
To: Council

On: 29 September 2022

Report by: Director of Finance and Resources

Heading: Governance Arrangements

1. Summary

1.1 At the meeting of Council held on 19 May 2022 Council approved the composition of its Boards. It was agreed the Head of Corporate Governance would conduct a full review of the terms of reference and remit of all boards and that a report be submitted to this meeting of Council. Proposed revised terms of reference are set out in Appendix 1 to this report.

1.2 At the meeting of Council held on 30 June 2022 Council agreed that a timetable of meetings to December 2024 would be submitted to this meeting of Council. The proposed timetable is set out in Appendix 2 to this report.

1.3 Correspondence has been received from CoSLA seeking nominations to its four Policy Boards (formerly Executive Groups). CoSLA has indicated that it is important that every member Council is represented at these meetings. The Boards meet six times annually. The Administration has indicated that Renfrewshire Council's nominees are as detailed below:

Health and Social Care Board – Councillor Adam

Community Wellbeing Board – Councillor McGurk

Children and Young People Board – Councillor Rodden

Environment and Economy Board – Councillor Shaw

- 1.4 The Labour group have intimated that that they wish Councillor Smith to replace Councillor Davidson on the Planning and Climate Change Policy Board.
 - 1.5 The report also proposes amendments to the Scheme of Delegated Functions.
 - 1.6 At the Council's Meeting of 17 December 2009, in respect of the development of the former Arnotts site in Paisley, it was agreed that Alan Russell, the Council's then Head of Corporate Finance, would be appointed as one of the Council's representatives on the Board of the Park Lane Developments (Renfrewshire) LLP. Given his appointment as Chief Executive, Alan Russell will be resigning this appointment. It is proposed that Alastair MacArthur, as Director of Finance and Resources, be appointed as his replacement.
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2. Recommendations

- 2.1 That Council agrees the revised terms of reference of its boards as detailed in Appendix 1 to this report;
- 2.2 That the Council determines the timetable for meetings of the Council and its Boards, including the dates during which there are to be recesses until December 2024;
- 2.3 That a report be submitted to the September 2024 meeting of the Council relative to the timetable from January 2025 onwards;
- 2.4 That it be noted that the meeting of the Fairer Renfrewshire Subcommittee to be held on 25 October 2022 would now be held on 26 October 2022;
- 2.5 That it be agreed that meetings of the Appeals and Local Review Body, although timetabled, be cancelled if there is no substantive business;
- 2.6 That the Council agrees its nominees to each of CoSLA's four Policy Boards as follows: Health and Social Care Board, Councillor Adam; Community Wellbeing Board, Councillor McGurk; Children and Young People Board, Councillor Rodden; and Environment and Economy Board, Councillor Shaw
- 2.7 That Council notes that Councillor Smith will replace Councillor Davidson on the Planning and Climate Change Policy Board;
- 2.8 That Council approves the changes to the Scheme of Delegated Functions as set out in section 5 of this report.

- 2.9 That Council Approve Alastair MacArthur's appointment as director of the Park Lane Developments (Renfrewshire) LLP.
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3. Background – Board Terms of Reference

- 3.1 At the meeting of Council held on 19 May 2022 Council approved the composition of its Boards. It was agreed the Head of Corporate Governance would conduct a full review of the terms of reference and remit of all boards and that a report be submitted to this meeting of Council.
- 3.2 The review identified a small number of inconsistencies between boards in terms of what had been categorised as general and specific delegations. The revised terms of reference standardise that categorisation. A number of minor changes to wording have been made to update the language to reflect existing services.
- 3.3 It was also noted that in the existing terms of reference matters in respect of food safety and food control; control of pollution, animal welfare and the control of animals, insects and rodent pests, health and safety at work, public health, the abatement of statutory nuisances, the control of communicable diseases, consumer advice and protection, and trading standards all lie under the remit of the Regulatory Functions Board. Historically such matters have not been reported to that board. It is proposed that these matters should be included in the remit of the Communities and Housing Board.
- 3.4 Building Standards currently sits within the remit of the Communities and Housing Board. However, there are no specific delegations in respect of that service list under the board's remit. The Council's Building Standards Service sits under the Chief Planning Officer. It is suggested that Building Standards should therefore be transferred to the remit of the Planning and Climate Change Policy Board.
- 3.5 Reports in respect of Clyde Muirshiel Park have been considered by the Infrastructure, Land and Environment Policy Board given its general remit in respect of parks. It is suggested that, given Clyde Muirshiel Park's unique nature, it should be transferred to the remit of the Leadership Board.
- 3.6 Given the ongoing services reviews under the Council's transformation programme, it is anticipated that further changes may be appropriate once those reviews are concluded. A further report will be brought back to Council for consideration should such matters be identified.
- 3.7 The proposed revised terms of reference are set out in Appendix 1 to this report.

4. Timetable of Meetings

- 4.1 A proposed timetable, as set out at Appendix 2 this report, for meetings of the Council and its Boards, has been drawn up until the December 2024 recess, on the basis of the Council's current decision making structure. The timetable is again based on five cycles per annum and is broadly similar to the previous timetable operated by the Council. The usual four recess periods have been incorporated:

Summer – 8 weeks (starting after the June Council meeting and allowing for the Paisley Fair)

October - 2 weeks

Christmas - 2 weeks

Spring – 2 weeks

As previously, meetings of the Appeals Board and Local Review Body have been timetabled. However, it may be that these meetings are not required and will be cancelled as appropriate.

- 4.2 Dates for meetings of the Fairer Renfrewshire Sub-committee were included in the report submitted to the meeting of Renfrewshire council held on 30 June 2022. Following the approval of the report a number of external bodies have now set their meeting dates and this has resulted in a clash of dates with the meeting of the Fairer Renfrewshire Sub-committee to be held on 25 October 2022. It is proposed that this meeting now be held on 26 October 2022.

5 Amendment to Scheme of Delegated Functions

- 5.1 At the meeting of Council held on 27 September 2018 it was agreed "That a Lead Officer be appointed by the Council to each Local Partnership. The Lead Officer would be a Head of Service to be appointed by the Chief Executive". Accordingly, a delegation was added to the Scheme of Delegated Functions for all Heads of Service 'to act as Lead Officers for the Local Area Partnerships, where appointed to do so, and to undertake any powers delegated to Lead Officers'.
- 5.2 The report on the Nomination and Appointment of Elected Members and Officers to Joint Committees, Boards other Bodies and Positions submitted to the statutory meeting of Renfrewshire Council held on 19 May 2022 advised that each Local Partnership would be supported by a Lead Officer, who would generally be a senior officer within the Council.

Lead Officer appointments would be made by the Chief Executive. This reflects the appointment of senior officers who were not Heads of Service as Lead Officers to a number of the Local Partnerships.

- 5.3 Accordingly, paragraph B47 of Section 5 of the Scheme of Delegated Functions – Powers Delegated to Officers – requires to be amended to:

“Heads of Service and Senior Officers

47. To act as Lead Officer for the Local Partnerships, where appointed to do so, and to undertake any powers delegated to Lead Officers.”

- 5.4 The title of that section which will also require to be amended to read:-

“Chief Executive, all Directors (including the Programme Director – City Deal & Infrastructure) and the Chief Officer, Renfrewshire Health & Social Care Partnership), and Heads of Service and other Senior Officers”

Implications of the Report

1. **Financial** - none
2. **HR & Organisational Development** - none
3. **Community/Council Planning** – none
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 for example 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. (Report author to arrange this).
8. **Health & Safety** - none

- 9. **Procurement** – none
- 10. **Risk** - none
- 11. **Privacy Impact** - none
- 12. **Cosla Policy Position** – none.
- 13. **Climate Risk** – none.

List of Background Papers

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Renfrewshire Council

Scheme of Delegated Functions

Section 2

Terms of Reference and Delegations to Boards

Adoption & Fostering Panels

Terms of Reference

The following shall comprise the areas of responsibility of the Adoption & Fostering Panel:

As an adoption panel-

1. To consider and recommend to the Agency Decision Maker whether adoption is in the best interests of a particular child and, if so, whether an application should be made for a permanence order granting authority for the child to be adopted in terms of section 80 of the Adoption and Children (Scotland) Act 2007
2. To consider proposals for adoption of children and make recommendations to the Agency Decision Maker all in accordance with the Adoption and Children (Scotland) Act 2007 and any Regulations made thereunder.
3. To consider and recommend to the Agency Decision Maker whether a prospective adopter is suitable or continues to be suitable to be an adoptive parent.
4. To consider and recommend to the Agency Decision Maker whether a prospective adopter would be a suitable adoptive parent for a particular child.
5. To consider and make recommendations to the Agency Decision maker on any other matter referred to the adoption panel which is relevant to the adoption agency's functions under the Adoption and Children (Scotland) Act 2007
6. To monitor the reasons for applicants withdrawing following a formal application having been made.
7. To review on an annual basis or as required approved applicants who have not been matched with a suitable child.
8. To consider reports on the disruption of any placement recommended by the panel or involving applicants approved by the panel.
9. To consider and make recommendations to the Agency Decision Maker on matters relating to financial assistance for adopters in terms of any scheme of approved adoption allowances which the Council has, or in relation to the payment of legal expenses incurred by the adopters in obtaining an adoption order.
10. The panel in making its recommendations to the Agency Decision Maker must be aware of the duties imposed on the adoption agency by section 14 of the Adoption and Children (Scotland) Act 2007

As a fostering panel -

11. To consider and make recommendations to the Agency Decision Maker on the following matters-
 - (a) Whether a prospective foster carer is suitable or continues to be suitable to be a foster carer;

(b) whether a prospective foster carer would be a suitable foster carer for-

- (i) a particular child or children;
- (ii) any child;
- (iii) certain categories of child;

(c) the maximum number of children a particular foster carer may have in their care at any one time

12. To consider and make recommendations to the Agency Decision Maker as to whether an application for a permanence order (without authority to adopt) in terms of section 80 of the Adoption and Children (Scotland) Act 2007, should be made in respect of a particular child applications to the Sheriff for Parental Responsibilities Orders in terms of section 86 of the Children (Scotland) Act 1995.
13. The panel in making its recommendations to the Agency Decision Maker must have regard to the duties imposed on the local authority by section 17(1) of the Children (Scotland) Act 1995

Appeals Board

Terms of Reference

The following shall comprise the areas of responsibility of the Appeals Board:

I. Personnel Appeals and Applied Conditions of Service

1. To determine any appeals referred to it in terms of the Council's disciplinary and grievance procedures policies.
2. To determine appeals arising from termination of service on the grounds of ill health or lack of capability.
3. To consider and make recommendations to the Finance, Resources & Customer Services Policy Board regarding submissions made by the trade unions concerning the personnel policies of the Council.

II. Bursaries and Endowments Appeals

4. To determine appeals relating to higher school bursaries and education maintenance allowances.
5. To determine appeals relating to education endowments.

III. Placing Requests and Exclusions

6. To determine appeals relating to:
 - (a) placing requests; and
 - (b) exclusions.

IV. Non-Domestic Rates Appeals

7. To determine appeals against the application of the Council's policy relating to the discretionary relief of rates.
8. To determine appeals under section 238 of the Local Government (Scotland) Act 1947.

Appointment Board

Terms of Reference

The following shall comprise the areas of responsibility of the Appointment Board to be established for vacant posts at Chief Executive, Director and Head of Service level:

1. To consider applications for the post and short list candidates.
2. To interview candidates and select the successful candidate.

Audit, Risk and Scrutiny Board

Terms of Reference

The following shall comprise the areas of responsibility of the Audit, Risk and Scrutiny Board:

General Delegations

1. To grant authority to members to attend seminars, conferences and other visits.
2. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

Audit

3. To act as the Council's Audit Committee.
4. To consider reports by the Accounts Commission, Audit Scotland and other similar organisations and to make recommendations where appropriate to the Council.
5. To consider reports by the Council's external auditors including those relating to the Council's annual accounts and to submit recommendations to the Council.
6. To approve the Council's internal audit charter and annual plans.
7. To consider internal audit performance and progress reports and the main findings of the internal audit work and the Chief Auditor's annual report.
8. To consider and monitor reports regarding compliance by services with recommendations made by both Internal and External Audit.
9. To consider Corporate Counter Fraud Outcomes.

Corporate Governance

10. To consider the Council's code of corporate governance.

Risk Management

11. To approve the risk management policy and strategy.
12. To consider the effectiveness of the risk management arrangements through consideration of the annual risk management report.
13. To oversee the Council's risks and associated actions through consideration of six-monthly risk reports.

Monitoring and Reviewing Service Delivery Performance, Policies and Practices

14. To review performance management arrangements across all services and to submit recommendations to the Council.
15. To consider reports by the Scottish Public Services Ombudsman in terms of the Scottish Public Services Ombudsman Act 2002.
16. To review service delivery and performance across all services and to submit recommendations to the Council.
17. To conduct reviews into particular issues and/or policies at the request of the Leadership Board and/or Council. Such reviews shall only occur after a period of not less than 6 months has elapsed from the date of implementation of the policy.
18. To review decisions taken by the Policy Boards (other than those concerning quasi-judicial functions) and how they are implementing Council policy and to submit recommendations to the Leadership Board. Such reviews shall only occur after a period of not less than 6 months has elapsed from the date of implementation of the policy.

Community Leadership through Monitoring of Other Public Bodies Etc

19. To conduct reviews of issues of significance and/or concern to Renfrewshire which are not necessarily matters which are the responsibility of the Council.
20. To conduct reviews of the activities of other public bodies, including Joint Boards and Joint Committees in so far as they impact on Renfrewshire.

Standards and Ethics

21. To consider matters of policy relating to standards and ethics in relation to elected members, including the promotion of codes of conduct, but excluding consideration of allegations against a councillor, as this will be dealt with by the Chief Investigating Officer and Standards Commission appointed by Scottish Ministers.
22. To consider guidance issued by the Standards Commission under section 6 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 and to ensure the application of such guidance.

Written Intimations

23. To determine requests submitted by individual Audit, Risk and Scrutiny Board members for a particular matter to be considered which is within the terms of reference of the Audit, Risk and Scrutiny Board.

Communities & Housing Policy Board

Terms of Reference

- A. Remit**
- Housing
 - Police
 - Fire & Rescue
 - Civil Contingencies
 - Community Learning & Community Safety & Development
 - Public Protection
 - Community Justice
 - Community Councils
 - Consumer Protection
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine requests for financial assistance.
 4. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
 5. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
 6. To grant authority to members to attend seminars, conferences and other visits.
 7. To write off deficiencies or bring into charge surplus stocks and stores.
 8. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
- C. Specific Delegations**
- Housing**
9. To determine charges for services and, where appropriate, letting policies
 10. To monitor the performance expenditure reports and trading statements of the Building Services Trading Operation and to approve remedial action
 11. To develop, determine and monitor the Council's policies in relation to housing, and community safety.
 12. To exercise the functions of the Council as Housing Authority.
 13. To determine housing needs within the Council area.

14. To oversee the letting, maintenance, management and improvement of the Council's housing stock, including associated properties.
15. To approve new initiatives in housing tenure and investment.
16. To approve policies and procedures for the allocation of Council housing.
17. To oversee liaison with other agencies in relation to meeting the needs and priorities of the Council and the provision of resources for housing.
18. To determine the rent structure.
19. To approve the housing plan and annual policy statements.
20. To approve and oversee strategies for the management of and investment in the Council's housing stock.
21. To approve and oversee schemes of financial assistance, whether by way of grant or loan or otherwise to assist in the improvement of the quality of housing.
22. To approve and oversee policies in relation to participation by Council tenants in the activities of the Council as housing authority.
23. To approve and oversee policies, procedures and investment to meet special housing needs.
24. To approve and oversee policies and procedures in relation to housing conditions, substandard housing and houses in multiple occupation or other shared accommodation.
25. To oversee the sale or transfer of housing stock, land and assets held within the Housing Revenue Account.
26. To oversee matters relating to social housing providers.

Emergency planning and Civil Contingencies

27. To exercise the functions of the Council in relation to planning for emergencies, including the preparation and review of the Council's emergency plan.
28. To oversee and monitor the Council's civil contingency arrangements.

Community Safety and Public Protection

29. To approve and oversee policy and procedures for consumer protection. To oversee the Council's policies and functions in relation to community safety.
30. To consider and oversee the Council's policies and functions in relation to CCTV.
31. Oversight and monitoring of the Council's Public Protection partnership working, including in relation to serious and organised crime and counter-terrorism.

32. To approve and oversee policy relating to health education and home safety.
33. To exercise the functions of the Council in relation to matters of:
 - (a) food safety and food control;
 - (b) control of pollution, including provisions in relation to clean air, noise abatement and the monitoring of water quality;
 - (c) animal welfare and the control of animals and the control of insects and rodent pests;
 - (d) health and safety at work including occupational health, safety and welfare;
 - (e) public health, the abatement of statutory nuisances and the control of communicable diseases; and
 - (f) consumer advice and protection, and trading standards.

Community Justice

34. To consider matters relating to Community Justice and to exercise the functions of the Council in relation to Criminal Justice social work services.

Community Learning & Development

35. To approve and oversee the provision of services in relation to community learning and development.
36. To develop and review the adoption of a community development approach to service delivery.

Community Councils

37. To approve and oversee arrangements for Community Councils.

Community Empowerment Fund

38. To consider and where appropriate approve applications for funding from the Community Empowerment Fund.

Police and Fire & Rescue Scrutiny Sub-Committee

Terms of Reference

Police

1. To consider matters relating to the police service including the Council's involvement with the Scottish Police Authority and the Scottish Police Service, and arrangements for local policing including the Council's contribution to the development and implementation of the Local Policing Plan.

Fire & Rescue

2. To consider matters relating to the fire & rescue service including the Council's involvement with the Scottish Fire & Rescue Service and arrangements for local fire and rescue services including the Council's contribution to the development and implementation of the Local Fire & Rescue Plan.

Cross-Party Sounding Board

Terms of Reference

1. To act as a sounding board and discussion forum with no decision making powers.
2. To provide an opportunity to discuss matters of common interest or of Council-wide relevance.
3. To provide for cross-party discussion on non-partisan/non-political issues raised by each political party or group on Renfrewshire Council.

Economy and Regeneration Policy Board

Terms of Reference

A. Remit: Economy
Employment
Regeneration and Strategic Place-shaping
Renewal
Town Centres Management

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services.
4. To determine requests for financial assistance.
5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
6. To oversee the organisation, performance and management of the services whose functions are covered by the remit and delegations of the Board.
7. To grant authority to members to attend seminars, conferences and other visits.
8. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

C. Specific Delegations

9. To approve and oversee the Council's physical programmes for area regeneration, strategic place-shaping and renewal.
10. To oversee the setting of the Council's priorities for employment generation and economic development in Renfrewshire.
11. To provide strategic direction for the activity of the Council and partner organisations engaged in promoting employment and economic growth in Renfrewshire.
12. Overseeing the development and delivery of an Employment and Economic Strategy for Renfrewshire.
13. To exercise the functions of the Council in relation to economic development.
14. To approve and oversee policies and operational arrangements in relation to the industrial and economic development of Renfrewshire.
15. To approve the provision of financial assistance under Council Business Development and Training Programmes and other grant aid schemes.

16. To oversee the Council's participation with Scottish Enterprise, Scottish Government, SDS, Renfrewshire Chamber of Commerce and other organisations concerned with economic and business development.
17. To oversee liaison with agencies and organisations which can assist in the development or implementation of Council policies in relation to industrial and economic development or assist in minimising levels of unemployment.
18. To monitor economic and social activity levels in the Council's area.
19. To oversee the activities of the Council in securing funding for Council objectives from all relevant external funding bodies and to initiate such action as may be required to maximise such funding.
20. To determine proposals for establishing agreements, memoranda, and links of any substantive nature with bodies, institutions, regions, groupings of regions or countries overseas, and to approve any visits to and from the Council's area.
21. To identify specific project opportunities for the benefit of the Council and to develop marketing initiatives to promote the profile of Renfrewshire.
22. To promote Renfrewshire's case to the Scottish Government, Scottish Enterprise and other agencies operating at a national level and European level that could assist in promoting growth in Renfrewshire's economy.

Education and Children's Services Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Education and Children's Services Policy Board:

- A. Remit** Education
 Early Years
 Children's and Families Social Work
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine charges for services.
 4. To determine requests for financial assistance.
 5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
 6. To oversee the organisation, performance and management of the services whose functions are covered by the remit and delegations of the Board.
 7. To grant authority to members to attend seminars, conferences and other visits.
 8. To write off deficiencies or bring into charge surplus stocks and stores.
 9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

C. Specific Delegations

Education

10. To develop, determine and monitor the Council's policies in relation to education.
11. To exercise the functions of the Council as Education Authority, and to oversee the establishment and management of the education service.
12. To approve and oversee the provision of services in relation to pre-five, primary, special and secondary education.
13. To approve and oversee the provision of an educational development service.
14. To approve and oversee arrangements to meet special educational needs.

15. To approve and oversee the provision of a Council educational psychology service.
16. To approve and oversee the provision of educational resource support for schools.
17. To liaise with other agencies in the provision of education support services, e.g. the careers service.
18. To approve and oversee the management and development of services which provide activities of a kind suitable for pre-school children.
19. To determine policy and priorities in all appropriate matters relating to children, young people and their parents.
20. To promote the interests of children, young people and their parents with all appropriate agencies on matters affecting these interests.

Children's and Families Social Care

21. To develop, determine and monitor the Council's policies in relation to family well-being.
22. To exercise the functions of the Council as Social Work Authority to the extent of its functions in relation to children and families and child protection.
23. To approve commissioning and contract strategies and grants to other agencies.
24. To exercise the functions of the Council relating to child care.
25. To develop and review services relating to children and young people.
26. To determine policy matters relating to adoption, fostering and children with special needs.
27. To develop and review plans, policies and services in respect of the needs of children and young people.
28. To determine the future residential provision in respect of children and young people.
29. To oversee matters relating to voluntary homes and residential schools maintained in respect of children and young people.
30. To exercise the functions of the Council in respect of the transfer of parental responsibilities and rights to the authority.
31. To consider matters relating to the Council's role as corporate parent.

Emergencies Board

Terms of Reference

The following shall comprise the areas of responsibility of the Emergencies Board:

1. To oversee the activities of the Council, including the deployment of resources, in the event of any emergency, such as may be defined by the Chief Executive.

Finance, Resources & Customer Services Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Finance, Resources & Customer Services Policy Board:

- A. Remit**
- Corporate Asset Management
 - Civic Functions
 - Customer and Business Services
 - Finance and Resources
 - Human Resources and Organisational Development
 - ICT
 - Corporate Risk Arrangements
 - Procurement
 - Renfrewshire Licensing Forum
 - Renfrewshire Valuation Joint Board
 - Scotland Excel
 - Council service transformation programmes
 - Building Services
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine charges for services.
 4. To determine requests for financial assistance.
 5. To approve and oversee the annual service and/or business plans for the services whose functions are covered by the remit and delegations of the Board.
 6. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
 7. To grant authority to members to attend seminars, conferences and other visits.
 8. To write off deficiencies or bring into charge surplus stocks and stores.
 9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
- C. Specific Delegations**
10. To approve the allocation of common good funds
 11. To oversee the Council's establishment and training of employees and to make such adjustments as are necessary within the Council's personnel policies and subject to nationally agreed terms and conditions of employment.

12. To provide responses on behalf of the Council to consultations in relation to pay levels and conditions of service of Council employees.
13. To provide oversight and review of the Council's workforce planning, organisational development and human resource strategies and plans.
14. Within the approved corporate framework, to decide on service packaging, service specifications, selection of tenderers, awarding of contracts, monitoring of contract performance and to undertake any other task relevant to filling the client role within the responsibility of this Board.
15. To accept tenders for previously approved projects.
16. To make and review byelaws or management rules.

Civic functions

17. To determine all matters in relation to civic hospitality and civic receptions.
18. To determine all matters in relation to the civic and ceremonial arrangements of the Council.

Finance and Resources

19. To oversee all arrangements concerning the Coat of Arms.
20. To approve and oversee town twinning links.
21. To oversee arrangements for the provision of resources for elected members, whether by way of accommodation, equipment or otherwise.
22. To approve all arrangements in relation to public and statutory holidays.
23. To exercise the functions of the Council in relation to staffing, accommodation and associated matters under the Licensing (Scotland) Act 2005.
24. To exercise the functions of the Council in relation to the registration of births, deaths and marriages.
25. To oversee arrangements for compliance with the requirements of data protection legislation and freedom of information legislation and information governance and management issues in general.
26. To determine matters associated with the Council's policies and practices in relation to the Council's employees, including their pay and conditions of service, and matters associated with sick pay schemes, pension, and accident insurance.
27. To approve and oversee policies in relation to health, safety and welfare of Council employees and service users for whom they are responsible.
28. To approve and oversee policies in relation to training and development of Council employees.

29. To oversee the promotion of good employment relations between the Council and its employees.
30. To oversee the operation of the Council's disciplinary and grievance procedures.
31. To oversee the Council's employment responsibilities as defined by the Equality Act 2010 (General Duty) requiring it to pay due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
32. To oversee the Council's employment responsibilities as defined by the Public Sector Equality Duty (PSED).
33. To oversee electoral arrangements, other than matters reserved to the Council.
34. To oversee the Council's financial and budgetary arrangements including:
 - (a) monitoring the capital and revenue budgets of the Council;
 - (b) the making of recommendations in relation to the borrowing of money;
 - (c) the supervision of arrangements for the recovery of money due to the Council;
 - (d) approving the arrangements for authorising all loan, leasing and investment documents;
 - (e) the writing off of accounts due to the Council;
 - (f) banking arrangements;
 - (g) overseeing the Council's treasury management arrangements, including the Council's treasury management and investment strategy and approval of any amendments to the said strategy between annual strategies being approved by Council;
 - (h) the control and allocation of trust funds within the responsibility of the Council;
 - (i) accounting arrangements relating to salary and wages and associated arrangements for payment of Council paid employees and elected members; and
 - (j) matters relating to financial provision for the undertaking of Council activities and projects including expenditure consents.
35. To determine the operation of a housing benefits/ Council tax reduction scheme in terms of the relevant legislation.
36. To determine matters associated with the Council's policies and practices in relation to the management and delivery of customer services and business services across the Council.
37. To develop and review the provision of information and advice about money matters.
38. To approve and oversee matters relating to allowances for members.
39. To approve and oversee the Council's insurance arrangements.
40. To oversee all matters relating to central purchasing of goods and services.

41. To approve policy in relation to the management and investment of Common Good funds, and to receive reports from the Investment Review Board on the performance of Common Good investments.
42. To determine applications for grants and donations not within the area of responsibility of other Boards or the Local Partnerships.
43. To approve and oversee the delivery of the Council's corporate digital strategy.
44. To approve where required the Council's response to consultation in relation to pay levels and conditions of service of Council employees.

Corporate Governance

45. To approve and oversee the Council's governance arrangements other than matters reserved for the Council

Renfrewshire Valuation Joint Board

46. To consider matters relating to the operation of the Renfrewshire Valuation Joint Board.

Scotland Excel

47. To consider matters relating to the operation of Scotland Excel.

Renfrewshire Local Licensing Forum

48. To oversee matters relating to the Renfrewshire Local Licensing Forum.

Human Resources and Organisational Development

49. To provide oversight and review of the council's workforce planning, organisational development and human resources strategies and plans.

Facilities Management (repairs and maintenance, compliance and soft facilities management)

50. To oversee the management of catering services, including school meals service, in relation to all functions of the Council.
51. To oversee the organisation and management of repairs and maintenance and compliance, soft facilities management and related services in relation to all functions of the Council.

52. To oversee facilities management of Renfrewshire House.

Procurement

53. To authorise the award of contracts in accordance with the Council's Standing Orders Relating to Contracts.
54. To provide oversight of the Council's participation in collaborative procurement arrangements.
55. To note updates, and, where appropriate, to approve responses on the Council's behalf on matters such as legislation, case law and policy changes, procurement reform and corporate and social responsibility initiatives.
55. To approve the Council's procurement strategy as required by national guidelines and/or review performance of procurement function through the annual procurement report.
57. Any other matter delegated by the Finance and Resources Policy Board relating to procurement.

Corporate Asset Management

58. To oversee the Council's corporate arrangements, plans and strategies of the management of its assets.

Property Services

59. To oversee the management of the register of land and buildings owned or occupied by the Council, incorporating information on location, size, use, condition, occupation, leases, rentals and reviews.

Council Service Transformation Programme

60. To oversee the Council Service Transformation Programme.

PPP Contract

61. To consider matters relative to, and oversee the operation of, the Council's PPP contract, including contract monitoring and compliance and reporting.

Employees Joint Consultative Board (non - teaching)

Terms of Reference

The following shall comprise the areas of responsibility of the Employees Joint Consultative Board (non-teaching):

Functions

The functions of the Employees' JCB will be:

1. To act as a forum for consultation between the Council and the trade unions representing all non-teaching employees on employment/service conditions matters which are not specifically determined by their respective national negotiating bodies.
2. To secure the greatest possible measures of joint action between the Council and the trade unions for the development and improvement of the work of the Council.
3. To consider any reference from the Council or the trade union side on matters affecting the mutual interests of the Council and its employees and to make recommendations thereon to the appropriate Board of the Council.
4. To consider measures for safeguarding the health and welfare of the Council's employees.
5. The Employees' JCB will not consider questions of individual appointment or other matters which are more properly the province of the Council's grievance or disciplinary procedures.

Investment Review Board

Terms of Reference

The following shall comprise the areas of responsibility of the Investment Review Board:

1. To determine the discretionary agreement and any amendments in relation to the investment of the Common Good funds, which are managed by the Council's Investment Manager appointed by the Finance, Resources and Customer Services Policy Board.
2. To meet at least annually with the Investment Manager to review the performance and strategy relating to the invested funds for the Common Good funds and to report their findings to the Finance, Resources and Customer Services Policy Board.

Infrastructure, Land and Environment Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Infrastructure, Land and Environment Policy Board:

- A. Remit**
- Environmental Issues
 - Clyde Valley Waste Initiative
 - Water and Sewerage
 - Strathclyde Partnership for Transport
 - Waste Management
 - Flood Prevention
 - Land
 - Roads and Transportation
 - Fleet and Infrastructure
 - Sustainability
 - Parks and Cemeteries
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine charges for services.
 4. To determine requests for financial assistance.
 5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
 6. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
 7. To grant authority to members to attend seminars, conferences and other visits.
 8. To write off deficiencies or bring into charge surplus stocks and stores.
 9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
- C. Specific Delegations**
10. To monitor the performance, expenditure reports and trading statements of the trading operations within the Board's remit and to approve remedial action.
 11. To develop, determine and monitor the Council's policies in relation to the environment and on infrastructure matters.

Environmental issues

12. To approve and oversee policy and procedures for the protection and enhancement of the environment, and for environmental safety including nuclear issues.
13. To approve and oversee arrangements and facilities in relation to general waste and recycling.
14. To approve and oversee arrangements and facilities for Streetscene activities (street cleansing and grounds maintenance).
15. To oversee matters regarding strategic waste management including strategies, policies, plans and waste treatment and disposal arrangements.
16. To approve and oversee the Council's physical programmes for improvement of the environment.
17. To consider matters relative to, and oversee the operation of, the Council's Clyde Valley Waste Contract, including contract monitoring and compliance and reporting

Roads and Transport

18. To exercise the functions of the Council as Roads Authority.
19. To exercise the functions of the Council in relation to road traffic regulations.
20. To approve traffic management proposals in terms of the Roads Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984 and all associated legislation and regulations.
21. To oversee the organisation and management of roads infrastructure and transportation, the infrastructure of bridges and other structures.
22. To oversee the organisation and management of fleet, vehicle maintenance and transport services in relation to the functions of the Council including internal transport arrangements.
23. To consider issues relating to road safety and accident prevention.
24. To oversee the organisation and management of school crossing patrol services.
25. To oversee the functions of the Council in relation to the naming of streets and numbering of premises.
26. To oversee matters relevant to the operation of the Strathclyde Passenger Transport Authority and the Strathclyde Concessionary Travel Scheme Joint Committee.
27. To consider matters relative to the operation of the Strathclyde Partnership for Transport.

Parks, play areas and cemeteries

- 28. To oversee the strategic provision, organisation, management and maintenance of parks, play areas, and public open spaces.
- 29. To oversee the strategic provision, organisation, management and maintenance of cemeteries.

Flood prevention, reservoirs and navigation

- 30. To exercise the functions of the Council in relation to flood prevention, land drainage, reservoirs and navigation.

Water and sewerage

- 31. To consider matters relating to water and sewerage and the relationship with the Water Authority.

Sustainability

- 32. To oversee matters in relation to sustainability and promote reductions in waste and pollution and contamination.
- 33. To oversee matters in relation to air quality management.
- 34. To oversee matters in relation to carbon reduction targets.
- 35. To oversee and promote biodiversity.

Land

- 36. To determine the allocation or disposal of property, other than Council houses or lock-ups, whether by way of sale or lease.
- 37. To determine terms for the acquisition or disposal of property and land whether by way of sale, purchase, lease or otherwise.
- 38. To oversee the Council's activities in relation to energy conservation in the Council's public buildings and non Housing Revenue Account (HRA) properties.
- 39. To consider any property issues arising from the Community Empowerment (Scotland) Act 2015.
- 40. To consider any matters arising from Part 9 of the Community Empowerment (Scotland) Act 2015 relating to allotments, including consideration of the Council's food growing strategy and allotment site regulations.

Community Asset Transfer Sub-Committee

Terms of Reference

1. To consider and determine reviews of decisions or failures to take decisions on Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015.

Leadership Board

Terms of Reference

The following shall comprise the areas of responsibility of the Leadership Board:

- A. Remit**
- Adult Social Care and Health Integration
 - Best Value and Performance Management
 - Clyde Muirshiel Park
 - Corporate Communications and Marketing
 - Corporate Performance Management
 - Corporate Planning and Community Empowerment
 - Digital Inclusion
 - Future Paisley
 - Glasgow City Region City Deal Project
 - Leisure and Culture Trust
 - Public Service Reform
 - Strategic Leadership and Oversight
 - Tackling Inequality, Poverty and Social Renewal
 - Tourism and Events
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To approve the Council's response to consultation papers except where these fall within the responsibility of a Policy Board.
 2. To grant authority to members to attend seminars, conferences and other visits.
 3. To determine requests for financial assistance
- C. Specific Delegations**
4. To provide strategic leadership for the Council and ensure consistency across the Council's policy objectives.
 5. To provide strategic oversight of the Council's corporate strategy and key policy priorities, including the Council plan.
 6. To provide strategic oversight of the Council's approach to Tackling Inequality, Poverty and Social Renewal
 7. To provide strategic leadership and oversight of community planning and policy development within the Council, and to liaise with partner organisations in relation to issues within the overarching themes of the Community Plan, Council Plan, and Local Outcome Improvement Plan, including oversight, promotion and development of effective partnership and multi-agency arrangements.
 8. To provide oversight, leadership and development of the public service reform agenda in Renfrewshire.

9. To provide oversight and continuous improvement of the Council's corporate performance management and quality assurance framework and the Council's arrangements and systems for achieving best value.
10. To provide oversight of the Council's strategic approach to the use of arm's length external organisations and arrangements.
11. To provide oversight of and to determine matters concerning Renfrewshire Health and Social Care Partnership.
12. To provide oversight of the policy, development and performance of One Ren
13. To act as the Council's lead in corporate advocacy and campaigning.
14. To provide strategic oversight of the Council's approach to community empowerment and engagement including the development of community cohesiveness and capacity.
15. To provide oversight and monitoring of the effectiveness of the Council's corporate communications and marketing.
16. To determine matters concerned with the structure and organisation of local government generally, including arrangements concerning relations with the Scottish and UK Governments, CoSLA and other relevant bodies, except where these fall within the responsibility of a Policy Board.
17. To provide strategic leadership for the Council in liaising and consultation with the Scottish and UK Governments and other relevant bodies.
18. To call-in decisions by the other Boards in circumstances where the Leadership Board considers that a matter requires to be reconsidered either in terms of the correctness of the decision in relation to the specific theme(s) concerned, or because of the importance or impact of the decision on the Council. (The Leadership Board will however have no power to call in decisions made by Boards in the exercise of a judicial, quasi-judicial or similar function, which includes the determination of licensing and planning applications and personnel or other appeals).
19. To monitor the capital and revenue expenditure programmes and approve remedial action?

Best Value and Performance Management

20. To approve and oversee the procedures for examining the economy, efficiency and effectiveness of all Council services.
21. To oversee the Council's management systems for all aspects of service delivery including best value and quality systems.
22. To request that the Audit, Risk and Scrutiny Board conduct reviews into particular issues and/or policies, after a period of not less than 6 months has elapsed from the date of implementation of the policy.

23. To determine proposals for establishing agreements, memoranda, and links of any substantive nature with bodies, institutions, regions, groupings of regions or countries overseas, and to approve any visits to and from the Council's area.
24. To determine invitations by overseas aid agencies for inputs to new projects.
25. To provide oversight of the Glasgow City Region City Deal and the individual projects for which the Council is responsible.
26. To provide oversight and to determine matters concerning Future Paisley

Tourism and Events

27. To approve and oversee the development of policies and arrangements designed to promote tourism and conference activities within Renfrewshire including liaison with other agencies for this purpose.
28. To oversee the Council's arrangements for organising or participating in events.

Paisley Museum Reimagined Limited

29. To provide oversight and determination of matters concerning the Company.

Fairer Renfrewshire Sub-committee

Terms of Reference

To consider matters relating to:-

1. Poverty and financial insecurity and the cost of living crisis.
2. Food and fuel insecurity.
3. Inequalities across Renfrewshire.
4. The Council's response to the Alcohol and Drug Commission report.
5. Oversight of the Fairer Renfrewshire Programme;

and to make recommendations to the Council and the Leadership Board regarding those matters.

Petitions Board

Terms of Reference

1. To consider petitions in accordance with the procedures agreed by the Council.

Planning and Climate Change Policy Board

Terms of Reference

- A. Remit**
- Building Standards
 - Climate Change
 - Development Management
 - Development Planning
 - Planning
 - Strategic Development Plan

B. General Delegations in relation to matters relevant to this Board's remit:

1. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
2. To monitor the capital and revenue expenditure programmes and approve remedial action.
3. To determine property requirements.
4. To determine charges for services.
5. To determine requests for financial assistance.
6. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
7. To oversee the organisation, performance and management of the services whose functions are covered by the remit and delegations of the Board.
8. To grant authority to members to attend seminars, conferences and other visits.
9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

C. Specific Delegations

Climate Change

10. To consider matters relating to Climate Change and the Council's response to the Climate Emergency including its progress towards achieving the target of net zero carbon emissions by 2030, the development of an adaptation plan for the Council in order to achieve this target.

Planning

11. To develop, determine and monitor the Council's policies in relation to planning and development.

12. To exercise the functions of the Council as Planning Authority.
13. To determine planning applications where the appointed officer has declined to exercise his delegated powers or where the Board decides itself to determine applications which would otherwise fall to be determined by a person appointed to do so under the scheme of delegated functions.
14. To determine applications for major developments as set out in Schedule 1 to the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.
15. To determine applications for listed building consent for demolition of listed buildings and conservation area consent for demolition of a building in a conservation area.
16. To determine applications involving residential development of 10 or more units on greenfield or undeveloped land; or on a site greater than 0.5 hectare which is greenfield or undeveloped land.
17. To determine applications involving residential development of five or more units on sites within the greenbelt; or on a site greater than 0.3 hectare which is within the greenbelt.
18. To determine applications which, if approved, are considered to be significantly contrary to the Local Development Plan and also those applications which, if approved, would be significantly contrary to the overall objectives, and would undermine the aims and strategic priorities, of the Local Development Plan.
19. To determine any application which the Convener, within 21 days of the application appearing on the weekly list, receives a letter signed by three members, setting out reasons why the matter should go before the Board, in consultation with the Head of Planning and Housing, has agreed should go before the Board.
20. To determine applications under the Town and Country Planning (Scotland) Act 1997 made by the Planning Authority; where the application falls into the category of 'major development'.
21. To determine applications under the Town and Country Planning (Scotland) Act 1997 which relate to land in the ownership of the Planning Authority or to land in which the planning authority have a financial interest where the application falls into the category of 'major development'.
22. To exercise the functions of the Council as Building Control Authority.
23. To oversee the development and implementation of the Local Transport Strategy.
24. To oversee matters regarding strategic planning, including the operation of the Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee.

Local Review Body

Terms of Reference

The following shall comprise the areas of responsibility of the Local Review Body:

1. In relation to local planning applications as specified in the Planning etc. (Scotland) Act 2006 to review and determine:
 - i. Appeals against decisions by officers to refuse planning permission.
 - ii. Appeals against the nature of the conditions set by officers in respect of a planning permission.
 - iii. Failure by officers to make a decision in respect of a planning application within the statutory timescale.

Regulatory Functions Board

Terms of Reference

The following shall comprise the areas of responsibility of the Regulatory Functions Board:

1. To determine applications submitted to the Council for licences, permits, permissions, exemptions and/or registrations which are not specifically allocated to another Policy Board, including those made under the following enactments, and associated or ancillary requests:

The Hypnotism Act 1952

The Theatres Act 1968

The Civic Government (Scotland) Act 1982

The Cinemas Act 1985

The Equality Act 2010

The Fire Safety and Places of Sport Act 1987

The Housing (Scotland) Act 2006 (Part 5)

Safety of Sports Grounds Act 1975

The Antisocial Behaviour etc. (Scotland) Act 2004

2. To develop and review the Council's policies, and to exercise the functions of the Council in relation to applications for licences, permits, permissions, and or registrations or other matters arising out of the above Acts which are not otherwise specifically allocated to another Policy Board.
3. To determine charges for licences, permits, permissions and registrations.
4. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
5. To grant authority to members to attend seminars, conferences and other visits.

Renfrewshire Joint Negotiating Committee for Teaching Staff

Terms of Reference

The following shall comprise the areas of responsibility of the Renfrewshire Joint Negotiating Committee for Teaching Staff:

Functions

1. To determine relevant conditions of service for all teaching staff, music instructors, education advisers and educational psychologists.
2. Consultation on other relevant matters.

Appendix 2

January 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 public holiday	3 public holiday	4 public holiday	5	6	7
8	9	10	11	12	13	14
15 – 1/3	16	17 - 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	18 - 9.30am: Regulatory Functions	19 - 1pm: Education & Children’s Services	20	21
22 – 2/3	23 – 3pm: Audit, Risk & Scrutiny	21 – 10 am: Economy and Regeneration 1pm – Planning and Climate Change	25 – 10 am: Infrastructure, Land & Environment	26 - 9.30am Appeals	27	28
29 – 3/3	30 - 2pm: Petitions	31 - 2pm: Local Review Body				
February 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 - 10 am – Fairer Renfrewshire Sub-committee	2 -10 am – Regulatory Functions	3	4
5 – 4/3	6	7- 2pm: JNC	8	9 - 10 am: Finance, Resources & Customer Services	10	11
12 – 5/3	13	14	15	16	17	18
19 – 6/3	20	21	22- 1pm: Leadership	23	24	25
26– 7/3	27	28				
March 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2- 9.30am: Council	3	4
5 – 1/4	6	7- 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	8- 9.30am: Regulatory Functions	9- 1pm: Education & Children’s Services	10	11
12 – 2/4	13- 3pm: Audit, Risk & Scrutiny	14– 10 am: Economy and Regeneration 1pm – Planning and Climate Change	15- 10 am: Infrastructure, Land & Environment	16- 9.30am Appeals	17	18
19 -3/4	20- 2pm: Petitions	21- 2pm: JNC	22- 10 am – Fairer Renfrewshire Sub-committee	23-10 am – Regulatory Functions	24	25
26 – 4/4	27	28- 2pm: Local Review Body	29	30- 10 am: Finance, Resources & Customer Services	31	1
April 2023						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 –	3 recess	4 recess	5 recess	6 recess	7 public holiday	8
9 –	10 public holiday	11 recess	12 recess	13 recess	14 recess	15
16 – 5/4	17	18	19	20	21	22
23 – 6/4	24	25- 2pm: JNC	26 - 1pm: Leadership	27	28	29
30						
May 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7/4	1 Public holiday	2	3	4- 9.30am: Council	5	6
7	8	9	10	11	12	13
14 – 1/5	15	16 - 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	17 - 10am: Regulatory Functions	18 - 1pm: Education & Children’s Services	19	20
21 – 2/5	22 – 2pm: Petitions 3pm: Audit, Risk & Scrutiny	23 - 10 am: Economy and Regeneration 1pm – Planning and Climate Change	24 - 10 am: Infrastructure, Land & Environment	25 - 9.30am: Appeals	26	27
28 -3/5	29 Public Holiday	30- 2pm: Local Review Body	31- 10 am – Fairer Renfrewshire Sub-committee			
June 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 - 10am: Regulatory Functions	2	3
4 – 4/5	5	6 - 2pm: JNC	7 - 11am: Investment Review Board	8 – 10 am: Finance, Resources & Customer Services	9	10
11 – 5/5	12	13	14 - 1pm: Leadership	15	16	17
18 – 6/5	19	20	21	22 - 9.30am: Council	23	24
25	26 recess	27 recess	28 recess	29 recess	30 recess	
	July recess	July recess	July recess	July recess		
August 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 recess	2 recess	3 recess	4 recess	5
6	7 public holiday	8 recess	9 recess	10 recess	11 recess	12
13	14 recess	15 recess	16 recess	17 recess	18 recess	19

20 – 1/1	21- 3pm: Audit, Risk & Scrutiny	22 – 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	23 - 10am: Regulatory Functions	24 – 1pm: Education & Children’s Services	25	26
27 – 2/1	28 – Likely Bank holiday	29 – 10 am: Economy and Regeneration 1pm – Planning and Climate Change	30 - 10 am: Infrastructure, Land & Environment	31 – 9.30am: Appeals	1	2
September 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 - 3/1	4 – 2pm: Petitions	5 – 2pm: JNC	6 - 10 am – Fairer Renfrewshire Sub-committee	7 - 10am: Regulatory Functions	8	9
10 -4/1	11	12 – 2pm: Local Review Body	13	14– 10 am : Finance, Resources & Customer Services	15	16
17 – 5/1	18 – 3pm: Audit, Risk & Scrutiny	19	20 – 1pm: Leadership	21	22 Public Holiday	23
24 – 6/1	25 Public Holiday	26	27	28 - 9.30 am: Council	29	30
October 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 recess	10 recess	11 recess	12 recess	13 recess	14
15	16 recess	17 recess	18 recess	19 recess	20 recess	21
22	23	24	25	26	27	28
29 – 1/2	30	31- 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny				
November 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 - 10am: Regulatory Functions	2 - 1pm: Education & Children’s Services	3	4
5 – 2/2	6 - 3pm: Audit, Risk & Scrutiny	7 – 10 am: Economy and Regeneration 1pm – Planning and Climate Change	8 - 10 am: Infrastructure, Land & Environment	9 - 9.30am Appeals	10	11
12 - 3/2	13 - 2pm: Petitions	14 - 2pm: JNC	15 - 10 am – Fairer Renfrewshire Sub-committee	16 – 10am: Regulatory Functions	17	18

19 – 4/2	20	21 - 2pm: Local Review Body	22 - 11am: Investment Review Board	23- 10 am: Finance, Resources & Customer Services	24	25
26 – 5/2	27	28	29	30	1	2
December 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 – 6/2	4	5	6 - 1pm: Leadership	7	8	9
10 – 7/2	11	12	13	14 - 9.30am: Council	15	16
17	18	19	20	21	22	23
24	25 recess	26 recess	27 public holiday	28 public holiday	29	30
31						
January 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 public holiday	4 public holiday	5 public holiday	6
7	8	9	10	11	12	13
14 – 1/3	15	16 - 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	17 - 9.30am: Regulatory Functions	18 - 1pm: Education & Children's Services	19	20
21 – 2/3	22 - 3pm: Audit, Risk & Scrutiny	23 – 10 am: Economy and Regeneration 1pm – Planning and Climate Change	24 - 10 am: Infrastructure, Land & Environment	25 - 9.30am Appeals	26	27
28 – 3/3	29 - 2pm: Petitions	30 - 2pm: Local Review Body	31- 10 am – Fairer Renfrewshire Sub-committee			
February 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1- 10am Regulatory Functions	2	3
4 – 4/3	5	6- 2pm: JNC	7	8 – 10 am: Finance, Resources & Customer Services	9	10
11 – 5/3	12	13	14	15	16	17
18 – 6/3	19	20	21 - 1pm: Leadership	22	23	24
25 – 7/3	26	27	28	29- 9.30am: Council		
March 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2

3	4	5	6	7	8	9
10 – 1/4	11	12- 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	13- 10am: Regulatory Functions	14- 1pm: Education & Children’s Services	15	16
17 – 2/4	18- 3pm: Audit, Risk & Scrutiny	19 – 10 am: Economy and Regeneration 1pm – Planning and Climate Change	20- 10 am: Infrastructure, Land & Environment	21- 9.30am: Appeals	22	23
24 – 3/4	25- 2pm: Petitions	26- 2pm: Local Review Body - 2pm: JNC	27- 10 am – Fairer Renfrewshire Sub- committee	28- 10am: Regulatory Functions	29 Public Holiday	30
31						
April 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 – Public Holiday	2 recess	3 recess	4 recess	5 recess	6
7	8 recess	9 recess	10 recess	11 recess	12 public holiday	13
14 - 4/4	15	16	17	18 – 10 am: Finance, Resources & Customer Services	19	20
21 - 5/4	22	23 - 2pm: JNC	24	25	26	27
28 - 6/4	29	30				
May 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 - 1pm: Leadership	2	3	4
5 - 7/4	6 Public holiday	7	8	9 - 9.30am: Council	10	11
12	13	14 - 2pm: JNC	15	16	17	18
19 - 1/5	20- 3pm: Audit, Risk & Scrutiny	21 - 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	22 - 10am: Regulatory Functions	23 - 1pm: Education & Children’s Services	24	25
26- 2/5	27 Public Holiday	28 – 10 am: Economy and Regeneration	29 - 10 am: Infrastructure, Land & Environment	30 - 9.30am: Appeals	31	1

		1pm – Planning and Climate Change				
June 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 – 3/5	3 - 2pm: Petitions	4 - 2pm: Local Review Body	5- 10 am – Fairer Renfrewshire Sub-committee	6 - 10am: Regulatory Functions	7	8
9 - 4/5	10	11 - 2pm: JNC	12 - 11am: Investment Review Board	13– 10 am: Finance, Resources & Customer Services	14	15
16 - 5/5	17	18	19 - 1pm: Leadership	20	21	22
23 - 6/5	24	25	26	27 - 9.30am: Council	28	29
30						
	July recess	July recess	July recess	July recess		
August 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Public Holiday	6 recess	7 recess	8 recess	9 recess	10
11	12 recess	13 recess	14 recess	15 recess	16 recess	17
18 - 1/1	19– 3pm: Audit, Risk & Scrutiny	20– 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	21 – 10am: Regulatory Functions	22 - 1pm: Education & Children’s Services	23	24
25 - 2/1	26 – Likely public holiday	27– 10 am: Economy and Regeneration 1pm – Planning and Climate Change	28 – 10 am: Infrastructure, Land & Environment	29 - 9.30am: Appeals	30	31
September 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 – 2pm: Petitions	3 – 2pm: JNC	4 - 10 am – Fairer Renfrewshire Sub-committee	5 - 10am: Regulatory Functions	6	7
8 - 4/1	9	10 – 2pm: Local Review Body	11	12	13	14
15 - 5/1	16	17	18 – 1pm: Leadership	19– 10 am: Finance, Resources & Customer Services	20	21
22 - 6/1	23 - 3pm: Audit, Risk & Scrutiny	24	25	26 – 9.30 am Council	27 Public Holiday	28
29 - 7/1	30 Public Holiday					
October 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1-	2	3	4	5
6	7 recess	8 recess	9 recess	10 recess	11 recess	12

13	14 recess	15 recess	16 recess	17 recess	18 recess	19
20	21	22	23	24	25	26
27 – 1/2	28	29– 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	30 - 10am: Regulatory Functions	31 - 1pm: Education & Children’s Services	1	2
November 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 - 2/2	4 - 3pm: Audit, Risk & Scrutiny	5– 10 am: Economy and Regeneration 1pm – Planning and Climate Change	6 – 10 am: Infrastructure, Land & Environment	7 – 9.30am: Appeals	8	9
10 - 3/2	11 – 2pm: Petitions	12 – 2pm: JNC	13- 10 am – Fairer Renfrewshire Sub-committee	14 – 10am: Regulatory Functions	15	16
17 - 4/2	18	19 – 2pm: Local Review Body	20 – 11am: Investment Review Board	21– 10 am: Finance, Resources & Customer Services	22	23
24 - 5/2	25	26	27	28	29	30
December 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 – 1pm: Leadership	5	6	7
8 - 7/2	9	10	11	12 – 9.30 am: Council	13	14
15 - 8/2	16	17	18	19	20	21
22	23 recess	24 recess	25 recess	26 recess	27 public holiday	28
29	30 public holiday	31 recess				