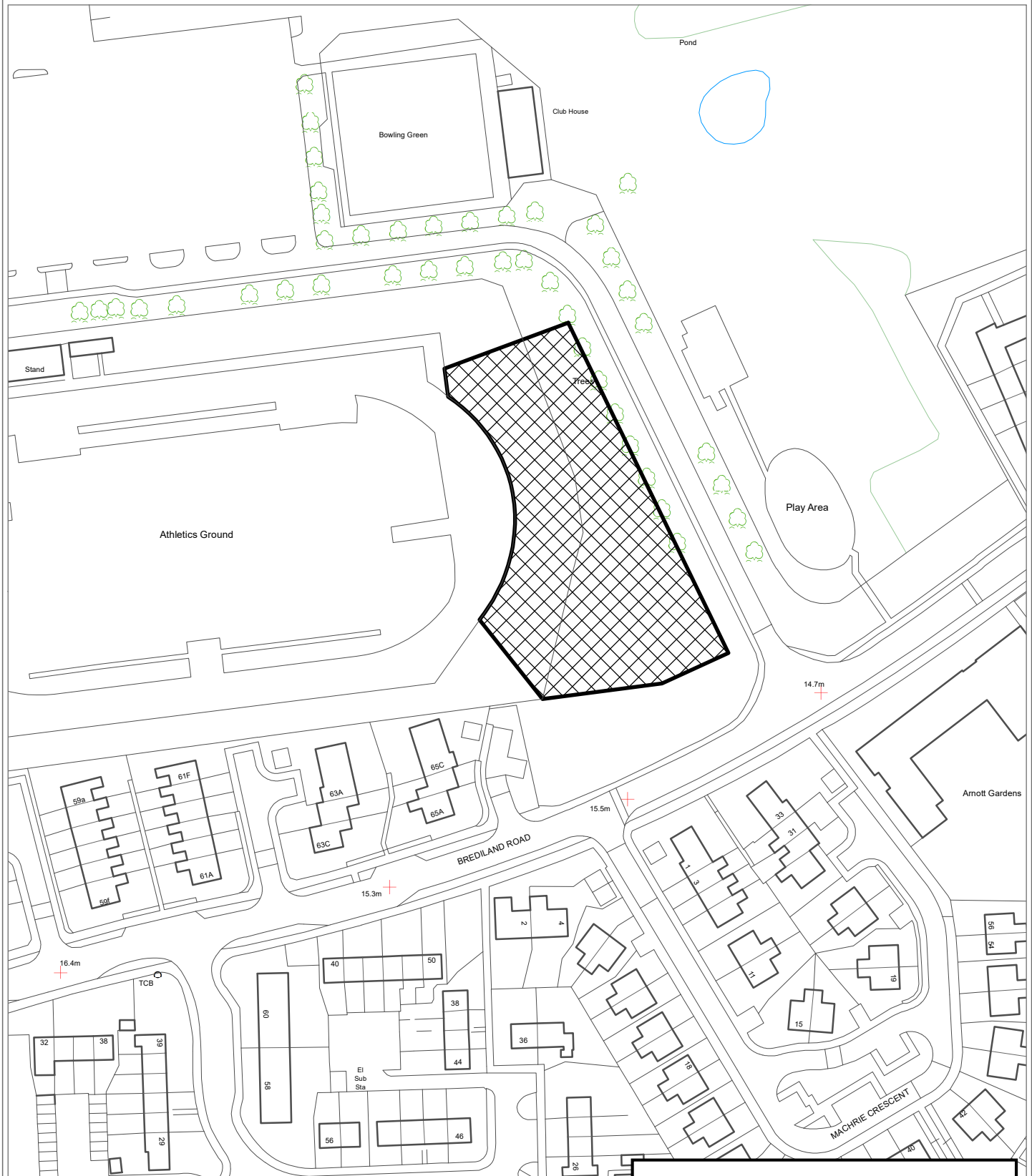
# Land at Brediland Road, Linwood

## Report Plan Ref. E2808




User: howardhaughj2

Date: 14/12/2018



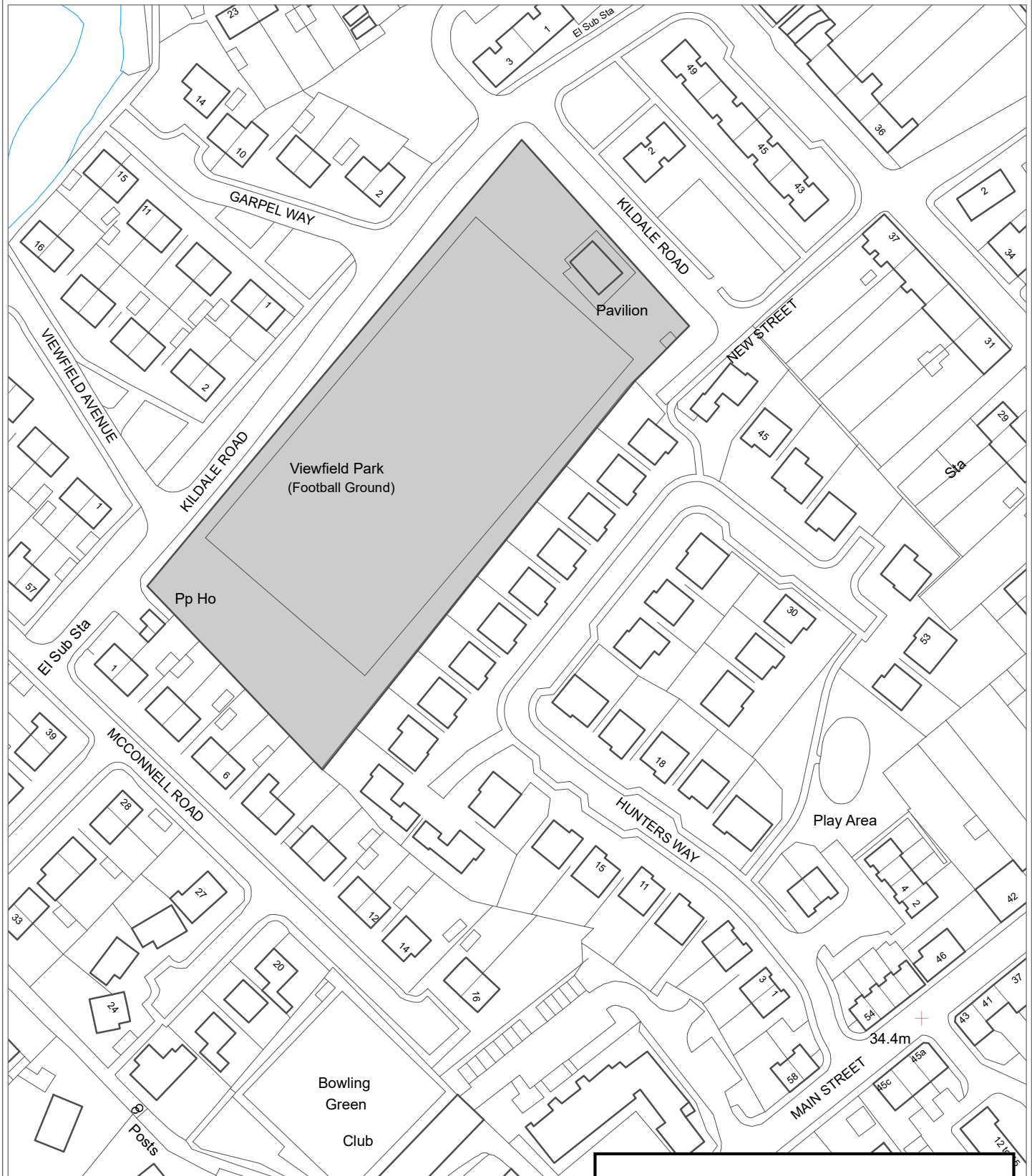
Notes:

### Legend

 Area to be relinquished from Renfrewshire Leisure lease


User: howardhaughj2

Date: 26/02/2019



Notes:

### Legend

 Area to be transferred extends to 1.1 hectares or thereby





Renfrewshire  
Council

# Kirklandneuk Playing Fields & Pavilion, Renfrew

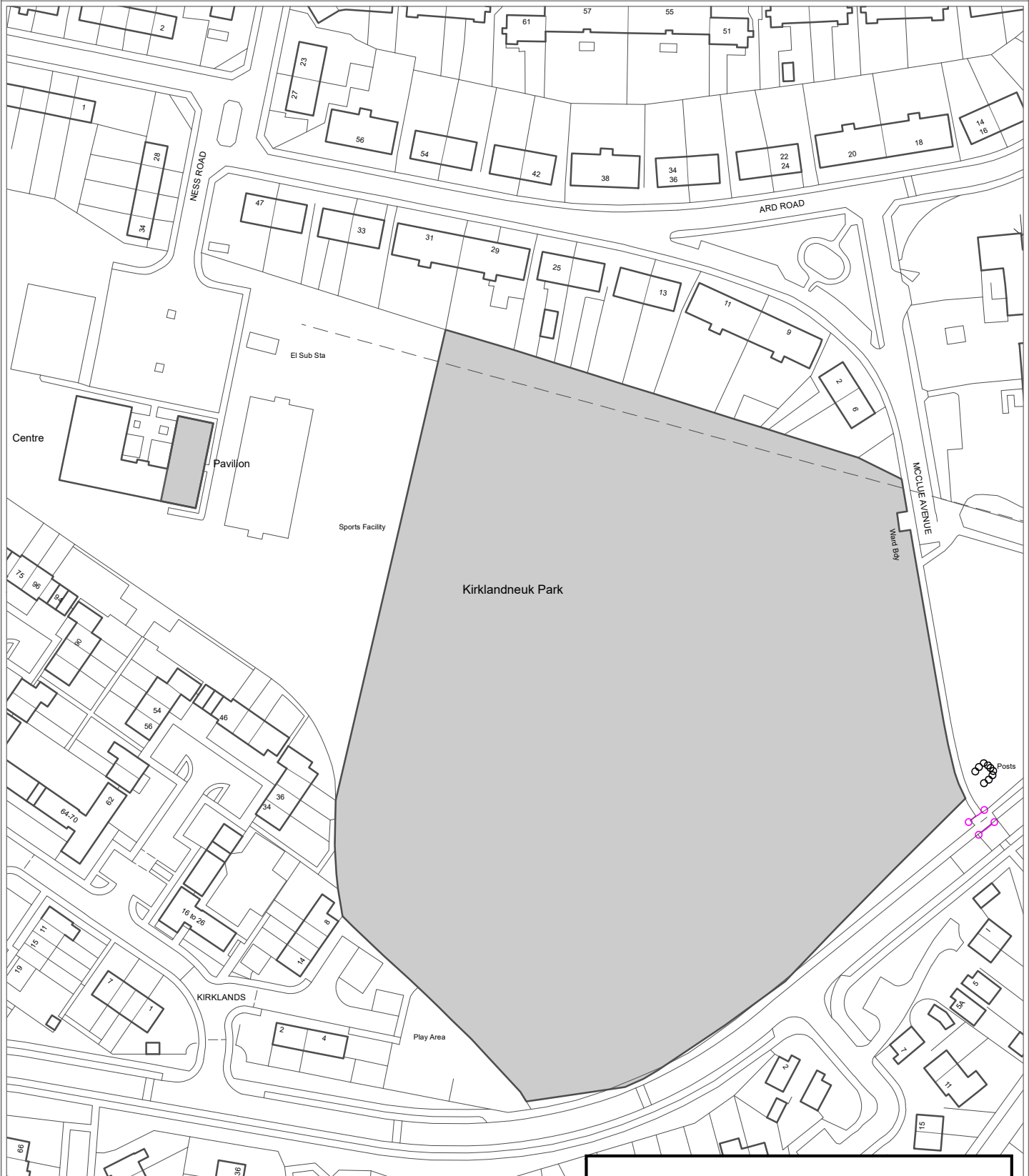
## Report Plan Ref. E2867



1:1,500


User: howardhaughj2

Date: 26/02/2019



Notes:

### Legend

 Area to be transferred extends to 2.62 hectares or thereby

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**To:** Infrastructure, Land & Environment Policy Board

**On:** 28 August 2019

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**Report by:** Director of Finance & Resources

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**Heading:** 27 Byres Road, Elderslie

---

1. **Summary**

- 1.1 This report advises the Board on the provisional terms and conditions agreed for a new lease of the property at 27 Byres Road, Elderslie.

2. **Recommendations**

It is recommended that the Board -

- 2.1 Grant authority to the Head of Property and the Head of Corporate Governance to conclude a new lease of the property at 27 Byres Road, Elderslie on the main terms and conditions contained in this report.
- 

3. **Background**

- 3.1 Mr Arthur O'Malley has been tenant of the property at 27 Byres Road, Elderslie since December 2010. The building is used as a place of worship by East Gate Church and is also used on occasion by a variety of community and charitable groups. The current rental is £1.00, if asked, and the lease currently runs on a short- term month to month basis. Mr O'Malley intends to undertake significant investment in the property, therefore he has requested a new longer term lease to provide him with more security of tenure.
- 3.2 Discussions have taken place with Mr O'Malley, and the following main terms and conditions of lease have been provisionally agreed;

4. **Proposed terms and conditions of lease;**

- 4.1.1 The existing lease shall be renounced at a mutually agreed date to correspond with the date of entry in the new lease.
  - 4.1.2 The lease shall be for a period of 20 years and shall be on the Council's standard Full Repairing and Insuring style of lease.
  - 4.1.3 The annual rent shall be £1.00, if asked.
  - 4.1.4 The premises shall continue to be used as a place of worship with ancillary services.
  - 4.1.5 The tenant shall be responsible for meeting the Council's reasonable legal and professional expenses incurred in concluding the new lease.
  - 4.1.6 Any other reasonable terms and conditions considered necessary to protect the Council's interest.
- 

**Implications of the Report**

- 1. **Financial** – None.
- 2. **HR & Organisational Development** – None.
- 3. **Community Planning**  
**Our Renfrewshire is thriving** – New lease will provide tenant with more security.
- 4. **Legal** – New lease of property required.
- 5. **Property/Assets** – As per this report.
- 6. **Information Technology** – None.
- 7. **Equality & Human Rights**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.



8. **Health & Safety** – None.
  9. **Procurement** – Not applicable.
  10. **Risk** – None.
  11. **Privacy Impact** – Not applicable.
  12. **Cosla Policy Position** – Not applicable.
  13. **Climate Risk** - None. Any Climate Risk implications will be addressed in subsequent Reports.
- 

#### **List of Background Papers**

- (a) Background Paper 1 – None.
- 

**Author:** Andrew Smith – 0141 618 6180. [andrew.smith@renfrewshire.gov.uk](mailto:andrew.smith@renfrewshire.gov.uk)

# Property at 27 Byres Road, Elderslie Report/Lease Plan Ref. E2923

User: howardhaughj2

Date: 05/07/2019



A4

Notes:

## Legend

Area to be leased extends to 1642sqm or thereby




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**To:** Infrastructure, Land & Environment Policy Board

**On:** 28 August 2019

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**Report by:** Director of Finance & Resources

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**Heading:** 34A Foxbar Road, Paisley

---

1. **Summary**

1.1 This report advises the Board on the provisional terms and conditions agreed for a new lease of the property at 34A Foxbar Road, Paisley.

2. **Recommendations**

It is recommended that the Board:-

2.1 Grant authority to the Head of Property and the Head of Corporate Governance to conclude a new lease of the shop property at 34A Foxbar Road, Paisley on the main terms and conditions contained in this report.

---

3. **Background**

3.1 Mrs Susan Ku has been tenant of the shop property at 34A Foxbar Road, Paisley since 2007. She trades as a Chinese Takeaway, and the current annual rental, which was most recently reviewed in May 2019, is £10,200. The current short- term lease is due to expire in April 2020, and Mrs Ku has requested a new longer- term lease to provide her with more security of tenure, rather than the short- term tenancy in place.

3.2 Discussions have taken place with Mrs Ku, and the following main terms and conditions of lease have been provisionally agreed;

4. **Proposed terms and conditions of lease;**

- 4.1.1 The existing lease shall be renounced at a mutually agreed date to correspond with the date of entry in the new lease.
  - 4.1.2 The lease shall be for a period of 10 years and shall be on the Council's standard Full Repairing and Insuring style of lease.
  - 4.1.3 The initial annual rent shall be £10,200 and shall be reviewed every 5 years.
  - 4.1.4 The premises shall continue to be used as a Chinese takeaway.
  - 4.1.5 The tenant shall be responsible for meeting the Council's reasonable legal and professional expenses incurred in concluding the new lease.
  - 4.1.6 Any other reasonable terms and conditions considered necessary to protect the Council's interest.
- 

**Implications of the Report**

- 1. **Financial** – Annual rent of £10,200 to be received.
- 2. **HR & Organisational Development** – None.
- 3. **Community Planning**  
  
**Our Renfrewshire is thriving** – New lease will provide tenant with more security.
- 4. **Legal** – New lease of property required.
- 5. **Property/Assets** – As per this report.
- 6. **Information Technology** – None.
- 7. **Equality & Human Rights**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – None.
  9. **Procurement** – Not applicable.
  10. **Risk** – None.
  11. **Privacy Impact** – Not applicable.
  12. **Cosla Policy Position** – Not applicable.
  13. **Climate Risk** - None. Any Climate Risk implications will be addressed in subsequent Reports.
- 

#### **List of Background Papers**

- (a) Background Paper 1 – None.
- 

**Author:** Andrew Smith – 0141 618 6180. [andrew.smith@renfrewshire.gov.uk](mailto:andrew.smith@renfrewshire.gov.uk)

# Property at 34A Foxbar Road, Paisley

## Report / Lease Plan Ref. E2915

User: howardhaughj2

Date: 05/06/2019



Notes:

### Legend

Area to be leased extends to 94sqm or thereby




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**To: Infrastructure, Land and Environment Policy Board**

**On: 28 August 2019**

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**Report by: Head of Property Services**

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**Heading: Lease of Premises at 9b Gilmour Street, Paisley**

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## **1. Summary**

- 1.1 Economic Development / Invest in Renfrewshire wish to enter a longer-term lease arrangement for the above premises which they currently occupy. This report seeks authority to conclude that new lease.
  - 1.2 This report advises Members of the property implications associated with the proposed Lease.
- 

## **2. Recommendations**

The Board is asked to: -

- 2.1 Authorise the Head of Property Services and the Head of Corporate Governance to enter into a new lease for the premises at 9b Gilmour Street, shown outlined and shaded on the attached plan, which premises extend to c. 115 square metres or thereby, under terms noted in part 4 below.
- 

## **3. Background**

- 3.1 Invest in Renfrewshire took a short-term licence on these premises for the purposes of having a unique retail outlet to support the new InCube business incubator facility based in Paisley High St.

The premises provide early stage and start-up businesses with the opportunity to test-trade their locally made, creative products to the public and the premises additionally operates as an employability hub supporting 50 unemployed people each year to train in retail skills and then move into work.

3.2 Invest in Renfrewshire have occupied the premises since 13th August 2015. The original licence was until 16th February 2016 to preserve flexibility and was procured under the Delegated Powers of the Head of Property and implemented by the Head of Corporate Governance. This licence has continued to roll over on a monthly basis ever since.

3.3 To reflect the longer-term nature of the occupation, an approach was made to the Landlord to seek to clarify this in a longer-term Lease agreement and the terms noted for this are detailed in 4 below. These terms reflect funding streams for the occupying service and preserve flexibility to withdraw from the proposed lease where appropriate.

#### 4. **Provisional Terms and Conditions: -**

The Terms and Conditions provisionally agreed with the Landlord are as follows: -

4.1 Renfrewshire Council will conclude missives to effectively vary the current license / lease agreement, by entering into a new lease for 9b Gilmour Street, Paisley until a new expiry date on 31/12/2022.

4.2 The rent will be adjusted from £17,000 per annum exclusive of VAT currently passing to £16,200 per annum exclusive of VAT. This will become payable quarterly in advance rather than monthly in advance.

4.3 The lease agreement will include a Tenant only break option which allows Renfrewshire Council to end the lease without penalty on a rolling monthly basis from 31st March 2020, with 1 month's prior written notice. This gives the Council security over the tenure until the new lease expiry.

4.4 All other terms and conditions will remain as in the current licence agreement.

4.5 Each party will bear their own professional and legal expenses in the conclusion of this lease.

4.6 The transaction for the new lease shall include such other terms and conditions as may be deemed necessary by the Head of Property Services and the Head of Corporate Governance to protect the interests of Renfrewshire Council.



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## Implications of the Report

1. **Financial** – Revenue – Rent will be £16,200 per annum + VAT, with additional payments due for insurance, etc.; Invest in Renfrewshire have secured funding until end 2022.
2. **HR & Organisational Development** – None.
3. **Community Planning** –  
  
Our Renfrewshire is thriving – encouragement of take up of available space.  
  
Our Renfrewshire is fair - facilitation of a practical solutions to Tenant needs.
4. **Legal** – The Head of Corporate Governance will extend the occupation agreement as per the terms noted in 4 above.
5. **Property/Assets** – As per the report.
6. **Information Technology** – continuation of services already in place.
7. **Equality & Human Rights** – The activity support equality of access to services.  
  
(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report as services in their current format will continue. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – Increased longer term maintenance costs along with potential residual terminal dilapidations costs.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.

13. **Climate Risk** - None. Any Climate Risk implications will be addressed in subsequent Reports.
- 

### **List of Background Papers**

- (a) None.

The foregoing background papers will be retained within Property Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Joe Lynch, Head of Property Services, tel. 0141 618 6159, email: - [joe.lynch@renfrewshire.gov.uk](mailto:joe.lynch@renfrewshire.gov.uk).

---

**Author** John Mitchell – Tel: 0141 619 6177 / email: - [john.mitchell@renfrewshire.gov.uk](mailto:john.mitchell@renfrewshire.gov.uk).



Renfrewshire  
Council

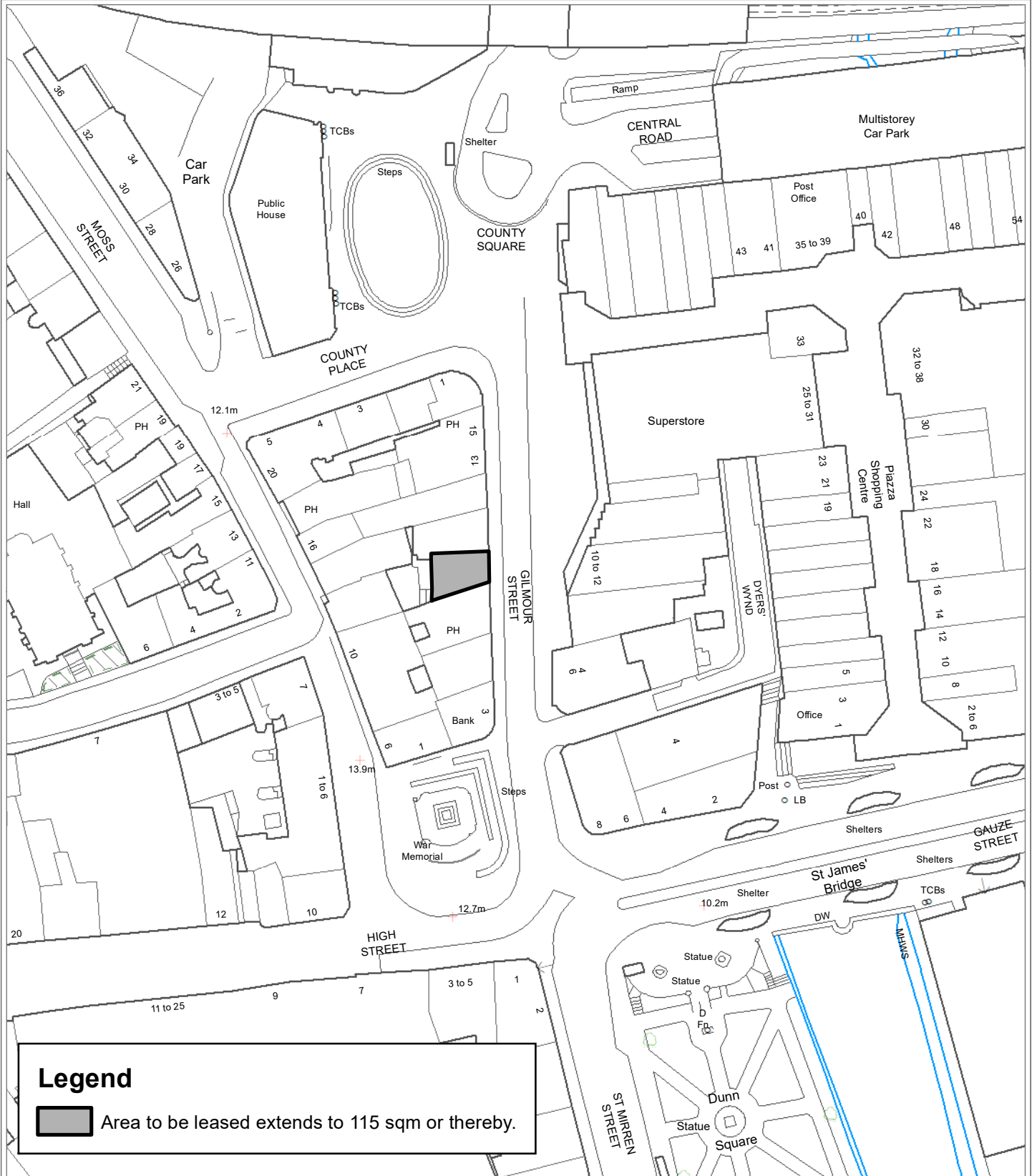
# Property at 9B Gilmour Street, Paisley Report / Lease Plan Ref. E2933



1:1,250

User: hocraigj1

Date: 22/07/2019



Notes:  
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**To: Infrastructure Land & Environment Policy Board**

**On: 28 August 2019**

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**Report by: Director of Finance & Resources**

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**Heading: Disposal of Land adjacent to Kilbarchan Scout Hall, Kilbarchan**

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**1. Summary**

- 1.1 The purpose of this report is to declare the area of land adjacent to The Kilbarchan Scout Hall, Steeple Street, Kilbarchan, shown on the attached plan (E2875A), as surplus to requirements.

**2. Recommendations**

**2.1 It is recommended that the Board:**

- 2.2 Declare the area of land located adjacent to The Kilbarchan Scout Hall, Steeple Street, Kilbarchan, shown on the attached plan, as surplus to requirements, with a view to disposing to the adjacent owner.

- 2.3 Authorise the sale thereof to the Kilbarchan Scout Group, Kilbarchan, on such terms and conditions as may be negotiated by the Head of Property utilising delegated powers.

- 2.4 Authorise the Head of Corporate Governance to conclude the sale incorporating into the bargain such terms and conditions as may be deemed necessary to protect the Council's interest.

- 2.5 Note that the Head of Planning & Housing will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.

---

### 3. **Background**

- 3.1 The area of land which is held on the General Services Account, comprises a total area of 401 sqm or thereby and is an area of open space comprising of a car parking area and grass verge.
- 3.2 The Scout Group has expressed their interest in acquiring the Council's title for lands adjacent to the Scout Hall grounds, to facilitate an extension and improvement works to the Scout Hall building and to gain clear ownership rights to the car parking area. Currently the Scouts own the majority of the car park, but access to this is held by the Council.
- 3.3 The Scout Group has obtained planning permission (17/0073/pp) for their proposed building extension.
- 3.4 An agreed purchase price has been reached; but this is subject to the Board declaring the ground as surplus.
- 3.5 The area of land concerned is such that the purchase price/value of the land will be at a level upon which delegated powers granted to the Head of Property for the disposal of surplus property will be utilised.
- 3.6 The purchasers will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.
- 3.7 The Head of Planning and Housing has confirmed that the area of land has no operational requirement and would not be opposed to the land being declared surplus.
- 3.8 The Head of Planning & Housing Services will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.

---

### **Implications of the Report**

- 1. **Financial** – General Services will benefit from a modest capital receipt.
- 2. **HR & Organisational Development** – None.
- 3. **Community Planning**
  - Children and Young People** – None.
  - Community Care, Health & Well-being** – None.
  - Empowering our Communities** – None.

**Greener** – None.

**Jobs and the Economy** – None.

**Safer and Stronger** – None.

4. **Legal** – Conclude the sales contract.

5. **Property/Assets** – Negotiation of the sale price and adjust the property records.

6. **Information Technology** – None.

7. **Equality & Human Rights**

(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. Required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - None.

9. **Procurement** – None.

10. **Risk** – None.

11. **Privacy Impact** – None.

12. **Cosla Policy Position** – N.A.

13. **Climate Risk** - None. Any Climate Risk implications will be addressed in subsequent Reports.

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## List of Background Papers

(a) None

---

**Author:** Aaron Duncan  
Student Valuer  
0141 618 3486  
Aaron.duncan@renfrewshire.gov.uk



Renfrewshire  
Council

# Land at Steeple Street, Kilbarchan

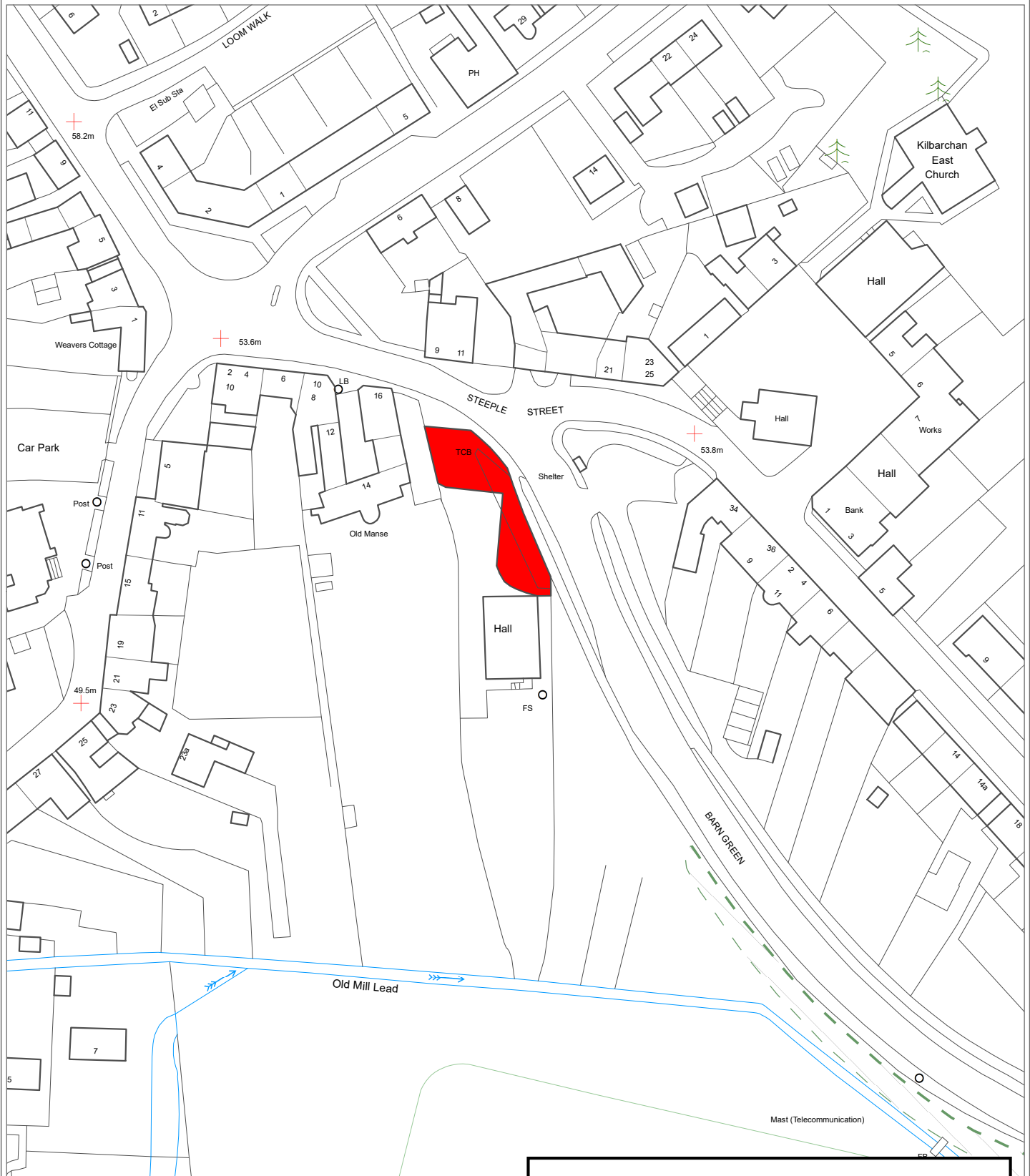
## Disposal Plan Ref. E2875A



1:1,250

User: howardhaughj2

Date: 30/05/2019



Notes:

### Legend

Area to be disposed to Kilbarchan Scout Group extends to 401sqm or thereby

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**To: Infrastructure, Land & Environment Policy Board**

**On: 28 August 2019**

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**Report by: Chief Executive and Director of Finance & Resources**

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**Heading: Disposal of Land for Replacement Substation**

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## **1. Summary**

- 1.1 This report seeks to obtain the Boards agreement to the disposal of property, required for the creation of replacement electricity substation within the Advanced Manufacturing Innovation District Scotland (AMIDS).
- 

## **2. Recommendations**

2.1 It is recommended that Board: -

- (i) agree to declare the property outlined in a red on the attached plan (number 613351422-(1)-002), surplus (The "Property");
  - (ii) agree to sell the Property to SP Distribution plc ("SPD"), along with servitude rights over the area shaded blue on the attached plan, subject to the terms and conditions detailed within the body of this report;
  - (iii) grant authority to the Head of Corporate Governance in conjunction with the Head of Property to conclude the disposal of the Property as detailed in this Report.
- 

## **3. Background**

- 3.1 The City Deal, Glasgow Airport Investment Area (GAIA) project comprises the realignment of Abbotsinch Road between Arran Avenue and Greenock Road / Inchinnan Road; a new bridge across the White Cart and improved facilities for

cyclists and pedestrians, all aimed at improving connections between the Westway, Inchinnan and Airport Business Parks and as an enabler for the delivery of a world class business and commercial offering located around the airport (AMIDS).

3.2 Construction of The Medicines Manufacturing Innovation Centre (MMIC) facility is due to commence on site later this year and be operational during the first half of 2021.

3.3 Construction of The National Manufacturing Institute Scotland (NMIS) facility is due to commence on site in early 2020 and operational during 2021.

#### **4. Advanced Manufacturing Innovation District (AMIDS)**

4.1 AMIDS will be an internationally recognised centre for innovation, research and advanced manufacturing. It will support and reinvigorate Scotland's capabilities across all manufacturing sectors and create thousands of new jobs.

4.2 It will provide a high-quality, campus-style environment focussed on collaboration between ambitious companies and academia to invest in and use best practice to transform manufacturing processes – ensuring Scotland's manufacturing sector is competitive on an international stage.

4.3 An outline planning consent has been granted for a mix of uses with a focus on advanced manufacturing. Uses could also include life sciences, research & development and aviation services (including maintenance, repair and overhaul).

4.4 The Advanced Manufacturing Innovation District Scotland is supported by significant public sector investment:

- £39million of Glasgow City Region Deal City funding is being invested to deliver the enabling infrastructure and connections into Netherton Campus, a 52-hectare site next to the airport being transformed into the home for advanced manufacturing. Titled the Glasgow Airport Investment Area Project, it includes the realignment, upgrading and extension of Abbotsinch Road; a two-lane bridge at Wright Street and a pedestrian and cycle bridge over the Black Cart together with new and improved junctions and connections to existing cycleways and pathways.
- £65 million is being invested in the National Manufacturing Institute Scotland (NMIS) by the Scottish Government and University of Strathclyde. NMIS will be an industry-led international centre of manufacturing expertise where research, industry and the public sector will work together to transform skills, productivity and innovation to attract investment and make Scotland a global leader in advanced manufacturing. The first phase of NMIS, the Lightweight

Manufacturing Centre, is hosted and operated by the University of Strathclyde at Westway Park, Renfrew. It focuses on working with and developing novel lightweight solutions to help manufacturing businesses face and overcome the challenges of the modern-day world.

- £56 million Medicines Manufacturing Innovation Centre is a collaboration between CPI, University of Strathclyde, UK Research and Innovation, Scottish Enterprise and founding industry partners, AstraZeneca and GSK. It will ensure the UK is a technology and innovation leader in pharmaceutical manufacturing, thereby boosting the competitiveness of both sectors. With a collaborative innovation culture and state-of the art facilities, the new facility will enable industry, academia, healthcare providers and regulators to work collaboratively to address challenges and maximise technology opportunities within the medicines supply chain.
- £2.47million of Scottish Enterprise grant funding is being invested by the Council to deliver a new primary substation and support public realm at Netherton Campus, the site at the heart of the innovation district.

## **5. Provisional Terms and Conditions**

- 5.1 This new electricity substation is required to replace an existing substation currently located at the junction of Abbotsinch Road/Greenock Road/Inchinnan Road which requires to be relocated to facilitate delivery of the new GAIA infrastructure in this location.
- 5.2 The Council will sell the land shown outlined in red extending to 25 square metres or thereby, together with servitude rights over the area shaded blue, on the attached plan, for a price of £1. The Servitude rights granted will be subject to the normal commercial terms of making good etc.
- 5.3 The land sale will be subject to the following ground burdens:
- The Property will be used as an outdoor electricity substation with underground cables connecting thereto;
  - All buildings to be constructed on the Property will comply with the development parameters and design criteria set out for the wider Business Park;
- 5.4 The Council will include the following restrictions on the land adjacent to the Property, in order to protect the SPD equipment:

- No buildings or permanent fixtures shall be erected within a lateral distance of 2m on either side of the proposed underground cables, with the exception of street furniture required for the safe operation of the cycleway/footway and/or the road, including, but not limited to, lighting columns, fences and guard rails:
- No trees or deep-rooted shrubs shall be permitted to be grown within a lateral distance of 2m on either side of the proposed underground cables.

5.5 In the event that the new outdoor electricity substation is required to be constructed in advance of the completion of the new realigned Abbotsinch Road, the Council shall grant sufficient temporary rights of access for vehicles etc for the construction of the substation together with the installation of the associated underground cables from the public road to the Property.

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## Implications of the Report

1. **Financial and Legal** – The Council has obtained a valuation report from an external registered valuer and the land could reasonably be sold for between £127,000 - £150,000 per acre, once the Council's infrastructure works, the utilities connections and roads infrastructure have been provided. This would value the 25 square metres (0.006 acre) to be transferred to SPD currently at circa £762 - £900.

Section 74(2A) of the Local Government (Scotland) Act 1973 ("the 1973 Act") permits the Council to dispose of land for less than the best consideration where either the best consideration that can reasonably be obtained is less than the threshold amount (£10,000), or the difference between that consideration and the proposed consideration is less than the marginal amount (25% of the best consideration). In this instance the Authority is satisfied the disposal is reasonable as the best consideration is well below the £10,000 threshold. The benefits to Renfrewshire and its residents of attracting occupiers to the AMIDS site includes the high-quality jobs and training in manufacturing skills that will be created and thereafter, high quality businesses and investment will be attracted to the surrounding location thereby creating further high-quality jobs. The Council's position is also protected by the use restrictions and provisions detailed at clause 5.3 above.

2. **HR & Organisational Development** – N/A

3. **Community Planning** –

**Children and Young People** – The AMIDS development encourages children and young people as well as adults to use new safer walking and cycling infrastructure.

**Community Care, Health & Well-being** - The AMIDS development will facilitate new development opportunities and business growth, improving educational and health

opportunities for people within the local communities as well as aiding employees to access these major existing and new employment centres.

**Empowering our Communities – N/A**

**Greener** - The completed City Deal and AMIDS infrastructure will include segregated provision for walking and cycling at key locations. It will also enable improved public transport links.

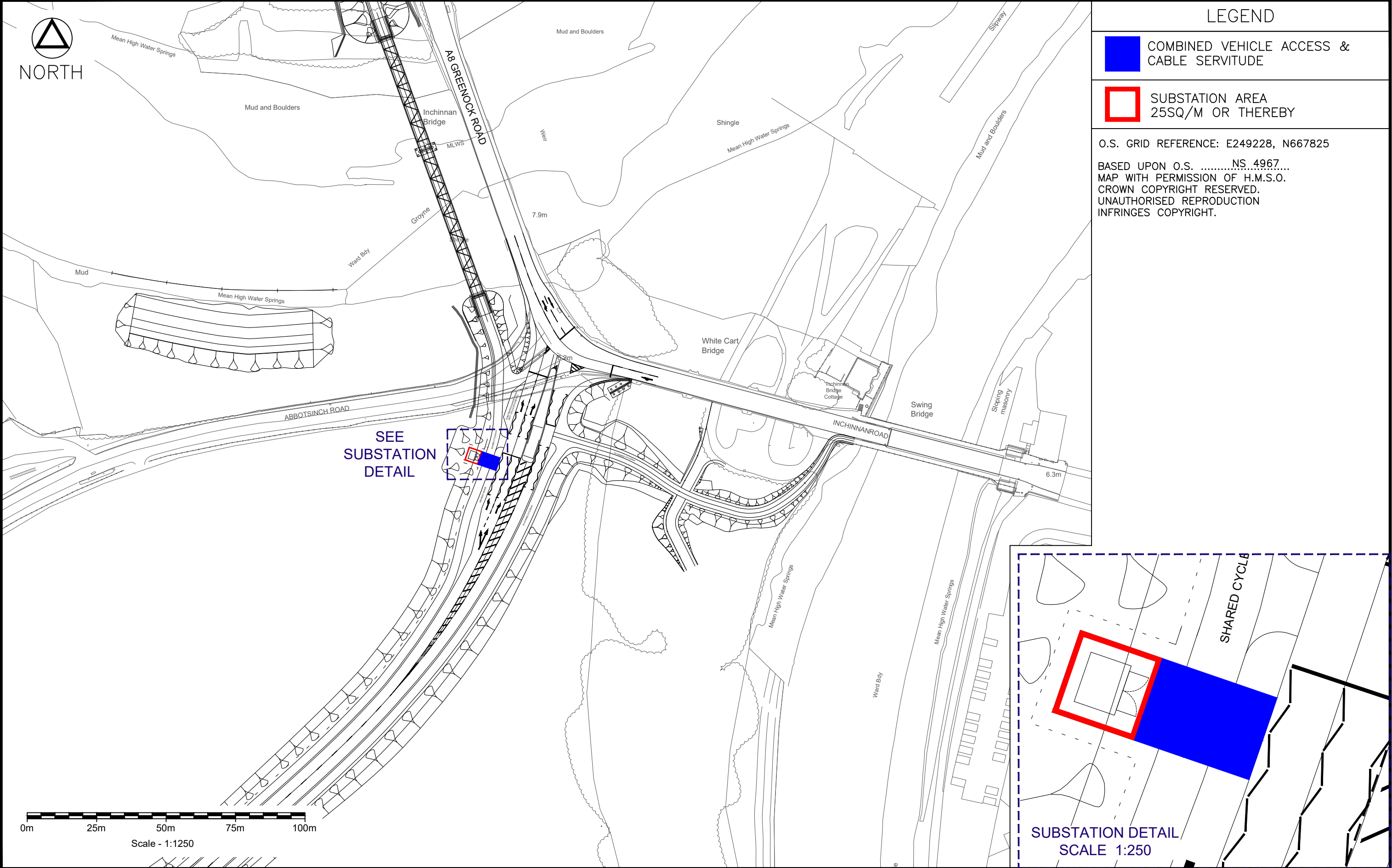
**Jobs and the Economy** – The City Deal Infrastructure provides connectivity with AMIDS, which will provide new and existing jobs and training opportunities for people in our communities.

4. **Legal** - Disposal of the property as outlined in the body of the report. Best Value duty has been considered and this transaction is compliant. State Aid has been considered and the transfer of this Property is not State Aid.
5. **Property/Assets** – As per this report
6. **Information Technology** – none.
7. **Equality & Human Rights** -
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – The Property is conveyed subject to development conditions to ensure the land is used for a replacement outdoor electricity substation.
11. **Privacy Impact** – none.
12. **Cosla Policy Position** – N/A.

---

**Author:** Barbara Walker, City Deal Depute Project Director; Tel: 0141 618 7156  
Email [Barbara.walker@renfrewshire.gov.uk](mailto:Barbara.walker@renfrewshire.gov.uk)





LEGEND

 COMBINED VEHICLE ACCESS & CABLE SERVITUDE

 SUBSTATION AREA  
25SQ/M OR THEREBY


O.S. GRID REFERENCE: E249228, N667825

BASED UPON O.S. ....NS. 4967...  
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Scale - 1:1250

SUBSTATION DETAIL  
SCALE 1:250

<div><div></div><div>55 FULLARTON DRIVE, CAMBUSLANG, GLASGOW G32 8FA  TELEPHONE: 0845 270 0785</div></div>					Client					Drawn JLR	Check'd SG	App'r'd SG	Scale 1:1250	Date 07.02.19	Project ABBOTSINCH ROAD INCHINNAN		Status PURCHASE	A3
					ScottishPower Reference: 613551422					Title SUBSTATION PURCHASE		Drg. No. 613551422-(1)-002		Rev. -				







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**To: Infrastructure, Land and Environment Policy Board**

**On: 28<sup>th</sup> August 2019**

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**Report by: Director of Communities Housing & Planning**

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**Heading: Disposal of Barnbrock Farm**

---

**1. Summary**

- 1.1 This report seeks to inform the Board of the ongoing review of Clyde Muirshiel Regional Park assets and seeks the Board's agreement that Barnbrock Farm – the Park's former operational Headquarters - is surplus to Council requirements and should be marketed for sale.
- 

**2. Recommendations**

It is recommended that Board:

- 2.1 acknowledge Clyde Muirshiel Regional Park Joint Committee's decision to declare Barnbrock Farm surplus to the Park's operational requirements;
- 2.2 agree that Barnbrock Farm is now surplus to the Council's requirements and consents to market the site for sale, and;
- 2.3 note the concurrent project to enhance the visitor infrastructure at Castle Semple Visitor Centre.
-

### **3. Background**

- 3.1 On the 20th February 2015 the Clyde Muirshiel Regional Park (CMRP) Joint Committee agreed to review the assets and resources within the Park. A key outcome of this was to refocus service accommodation and provision from Barnbrock Farm, the Park's former Headquarters, to Castle Semple Visitor Centre (CSV) owing to its improved accessibility and potential for enhancement.
- 3.2 Barnbrock Farm is located approximately 5km north of Lochwinnoch. The rural site extends to 1.96ha and consists of a farmhouse, offices, storage facilities and a former campsite (see Appendix 1 – 'Barnbrock Farm Plan'). In 2016 the Joint Committee agreed to close Barnbrock Farm to all visitors following a sustained period of operating at a loss. On the 21<sup>st</sup> June 2019 the CMRP Joint Committee declared Barnbrock Farm operationally surplus, recognising the site's under-performance as both a visitor destination and staff resource. The Joint Committee also agreed that Renfrewshire Council should carry out the necessary processes to dispose of the site in line with the relevant legal, financial and procedural regulation.
- 3.3 Engagement with Park stakeholders has underlined the desire for investment in Castle Semple Country Park (CSCP), the flagship visitor facility in the Regional Park and one of the most significant visitor attractors in Renfrewshire. Visits to CSCP account for more than half of the total number of those to the Regional Park, and in recent years have shown the most growth. In December 2018 Renfrewshire Council was granted LEADER funding to deliver a feasibility and design exercise to enhance the visitor accommodation at Castle Semple Visitor Centre.

---

### **4. Next Steps**

- 4.1 Board is asked to agree that Barnbrock Farm is now surplus to the Council's requirements and consent to market the site for sale.
- 4.2 Further collaboration will take place with Park stakeholders to identify the enhancement opportunities at Castle Semple Visitor Centre. If realised, these opportunities could allow Park's scope of services to grow and improve its sustainability.

## Implications of the Report

1. **Financial** - None
2. **HR & Organisational Development** - None
3. **Community/Council Planning – None**
4. **Legal** - The titles have been checked and there are no known impediments which would prevent the Council from seeking to dispose of the Asset subject to the usual searches and appropriate adjustments and negotiations.
5. **Property/Assets** - The availability of the property will be advertised
6. **Information Technology** - None
7. **Equality & Human Rights** -
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None.
11. **Privacy Impact** - None
12. **Cosla Policy Position** – Not applicable
13. **Climate Risk** - None. Any Climate Risk implications will be addressed in subsequent Reports."

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## List of Background Papers

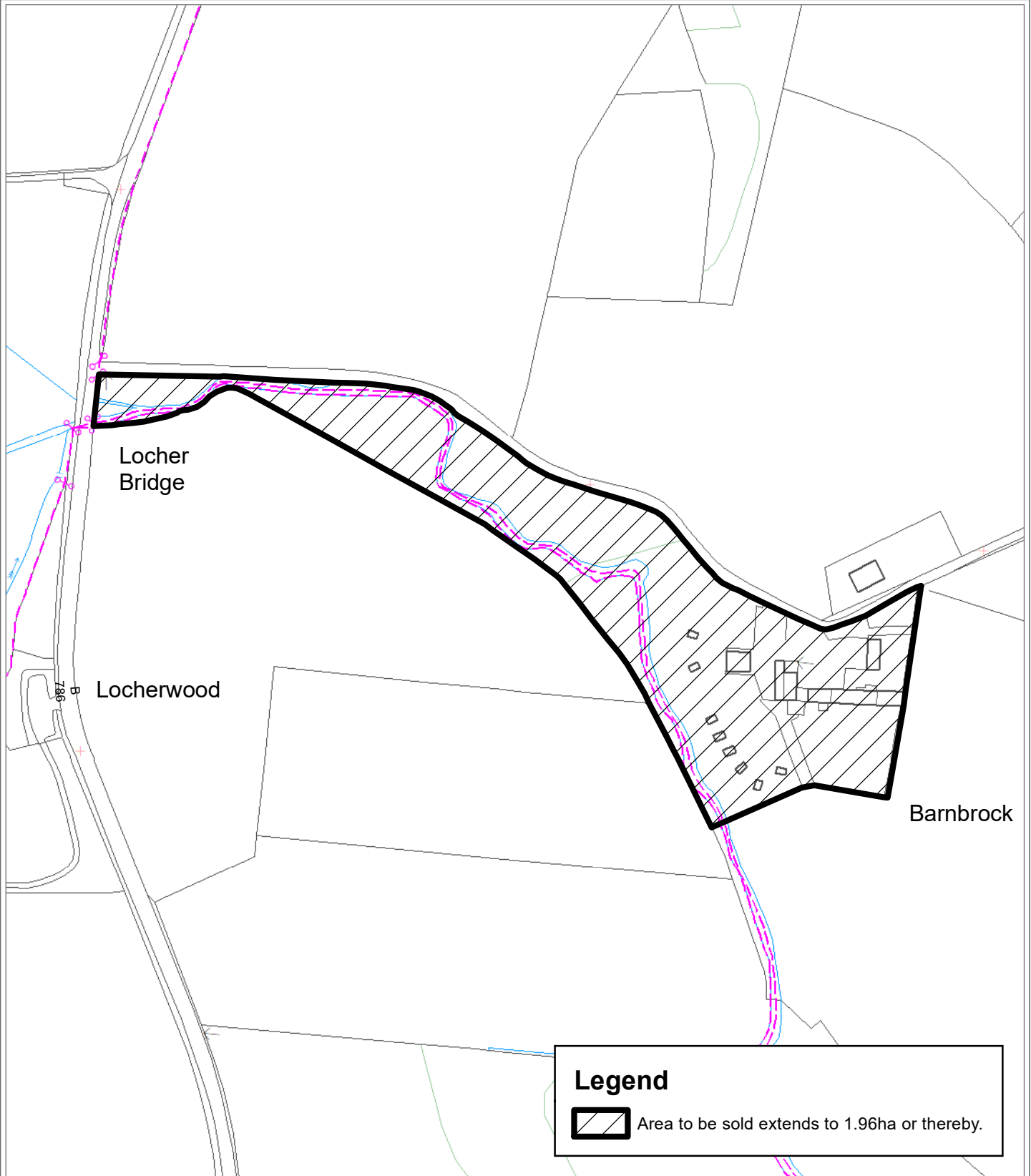
- (a) Report to Clyde Muirshiel Regional Park Joint Committee, 21<sup>st</sup> June 2019, 'Barnbrock Farm'.

---

**Author:** Fraser Carlin, Head of Planning & Housing

User: hocraigj1

Date: 13/08/2019



Notes:  
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