

Notice of Meeting and Agenda Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 30 August 2017	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 Bill Binks: 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 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 www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

For further information, please either email 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.

Items of business

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.

- | | | |
|----------|--|------------------|
| 1 | Revenue Budget Monitoring Report | 5 - 10 |
| | Joint report by Director of Finance and Resources and Director of Community Resources. | |
| 2 | Capital Budget Monitoring Report | 11 - 16 |
| | Report by Director of Finance and Resources. | |
| 3 | Operational Performance Report | 17 - 28 |
| | Report by Director of Community Resources. | |
| 4 | Renfrewshire Local Transport Strategy - Refresh | 29 - 38 |
| | Report by Director of Community Resources. | |
| 5 | Response to Scottish Government Consultation on Climate Change Bill | 39 - 60 |
| | Report by Director of Finance and Resources. | |
| 6 | Response to Scottish Government Consultation on Draft Water intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017 | 61 - 68 |
| | Report by Director of Community Resources. | |
| 7 | Public Protection Operational Service Plan 2017/20 | 69 - 134 |
| | Report by Director of Community Resources. | |
| 8 | Air Quality - Annual Progress Report | 135 - 140 |
| | Report by Director of Community Resources. | |
| 9 | The Renfrewshire Council (Johnstone Station and Associated Side Roads) (Various Restrictions) (Amendment) Order: Sustained Objection | 141 - 148 |
| | Report by Director of Community Resources. | |

- 10 Proposed Restricted Roads (20mph Limit) (Scotland) Bill** 149 - 160
Consultation Response
 Report by Director of Community Resources.
- 11 Disposal of Land adjacent to 1 Woodside Avenue, Bridge of Weir** 161 - 166
 Report by Director of Finance and Resources.
- 12 City Deal Glasgow Airport Investment Area (GAIA) Cycleway: Compulsory Purchase Order** 167 - 174
 Joint report by Director of Development and Housing Services and Director of Finance and Resources.
 Please note that the maps related to this item are attached on CMIS as meeting documents . For those receiving paper copies the maps have also been attached at the back of the agenda pack.
- 13 City Deal Glasgow Airport Investment Area (GAIA): Compulsory Purchase Order** 175 - 182
 Joint report by Director of Development and Housing Services and Director of Finance and Resources.
 Please note that the maps related to this item are attached on CMIS as meeting documents. For those receiving paper copies the maps have also been attached at the back of the agenda pack.
- EXCLUSION OF PRESS AND PUBLIC**
- The Board may by resolution exclude the press and public from the meeting during consideration of the following items of business as it is likely, in view of the nature of the business to be transacted, that if members of the press and public are present, there could be disclosure to them of exempt information as defined in paragraphs 6, 8 and 9 of Part I of Schedule 7A of the Local Government (Scotland) Act, 1973.
- 14 City Deal - Voluntary Acquisition of Land for the Glasgow Airport Investment Area Project**
- 15 Disposal of land: Garthland Lane, Paisley**
- 16 Roads Trading Budget Monitoring Report**
- 17 Vehicle Maintenance Trading Budget Monitoring Report**



To: Infrastructure, Land and Environment Policy Board

On: 30 August 2017

Report by: Director of Finance and Resources and Director of Community Resources

Heading: Revenue Budget Monitoring to 23 June 2017

1. Summary

1.1 Gross expenditure is £73,000 (1.0%) less than budget and income is £73,000 (5.6%) less than anticipated, which results in a break even position for those services reporting to this Policy Board.

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

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Community Resources	Break even	0.0%	n/a	-

2. Recommendations

2.1 Members are requested to note the budget position

3. **Community Resources**

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

3.1 **Refuse Collection**

Current Position: Net overspend £32,000
Previously Reported: n/a

The overspend is mainly due to lower income from trade waste and special uplifts, and an overspend on employee costs, for leave and absence cover, which is partly offset by an underspend on property costs.

3.2 **Roads Maintenance**

Current Position: Net underspend £32,000
Previously Reported: n/a

The underspend is mainly due to an underspend on payments to contractor, and a small over recovery of income.

4 **Projected Year End Position**

It is currently forecast that the Community Resources services reporting to this policy board will break even at year end. This forecast position is based on assumptions around the costs of disposal of both residual and recyclate waste, and the levels of tonnages received for recycling or disposal, and this will be regularly reviewed during the financial year.

It is also based on assumptions around the costs of service delivery, including roads maintenance throughout the autumn/winter period from October 2017 to March 2018, and this will be reviewed later in the financial year.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none
3. **Community 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 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

List of Background Papers

None

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RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2017/18
1st April 2016 to 23rd June 2017

POLICY BOARD : INFRASTRUCTURE, LAND & ENVIRONMENT

Description (1)	Revised Annual Budget (2) £000's	Revised Period Budget (3) £000's	Actual (4) £000's	Adjustments (5) £000's	Revised Actual (6) = (4 + 5) £000's	Budget Variance (7) £000's	%
Employee Costs	14,319	2,756	2,888	10	2,898	(142)	-5.2%
Property Costs	773	43	83	(57)	26	17	39.5%
Supplies & Services	2,012	311	283	(18)	265	46	14.8%
Contractors and Others	13,825	2,510	2,429	(48)	2,381	129	5.1%
Transport & Plant Costs	4,817	1,017	847	152	999	18	1.8%
Administration Costs	9,054	34	25	5	30	4	11.8%
Payments to Other Bodies	3,978	822	824	(3)	821	1	0.1%
CFCR	0	0	0	0	0	0	0.0%
Capital Charges	6,746	0	0	0	0	0	0.0%
GROSS EXPENDITURE	55,523	7,494	7,379	41	7,420	73	1.0%
Income	(15,310)	(1,308)	(1,176)	(58)	(1,234)	(73)	-5.6%
NET EXPENDITURE	40,213	6,186	6,203	(17)	6,186	0	0.0%

£000's

0.0%

Bottom Line Position to 23 June 2017 is an underspend of

0.0%

Anticipated Year End Budget Position is breakeven of

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2017/18
1st April 2016 to 23rd June 2017

POLICY BOARD : INFRASTRUCTURE, LAND & 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	%
MSS	567	479	601	(122)	479	0.0%
Refuse Collection	4,625	760	834	(40)	794	-4.2%
Refuse Disposal	8,058	1,684	1,701	(17)	1,684	0.0%
Streetscene	6,229	1,014	987	27	1,014	0.0%
Land Services	765	(69)	(208)	139	(69)	0.0%
Transport	1,655	239	131	108	239	0.0%
Roads Maintenance	10,606	758	714	12	726	4.2%
Regulatory Services	2,160	243	155	90	245	0.0%
Flooding	361	62	62	0	62	0.0%
Structures	301	48	81	(33)	48	0.0%
Street Lighting	864	87	91	(4)	87	0.0%
Traffic Management	1,511	182	188	(6)	182	0.0%
Traffic & Transport Studies	0	57	57	0	57	0.0%
Parking of Vehicles	(778)	(179)	(158)	(25)	(179)	0.0%
Roads grant Funded Projects	0	0	146	(146)	0	0.0%
SPTA	3,288	821	821	0	821	0.0%
NET EXPENDITURE	40,213	6,186	6,203	(17)	6,186	0.0%

£000's

0.0%

0.0%

Bottom Line Position to 23 June 2017 is an underspend of

Anticipated Year End Budget Position is breakeven of



To: INFRASTRUCTURE, LAND & ENVIRONMENT POLICY BOARD

On: 30 AUGUST 2017

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

1.1 Capital expenditure to 23rd June 2017 totals £1.575m compared to anticipated expenditure of £1.627m for this time of year. This results in an under-spend position of £0.052m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Community Resources	£0.052m u/spend	3% u/spend	<i>n/a</i>	<i>n/a</i>
Total	£0.052m u/spend	3% u/spend	<i>n/a</i>	<i>n/a</i>

1.2 The expenditure total of £1.575m represents 7% of the resources available to fund the projects being reported to this board. 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 that Members note this report.

3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive and the Director of Community Resources.
- 3.2 This is the first capital budget monitoring to members in 2017/18 and it details the performance of the Capital Programme to 23rd June 2017, and is based on the Capital Investment Programme which was approved by members on 23rd February 2017, adjusted for movements since its approval.
-

4. **Budget Changes**

- 4.1 Since the capital budget was approved budget changes totalling £7.505m have arisen which reflects the following:-

Budgets carried forward from 2016/17:-

- Vehicle Replacement Programme (£0.044m).
- Traffic Management (£0.001m).
- Paisley Town Centre Signage (£0.031m).
- Parks Improvement Programme (£0.734m).
- LED Street Lighting Strategy (£1.744m).
- Improving Community Safety (CCTV) (£0.008m).
- North Renfrew Flood Prevention Scheme (£0.003m).

Budget re-profiled from 2017/18 to 2016/17:-

- Bridge Assessment/Strengthening (£0.064m).
- Roads/Footways Upgrade Programme (£0.017m).
- Lighting Columns Replacement (£0.053m).
- Community Halls & Facilities Improvement Programme (£0.076m).

Additional Funding in 2017/18 (£2.636m) :-

- Roads/Footways Upgrade Programme (£1.636m) as agreed by Council on 23rd February 2017.
- Community Halls & Facilities Improvement Programme (£1.000m) as agreed by Council on 23rd February 2017.
- Strathclyde Partnership Transport (£0.675m).

Budget transferred in during 2017/18 :-

- Roads/Footways Upgrade Programme (£1.841m) reflecting a transfer from the Strategic Asset Management Fund.

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** –
Greener - Capital investment will make property assets 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. 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.

List of Background Papers

- (a). Capital Investment Programme 2017/18 & 2018/19 – Council,
23rd February 2017.

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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	Approved Programme @23/02/17	Current Programme MR 3	Year To Date Budget to 23-Jun-17	Cash Spent to 23-Jun-17	Variance to 23-Jun-17	% Variance	Cash to be Spent by 31-Mar-18	% Cash Spent
COMMUNITY RESOURCES								
Programme Funded By Specific Consent	239	239	0	0	0	0%	239	0%
Vehicle Replacement Programme	1,500	1,544	250	262	-12	-5%	1,282	17%
Bridge Assessment/Strengthening	500	436	70	43	27	39%	393	10%
Roads/Footways Upgrade Programme	3,000	6,460	0	1	-1	100%	6,459	0%
Lighting Columns Replacement	250	197	0	0	0	0%	197	0%
Traffic Management	0	1	0	0	0	0%	1	0%
Paisley Town Centre Signage	0	31	50	49	1	2%	-18	159%
Waste Transfer Station Upgrade	400	400	0	0	0	0%	400	0%
Parks Improvement Programme	1,250	1,984	500	467	33	7%	1,517	24%
LED Street Lighting Strategy	3,003	4,747	700	694	6	1%	4,053	15%
Community Halls & Facilities Improvement Programme	2,000	2,924	0	0	0	0%	2,924	0%
Depots Improvements	2,243	2,243	0	0	0	0%	2,243	0%
Improving Community Safety (CCTV)	0	8	0	0	0	0%	8	0%
North Renfrew Flood Prevention Scheme	0	3	0	0	0	0%	3	4%
Strathclyde Partnership Transport	0	675	57	57	0	0%	618	8%
TOTAL INFRASTRUCTURE, LAND & ENVIRONMENT BOARD	14,385	21,890	1,627	1,575	52	3%	20,315	7%



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 30 August 2017

Report by: DIRECTOR OF COMMUNITY RESOURCES

Heading: OPERATIONAL PERFORMANCE REPORT

1. Summary

- 1.1 This report provides an overview of key service activities over the first 3 periods of 2017/2018, namely 1 April 2017 to 23 June 2017. This report provides an operational performance update on the services and key projects delivered during this period.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board notes the operational performance update detailed within this report.
-

3. Background

- 3.1 Community Resources 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 Community Resources in respect of the areas of activity delegated to this Policy Board, together with key performance indicators are detailed below.
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Operational Updates

4. Amenity Services

Land Services – Parks Regeneration

- 4.1 Capital investment works at Robertson and Barshaw Parks have progressed well during this period, with civil engineering works being completed as planned in early July. These works have supported improvements to the drainage and paths networks at both parks. Contractors have commenced the programmed play area improvement works in both Robertson and in Barshaw Parks. The play equipment is in manufacture and commenced construction in July. The works will cause minimal disruption in the parks and to the existing play facilities, with both play parks expected to reopen in September 2017. As part of the Council's investment of £2.25 million in parks regeneration, £250,000 was allocated to 5 Neighbourhood Parks and attention now turns to these parks with development of plans to support improvements in the infrastructure and equipment. Park development officers, employed by the Council, are currently being recruited to support community and friends groups to pursue external funding in Neighbourhood Parks.

StreetScene

- 4.2 Recruitment and training of additional flexible posts within the seasonal workforce has been completed, with the integrated seasonal workforce undertaking work for StreetScene during the summer 6 month period and will revert to roads and winter maintenance activities over the winter months. This ensures effective support for the summer growing season.
- 4.3 Community Resources has fully supported preparations across Renfrewshire, to support local communities for their Gala Days and also assisted with preparations for key events such as the 2017 British Pipe Band Championships and SMA shot day.

Roads Capital Programme, 2017/18

- 4.4 The roads capital investment programme for 2017/18 was agreed by Council in February 2017 and will deliver capital investment of £6.7m in Renfrewshire's roads and pavements. The programme consists of 85 roads and 47 pavements in strategic routes as well as providing improvement on a significant number of rural and residential areas.
- 4.5 The investment programme has progressed well with multiple roads, now completed. Improvements and repairs will be noticeable on a number of main routes, residential streets and pavements and this will continue throughout the remainder of the financial year 2017/18.

Environment and Place, Investment

- 4.6 Investment funding was approved by Council in June 2017, with £250,000 being allocated to improve environment and place standards across Renfrewshire. This includes a commitment to support local communities in their efforts and contribution to improving Renfrewshire, as a clean, safe welcoming place to live and work.

- 4.7 Following the launch of the campaign a programme of enhanced community engagement and operational activities will be delivered across the whole of Renfrewshire. The activities will focus on street cleaning, gulley maintenance, rapid response services, road infrastructure improvements, support & engagement with communities and volunteer participation. Community participation events are scheduled from September onwards.
- 4.8 These operational activities are being supported by an overarching media campaign which has been developed, including workshops involving engagement with communities.

Waste Services

- 4.9 The energy from waste treatment plant in Dunbar to take Renfrewshire and Clyde Valley authority partners residual waste is progressing well, with build nearing completion. This will allow commissioning prior to 2020, when Renfrewshire residual waste is supplied to the facility, and in advance of Landfill Ban for residual waste in 2020.
- 4.10 Development has commenced on the 2017 – 2022 Waste Strategy, looking at collection and disposal requirements, taking account of the household waste recycling charter the Council committed to in 2016.

Street Lighting – LED Investment Programme

- 4.11 Renfrewshire's £11m LED Street Lighting Investment Programme commenced implementation in April 2016 over 3 phases with the last phase completed in June 2017 resulting in over 92%, 28,000 Street Lights across Renfrewshire being converted to LEDs. Specialist conversions, hard to access lighting columns and repairs to underground cabling make up the remaining percentage and will be completed over the summer period.
- 4.12 As reported to the former Environment Policy Board on 25th January 2017, on completion of the LED street lighting investment programme, the Council would review the LED investment programme, as implemented and installed. The Survey of LED lighting levels commenced in July 2017. Every street in Renfrewshire will have the lighting levels assessed. The review programme will follow the three phases of installation commencing in Paisley, Johnstone and South Renfrewshire, and lastly Renfrew and Renfrewshire North. Where tree vegetation or an additional lighting columns are identified these works will be undertaken prior to the winter months. Initial feedback from the survey has returned positive results with light levels shown to be in excess of the minimum lighting levels required for residential areas.
- 4.13 Street Lighting Repairs – improved performance within the in house Street Lighting Repair team has been sustained, with repairs being undertaken within the performance target of 7 days from the date reported, with overall performance rate exceeding 99%.

Roads and Infrastructure

Road Safety Improvements

- 4.14 The Scottish Safety Camera Partnership working with Renfrewshire Council agreed to introduce a fixed speed camera to Beith Road in Johnstone immediately west of the junction of Rannoch Road infrastructure work has commenced, with the camera being installed and commissioned in July and August. The camera is being introduced to encourage motorists to drive within the speed limit in an effort to reduce these numbers. The camera will detect vehicle speeds for traffic travelling towards Howwood from Johnstone.

Fleet Services

- 4.15 During the period April to June 2017 the Council's fleet of 435 vehicles had a new telematics system installed. The system will support vehicle and fuel efficiency as well as productivity improvements. The telematics will also support driver behaviour to achieve improvements in road safety and accident avoidance

Transportation

Parking Meters

- 4.16 Renfrewshire Council's parking meters have been converted to take the new £1 coin ahead of the old coin's withdrawal in October 2017. There are a small number of machines where it is not possible to convert or repair. These meters will be decommissioned and will be replaced by meters that are capable of taking contactless/card payment and coins.

5. Renfrewshire Community Safety Partnership

The Rapid Response Team

- 5.1 The Rapid Response Team (RRT) continues to improve the environment by investigating & removing small scale flytipping and investigating environmental crime throughout Renfrewshire.
- 5.2 The RRT also monitor identified areas with environmental issues. Former hot-spots have stopped receiving flytipping complaints since the commencement of routine patrols. Since January 2017, the team has:
- Provided assistance to the front line StreetScene teams, by providing backup and emptying bins council-wide;
 - Lettered residents of specific problem areas and advising of bin collection days;
 - Removed around 4.5 tonnes of waste;
 - Undertaken over 250 investigations of environmental crime, including flytipping, backcourt dumping, trade waste, litterbins, flyposting, graffiti and street litter;
 - Issued 4 Duty of Care Notices in relation to duty of a business to produce evidence of waste uplift and disposal arrangements.

6. Regulatory Services

Product Safety

- 6.1 An officer from the Trading Standards & Licensing Team has been working in partnership with Border Force, in relation to consignments of suspected unsafe goods being imported at Glasgow Airport. Consignments containing suspected unsafe toys, safety harnesses and cosmetic products have recently been investigated. Where the consignments are destined for neighbouring authorities, Trading Standards services in those authorities liaise with the importers in their area. Safety testing documentation has been checked, and advice and support has been given to importers. Where goods cannot be shown to be safe, or cannot be brought into compliance, the consignments are formally abandoned, and the goods are destroyed. To date, around 95% of products investigated have been found to be unsafe. As such this work is crucial in protecting the safety of UK residents, and ensuring the integrity of the UK economic market.

Contaminated Land

- 6.2 Officers have been working closely with BAE Systems personnel to review site contamination reports to address remediation at the ROF Bishopton site. This is a complex process and has resulted in the successful remediation of Phases I and II of the site, with residential development progressing at the northern extent. The programme has been ongoing now for a number of years and is expected to continue into the 2030's, which will result in further areas of redevelopment being remediated. The remediation programme in this site is one of the biggest in Europe. As part of our work, regular liaison meetings are held with BAE Systems personnel, as are site visits to monitor the remediation works.
- 6.3 While there are currently no sites in Renfrewshire that are listed on the contaminated land register there are sites that may be developed in the future that contain contamination and would require similar remedial works to be carried out as part of the development process. One such site is the former BASF site in Hawkhead Road where remedial works are currently being undertaken. Community Resources is a statutory consultee and works with Development and Housing Services to ensure all sites are appropriately identified and remediated.

7. Performance Update – Indicators and Targets

7.1 The table below summarises target and actual performance for key performance indicators and benchmarking targets under each of the key change themes for 2016/17.

Target for 2017/18	Target to Period 3	Actual to Period 3	Comments
A Better Future – Place			
1. Food Hygiene Information Scheme - % of premises which currently achieve a Pass rating			
97%	97%	97%	Of the 1,446 premises in Renfrewshire, 1,404 achieved a 'Pass' rating. This reflects a very high level performance where 97% of food premises inspections meet or exceed compliance at the point of inspection. All premises are required to make the improvements necessary to achieve the Pass rating in order to continue trading.
2. Trading Standards – Consumer Complaints completed within 14 days			
82%	82%	85%	This performance was above the period 3 target of 82%. At the end of period 3, the service dealt with 171 consumer complaints, 146 of which were completed within the 14 day timescale.
3. % of household waste which is recycled (** Waste data is now published by SEPA on a calendar year basis – this is the data for 2016 calendar year and has still to be verified by SEPA.)			
55%	55%	43.6%	This is the data for the first quarter of 2017 calendar year and has not yet been verified by SEPA. The recycling rate was 43.6%. Waste performance data is measured on a calendar year basis. The 43.6% performance detailed above reflects the first quarter of the calendar year i.e. January to March 2017. This first period reflecting a seasonal low level of recycling. The 43.6% compares with a 43.3% performance level for the same period in 2016.
A Better Council			
4. Land Audit Management System - % of areas assessed as acceptable			
90%	90%	95%	Performance in the first 3 periods of 2017/18 exceeded the target of 90%.

Target for 2017/18	Target to Period 3	Actual to Period 3	Comments
5. % of front line resolutions dealt with within timescale			
i) Community Resources			
100%	100%	86%	Community Resources has received 1,444 front line resolutions in the first 3 periods of 2017/18, of which 1,240 (86%) were responded to within timescale.
ii) Amenity Services			
100%	100%	86%	Over the same period Amenity Services received 1,380 front line resolutions of which 1,182 (86%) were responded to within timescale.
iii) Regulatory Services			
100%	100%	100%	Regulatory Services received 7 front line resolutions in the first 3 periods of 2017/18 and all were responded to within timescale.
6. % of complaint investigations dealt with within timescale			
i) Community Resources			
100%	100%	71%	Community Resources has dealt with 7 complaint investigations in the first 3 periods of 2017/18, 5 (71%) of which were dealt with within the agreed timescale.
ii) Amenity Services			
100%	100%	100%	Amenity Services has dealt with 3 complaint investigations; all (100%) were dealt with within the agreed timescale.
iii) Regulatory Services			
100%	100%	100%	There was 1 complaint investigation for Regulatory Services in the first 3 periods of 2017/18 and this was dealt with within the agreed timescale.
7. % of Freedom of Information requests completed within timescale			
Community Resources			
100%	100%	100%	All FOIs were responded to on time, achieving the annual target. 112 FOI requests were received, 84 of which were departmental specific and the other 28 were cross-departmental.

Target for 2017/18	Target to Period 3	Actual to Period 3	Comments
8. (Traffic and Transportation) Traffic light failure - % of traffic light repairs completed within 48 hours			
95%	95%	84%	<p>At the end of Period 3, 84% of traffic repairs were completed with 48 hours.</p> <p>Performance has not achieved target due to the requirement for civils works as a result of road traffic accidents. These are more time consuming than reactive repairs.</p>
9. Overtime as a % of total employee costs			
i) Community Resources			
6%	6%	6.5%	<p>The level of overtime across Community Resources, in the first 3 periods of 2017/18, was slightly above target.</p> <p>This was due to additional overtime being required to deliver two elections in the reporting period with all cost recoverable.</p>
ii) Amenity Services			
6%	6%	5.2%	In this period the level of overtime in Amenity Services was within target.
iii) Regulatory Services			
6%	6%	0.8%	In the same period the level of overtime in Regulatory Services was within target.
10. Sickness Absence Figures:			
i) Community Resources			
4%	4%	6.9%	<p>The absence level for Community Resources at the end of period 3 was 6.9% compared to the target of 4%.</p> <p>The absence level of 6.9% is due to a number of long term absences, with the overall absence rate consisting of :-</p> <ul style="list-style-type: none"> - 79.9% long-term absences - 20.1% short-term absences. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>

Target for 2017/18	Target to Period 3	Actual to Period 3	Comments
ii) Grounds Maintenance			
4%	4%	2.7%	<p>Absence level for grounds maintenance employees was 2.7% at the end of period 3 and was within target.</p> <p>Overall absence rate is made up of:-</p> <ul style="list-style-type: none"> - 60.5% long-term absences - 39.5% short-term absences. <p>Absence is within target.</p>
iv) Street Cleansing			
4%	4%	1.5%	<p>Absence levels for street cleansing employees was 1.5% end of period 3.</p> <p>The absence level of consisted of:-</p> <ul style="list-style-type: none"> - 92.9% long-term absences - 7.1% short-term absences. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>
v) Refuse Collection			
4%	4%	9.2%	<p>Absence levels for refuse collection employees was 9.2% at the end of period 3.</p> <p>This consisted of:-</p> <ul style="list-style-type: none"> - 63.8% long term absence - 36.2% short term absences. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>
vi) Roads & Transportation			
4%	4%	2.1%	<p>Absence levels for Roads & Transportation employees was 2.1% at the end of period 3.</p> <p>Overall absence is made up of:-</p> <ul style="list-style-type: none"> - 68.9% long-term absence - 31.1% short-term absence. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>

Target for 2017/18	Target to Period 3	Actual to Period 3	Comments
vii) Regulatory Services			
4%	4%	1.7%	Absence levels for Regulatory Services employees was 1.7% at the end of period 3. This consisted of:- - 100% long term absence. Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.
11. % of pothole repairs completed within timescales			
66%	66%	60%	Early focus of resources has been to take forward the capital investment programme of roads resurfacing. These activities coupled with high absence levels within the service has contributed towards the performance dipping below the repair target of 66%.

Implications of the Report

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

Children and Young People – Renfrewshire Community Safety Wardens and the Youth Team work with schools regarding the issue of litter generated by pupils from Secondary schools.

Community Care, Health & Well-being – the services encourages use of our parks and open spaces to promote a healthy and active lifestyle.

Empowering our Communities – Community Resources is actively working with community groups to encourage participation to help improve local communities.

Greener - 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 the implementation of

LED streetlights and electric and low carbon vehicles within the council fleet.

Jobs and the Economy – the service is actively involved in the Invest in Renfrewshire scheme and investing in road network to support and facilitate economic growth.

Safer and Stronger - by working with the local community and through enforcement activities, to improve the appearance of local areas and to help reduce anti-social behaviour.

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 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 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

List of Background Papers: None

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To: Infrastructure, Land and Environment Policy Board

On: 30 August 2017

Report by: Director of Community Resources

Heading: Renfrewshire Local Transport Strategy, Refresh 2017

1 Summary

- 1.1. The 'Renfrewshire Strategic Economic Framework 2016–2018' and Paisley Town Centre 10 Year Action Plan, as approved by the Leadership Board in November 2016, made a commitment to prepare a new Local Transport Strategy for Renfrewshire. With the recent advent of major economic drivers, such as the Glasgow City Region City Deal, an up to date Local Transport Strategy is vital to achieving the Council's economic and social ambitions.
- 1.2. A Local Transport Strategy (LTS) takes its policy cues from the National and Regional Transport Strategy hierarchy. However, the National and Regional Transport Strategies were written in 2006 and 2008 respectively and are both undergoing reviews. Without an up to date National or Regional Transport Strategy, to support policy direction a refreshed Local Transport Strategy for Renfrewshire will take account of legislation emerging themes and opportunities. A new, fully rewritten Local Transportation Strategy, taking account of policies yet to emerge from the new National (NTS2) and Regional Transport Strategies, will be produced in due course.
- 1.3. The Local Transport Strategy (LTS) refresh supports the Council's City Deal projects, the Paisley Town Centre 10 Year Action Plan and integrates with the Renfrewshire Cycling Strategy and Renfrewshire Outdoor Access Strategy. The LTS refresh also takes cognisance of legislative changes since 2007.
- 1.4. In addition to the LTS, the Council is undertaking a specific Transport Strategy for Paisley reflecting a ten year period from 2017 to 2027, but highlighting specific interventions that can be implemented in the short to medium term to support the bid

for UK City of Culture 2021.

- 1.5. Since 2007, traffic levels and car ownership have remained largely static, due to the recession. Road accidents continue to fall faster than Government targets and twice as many people now work from home. Bus use has declined, despite the improvements in service and the public's high convenience rating, brought about by Renfrewshire's Statutory Quality Partnership. Walking is becoming less popular as a way of getting to work or covering short distances.
- 1.6. Most of the actions arising from the 2007 LTS have now been implemented and those remaining are being taken forward by Renfrewshire's projects in the Glasgow City Region City Deal.
- 1.7. Legislative and other changes will play a large part in directing Renfrewshire's key objectives in future. Town centres will be prioritised for improvements in accessibility to encourage the local economy. The abolition of Air Passenger Duty and the projected increase in air travel will require attention to Glasgow Airport's access arrangements. Online shopping creates many more delivery trips than before. Combined with the potential for the economy to recover in future, traffic levels will increase as a result. The Council must react to maintain its clean environment and do more to encourage the use of sustainable forms of transport over the private fossil fuel driven vehicle.
- 1.8. Changes to the responsibilities of both Regional and Local Roads Authorities may appear in the forthcoming Transport Bill this is now expected late 2018 – 2019 and the National Transport Strategy (NTS2). Renfrewshire will have to be agile enough to assimilate these changes into its business as usual.
- 1.9. The LTS 2017 Refresh sets out a number of interim Strategic Aims and Actions for the period up to the publication of NTS2, based in the following topic areas: active travel; demand management; network performance; strategic road and rail connections; development; network maintenance; and road and community safety.

2. Recommendations

- 2.1. It is recommended that the Infrastructure, Land and Environment Policy Board approves the 'Renfrewshire Local Transport Strategy Refresh 2017' for publication.
-

3. Background

- 3.1. The 'Renfrewshire Strategic Economic Framework 2016–2018' and Paisley Town Centre 10 Year Action Plan, approved in November 2016, made a commitment to prepare a new Transport Strategy for Renfrewshire. Local Transport Strategies are not mandatory in Scotland, unlike in England where Local Transport Plans must be revised every 5 years. Renfrewshire's present Local Transport Strategy was produced in 2007 to cover the following 10 to 20 years.
- 3.2. A Local Transport Strategy (LTS) takes its policy cues from the National and Regional Transport Strategy hierarchy. However, the National and Regional Transport Strategies were written in 2006 and 2008 respectively and are both undergoing reviews.
- 3.3. The National Transport Strategy (NTS) of 2006 was refreshed in January 2016 and this exercise recommended a fuller review of the NTS in the next Scottish Parliamentary term. The Minister for Transport and the Islands subsequently announced a full review of the NTS on August 2016. The Research and Evidence Working Group of the National Transport Strategy Review has published the first element in this review, a call for evidence, which closed on 14 July 2017. Transport Scotland plans to build on this with a wider programme of engagement culminating with a formal public consultation expected from late 2018 onwards.
- 3.4. The Regional Transport Strategy (RTS) was approved by Scottish Ministers in 2008 and has a lifespan until 2021. Strathclyde Partnership for Transport (SPT) consider it appropriate that it should begin the process of refreshing and reviewing the RTS in line with and taking into account the National Transport Review and all other factors affecting transport across the region. It is worth highlighting that the RTS is a statutory document, by way of the Transport (Scotland) Act 2005, while the NTS and LTS are non-statutory documents.
- 3.5. With the recent advent of major economic drivers such as the Glasgow City Region City Deal, the ease with which people can get to Renfrewshire and move around has become even more fundamental to achieving the Council's economic and social ambitions.
- 3.6. A good quality transport network is vital for a growing and successful economy and underpins the future success of the Council's other near term priorities including the growth of Paisley; development of the Airport Investment Area; links with Glasgow and the wider city region; tackling disadvantage and the promotion of Renfrewshire to future residents, investors and tourists.
- 3.7. Without an up to date National or Regional Transport Strategy, the Council has developed a 'refreshed' Local Transportation Strategy 2017 with the long term ambition being that a new LTS will be produced taking account of policies yet to emerge from the new National and Regional Transport Strategies. The 'refresh' lists the policy areas to be considered by the new LTS, tracks the changes to

Renfrewshire's transport landscape since 2007, measures the Council's progress against the targets set in the 2007 LTS, sets out some key objectives for the future and advocates a number of strategic aims and actions to guide the Council's transport aspirations until the production of the new LTS.

- 3.8. The LTS refresh supports the Council's City Deal projects, the Paisley Town Centre 10 Year Action Plan, the UK City of Culture aspirations and development of a transportation strategy for Paisley, the Renfrewshire Cycling Strategy and Renfrewshire Outdoor Access Strategy. The LTS refresh also takes cognisance of legislative changes since 2007 which give the Council specific duties with regard to disabled persons parking places, transport emissions reduction targets, discrimination, and community engagement.

4. Renfrewshire's Transport Landscape

- 4.1. According to the SPT Transport Outcomes Report: Renfrewshire 2016/17, a greater proportion of people in Renfrewshire choose the car as their main mode of travel than in Scotland as a whole. However, more people consider public transport to be convenient to use and more people are satisfied with the service in Renfrewshire than on average in Scotland. More drivers experience delay in Renfrewshire than in Scotland as a whole, 34% of households own a bicycle and three quarters of adults over 16 walk on at least one or two days a week as a means of transport.
- 4.2. Since the last LTS in 2007:
 - 4.2.1. Development in Renfrewshire, mostly new housing, has added to its length of roads by around 6km per year. Both its population and economically active population have grown nominally but more people travel out of Renfrewshire to work, mostly to Glasgow.
 - 4.2.2. The most marked changes to the public transport network in the ten years since 2007 have been the reduction in the number of bus companies active in Renfrewshire due to the Statutory Bus Quality Partnership which guaranteed that only companies with modern clean buses and adequate customer service could operate in Renfrewshire.
 - 4.2.3. The percentage of people in Renfrewshire with access to one or more cars has hardly changed. The only appreciable change in people's travel habits is a doubling of the number of people working from home.
 - 4.2.4. Overall traffic levels in Renfrewshire have, on average, remained static yet the number of recorded road accident casualties on Renfrewshire Council's roads has fallen steadily from 461 in 2007 to 262 in 2015.

5. Looking back; LTS Actions undertaken since 2007

- 5.1. Most of the actions arising from the 2007 LTS have now been implemented and outcomes have been measured. The key areas of achievement since the last LTS

are summarised below:

- 5.1.1. The Glasgow City Region City Deal project is underway and includes proposals for an alternative road bridge crossing of the River Clyde and a rail based connection to Glasgow Airport.
- 5.1.2. The Glasgow City Region City Deal project also includes the Renfrew Northern Development Road to ease congestion in Renfrew.
- 5.1.3. Fastlink extends from Glasgow city centre to Queen Elizabeth Hospital. The design of its western extension to Braehead is under consideration, in association with the proposed expansion of Braehead Retail Park.
- 5.1.4. The Council has replaced all of its street lights with low energy, longer lasting, LED lamps to save on energy and maintenance bills while maintaining safe light levels for all road users.
- 5.1.5. The weak bridge at Main Street, Lochwinnoch has been replaced with one to current load capacity standards.
- 5.1.6. Johnstone Station has been upgraded with a two-storey park & ride car park, on-site bus stops and cycle storage.
- 5.1.7. A Statutory Bus Quality Partnership ran for 5 years from 2011, which succeeded in markedly raising the standard of bus provision in Renfrewshire.
- 5.1.8. The Council has produced a Cycling Strategy and Outdoor Access Strategy.
- 5.1.9. The Paisley South Side Strategic Walking/ Cycling Route was implemented between 2010 and 2015.
- 5.1.10. The work associated with the Renfrew Town Centre Regeneration Strategy was completed in 2010.
- 5.1.11. A new traffic signal junction with pedestrian and cycle crossings was opened at the junction of the A8 and Old Greenock Road, to improve access to Inchinnan.

6. Looking back; Achievement of 2007 LTS's Transportation Outcome Indicators

- 6.1. The 2007 LTS set up a number of transportation outcome indicators to monitor the effectiveness of the high level actions identified in the document. Renfrewshire Council continues to better the targets for reductions in road casualties set by the Scottish Government. Journey times and traffic growth have, for all intents and purposes, both been static between 2008 and 2016. Despite Renfrewshire Council's efforts between 2007 and 2015, walking is becoming less popular as a way of getting to work or covering short distances. The Council's Outdoor Access Strategy and its future focus on the improvement and expansion of Renfrewshire's walking and cycling network is intended to halt this trend.

7. Looking forward; Key Objectives of the 2017 LTS Refresh

7.1. The LTS 2007's key objectives remain valid, however changes in the transport landscape since 2007 will affect the priority with which each of the objectives is treated in future:

7.1.1. Regenerate the local economy wherever possible;

- The 'Town Centre First Principle' asks local authorities to prioritise actions to provide good accessibility, either by public transport or by foot or bike, to encourage enhanced vibrancy, equality and diversity within its town centres.
- Scottish Government's plan to abolish Air Passenger Duty will increase travel to Glasgow Airport. Renfrewshire's City Deal projects are designed to accommodate such an increase but the Council must also prepare to mitigate increased levels of private traffic on the local road network.

7.1.2. Combat poverty and promote equality including supporting behavioural change;

- The Community Empowerment Act emphasises community planning with public bodies working together and with the local community to improve local outcomes and tackle inequalities of outcome in the local authority area.

7.1.3. Encourage healthier lifestyles;

- Renfrewshire is already promoting healthier travel options through its Cycling and Active Travel Strategies, aligned with the Cycling Action Plan for Scotland. The Council also recognises the National Planning Framework's (NPF3) call for at least one exemplar walking and cycling friendly settlement to be taken forward in each local authority area.

7.1.4. Encourage a choice of transport options;

- As bus patronage continues to decline, the Council is working to reverse the trend by providing real time information at bus stops. We also look forward to the culmination of SPT's integrated transport project to introduce smart & integrated ticketing.

7.1.5. Improving access for all, including the mobility impaired;

- Local authorities have particular responsibilities in relation to meeting the needs of road users with disabilities. Renfrewshire will continue to meet its obligations in this regard.

7.1.6. Ensure a healthy and sustainable environment;

- Economic conditions have arguably held current levels of congestion (and associated emissions) largely static. Should a strong economic rebound impose new demands on the transport system and the environment, such as through increased car use, Renfrewshire will have to adjust to a more resource-efficient, lower emission, sustainable economic model.

7.1.7. Improve community safety and security, both real and perceived, and increase connectivity between settlements and services;

- Working from home and flexible working patterns, both of which are possible due to the increasing use of technology, are reducing commuting in the regular peaks. However, they create demand for travel at other times. For example, increases in on-line shopping means a higher number of individual deliveries, with high expectations of rapid delivery times. Renfrewshire's transport system must react to these changes to meet people's ever-higher expectations of 'normal service' being maintained at all times.

7.1.8. Encourage integration of services and an integrated approach by public bodies whilst achieving best value;

- Renfrewshire will adopt a three tiered approach to transport investment; to maintain and safely operate existing assets; to make better use of existing capacity; and to target infrastructure improvements. Renfrewshire must undertake a greater degree of partnership working in future, beyond the conventional boundaries of the transport sector, in order to secure the long term future of its transport network.
- Changes to the responsibilities of both Regional and Local Roads Authorities may appear in the forthcoming Transport Bill and the National Transport Strategy. Renfrewshire will have to be agile enough to assimilate these changes into its business as usual and its new Local Transport Strategy to ensure the seamless continuation of services to the public and the local economy.

8. Looking forward; Strategic Aims in the 2017 LTS Refresh

8.1.1. The following aims, included in the 2017 LTS Refresh, describe a general direction of travel for Renfrewshire's strategic transport aspirations in the short term while the new Regional and National Transport Strategies are awaited. More detailed actions for individual locations are left to be revised by the 'new' Renfrewshire Local Transport Strategy.

8.2. Active Travel;

The Council will seek to close the gaps in its footway/cycleway network and to extend the network into locations of future demand as directed by its Cycling and Outdoor Access Strategies.

8.3. Demand Management;

8.3.1. The Council will continue to promote public transport within the constraints of the present legislative structure and provide shelters and easy-access kerbs, amongst other infrastructure, to make public transport a more attractive mode of transport.

- 8.3.2. The Council will continue to advocate measures to control the growth in the use of the private car to achieve a shift to healthier, more sustainable forms of transport which have less impact on the environment.
- 8.4. Road Network Performance;
 - 8.4.1. The Council will continue to improve its traffic management infrastructure to reduce traffic delay where possible without detrimentally affecting active travellers and those using public transport.
- 8.5. Strategic Road and Rail Connections;
 - 8.5.1. The Council aims to support the continuing growth of Glasgow Airport and the wider economy by offering an improved travel experience and better connections to all areas of the Glasgow City Region by improving links with the wider transport network. The Renfrewshire City Deal project aims to realise the potential for economic growth and transport connectivity in Renfrewshire, particularly at key commercial sites such as Westway and Inchinnan Business Parks and Paisley and Renfrew town centres.
- 8.6. Development;
 - 8.6.1. The Council will ensure that development does not adversely affect the transport hierarchy of users; pedestrians, cyclists, public transport, deliveries, private car; and will strive to obtain improvements in environment, safety and capacity for all transport users where possible.
- 8.7. Network Maintenance;
 - 8.7.1. The Council will maintain roads, bridges, street lighting and street furniture to a standard that ensures public safety, using the most cost effective combination of structural repairs and cyclic maintenance.
- 8.8. Road and Community Safety;
 - 8.8.1. The Council will continue to target accident reduction through awareness-raising for road users, introduce engineering measures to reduce risk and support Police enforcement.
- 8.9. Development of a Transportation Strategy for Paisley;
 - 8.9.1. In addition to the LTS, the Council is undertaking a specific Transport Strategy for Paisley reflecting a ten year period from 2017 to 2027, but highlighting specific interventions that can be implemented in the short to medium term to support the bid for UK City of Culture 2021.

9. Progress towards Government's 2020 Accident Reduction Targets

- 9.1. Since the publication of the 2007 LTS, new national targets for accident reduction have been published by Scottish Government. Renfrewshire Council is currently on target to meet the specified reductions in deaths and serious injuries on our roads by the year 2020, using a combination of education, changes to physical infrastructure and partnership working.

Implications of the Report

1. **Financial** – The refreshed LTS will be taken forward through revenue and capital funding provided by the Council and other Partners.
2. **HR & Organisational Development** - None
3. **Community Planning** - None
4. **Legal** - None
5. **Property/Assets** - None.
6. **Information Technology** – Technology will support the delivery of the Strategy.
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

List of Background Papers – Renfrewshire Local Transport Strategy, Refresh – July 2017

Author: Gordon McNeil, Head of Amenity Services
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To: Infrastructure, Land and Environment Policy Board

On: 30 August 2017

Report by: Director of Finance & Resources

**Heading: Renfrewshire Council Response to Scottish Government
Consultation on Climate Change Bill**

1. Summary

1.1. This report relates to the Scottish Government's proposals in the Climate Change Bill consultation. This act will set carbon targets up to 2050.

2. Recommendations

2.1. It is recommended that the board:

2.1.1. Notes the Scottish Government's consultation on the Climate Change Bill 2017, welcomes the proposed targets in principle but expresses concerns about the resources and scheduling of the later targets.

2.1.2. Approves for submission the terms of the Background Paper 2, contained in the Appendix 1.

3. Background

3.1. The Scottish Government has devolved responsibility to set carbon targets for Scotland. The Climate Change (Scotland) Act passed by the Scottish Parliament in 2009 helped to establish Scotland as a world-leader in tackling climate change. Since then, Scotland has made sustained progress against the ambitious targets set under the Act. Scottish Greenhouse Gas Emissions statistics are published annually and an annual target report setting out whether each annual target has been

met is laid in the Scottish Parliament. The independent Committee on Climate Change also produces an annual progress report on reducing emissions in Scotland.

- 3.2. The Scottish Government is committed to playing its part in limiting global temperature rises by decarbonising the Scottish economy. It does this in the context of evidence from the International Finance Corporation that indicates that the Paris Agreement will help open up \$23 trillion worth of opportunities for climate-smart investments in emerging markets between now and 2030.
- 3.3. The 2009 Act requires the Scottish Government to publish regular plans for meeting future emission reduction targets. The Scottish Government published a draft of its' third Climate Change Plan, setting out proposals and policies to meet targets out to 2032, in January 2017. A final Plan is expected in early 2018.
- 3.4. Following the increased global ambition represented by the Paris Agreement, the Programme for Government 2016-17 committed to a new Climate Change Bill to reduce emissions further. Proposals for a new Bill were outlined by the Cabinet Secretary for Environment, Climate Change and Land Reform in a statement to Parliament in June 2017.
- 3.5. The Climate Change Bill 2017 proposes carbon targets from 2020 to 2050. The Scottish Government's proposed interim targets are in their consultation document are:
 - 56% by 2020 of 1990
 - 66% by 2030 of 1990
 - 78% by 2040 of 1990
 - 80% by 2050 of 1990With a proposal to consider revising the 2050 target to 90% and possibly zero carbon.
- 3.6. Renfrewshire Council recognises that climate change will have far reaching effects on Renfrewshire's economy, its people and its environment and is determined to lead by example in tackling the causes of climate change.
- 3.7. Renfrewshire Council's Carbon Management Plan (CMP), quantifies the Councils CO₂ emissions from an established baseline for the financial year 2012/13. The Council identified a target to reduce these carbon emissions by 36% by March 2020, which equates to 19,397 tonnes of CO₂ over the same period. Current progress after 2016/17 shows a reduction of 34%, considerably more than anticipated.

- 3.8. Renfrewshire Council's response is supportive of the proposed targets but highlights our concerns that the momentum of early gains will not be sustained. We also highlight the need for finance and staffing resource assessments to be undertaken to define the requirements and enable planning.

Implications of the Report

1. **Financial** - All energy reduction and carbon savings projects undertaken in the corporate stock are subject to cost benefit analysis and must demonstrate best value. We have suggested that the Scottish Government considers undertaking a financial resources assessment of the implications of their proposals.
2. **HR & Organisational Development** - Currently we do not have sufficient data to evaluate the HR & Organisational development impacts and have therefore recommended that the Scottish Government undertakes resources impact assessments on their proposals.
3. **Community Planning** – None
4. **Legal** – None
5. **Property/Assets** – Currently we do not have sufficient data to evaluate the Property/Assets development impacts and have therefore recommended that the Scottish Government undertakes resources impact assessments on their proposals.
6. **Information Technology** – None
7. **Equality and Human Rights** – None
8. **Health and Safety** – None
9. **Procurement** – None
10. **Risk** - Currently we do not have sufficient data to evaluate the Risk impacts and have therefore recommended that the Scottish Government undertakes resources impact assessments on their proposals.
11. **Privacy Impact** – None
12. **COSLA Policy Position** – N/A

List of Background Papers

- (a) Scottish Government's consultation on the Climate Change Bill 2017.
- (b) Renfrewshire Council response to the Scottish Government's consultation on the Climate Change Bill 2017.

The foregoing background papers will be retained within Development & Housing 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 Craig Thorpe, Corporate Asset & Energy Manager, Tel. 0141-618 6227, e-mail address: craig.thorpe@renfrewshire.gov.uk.

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

Renfrewshire Council

Please specify organisation type (if applicable):

- Community group or organisation
 Third sector organisation
 Private sector organisation
 Academic or research organisation
 Public Body, including Local Government, Executive Agencies etc.

Other – please state...

Phone number

0141 618 6076

Address

Renfrewshire House, Cotton Street, Paisley

Postcode

PA1 1JD



Email

Ronald.mould@renfrewshire.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

- Publish response with name
- Publish response only (without name)
- Do not publish response

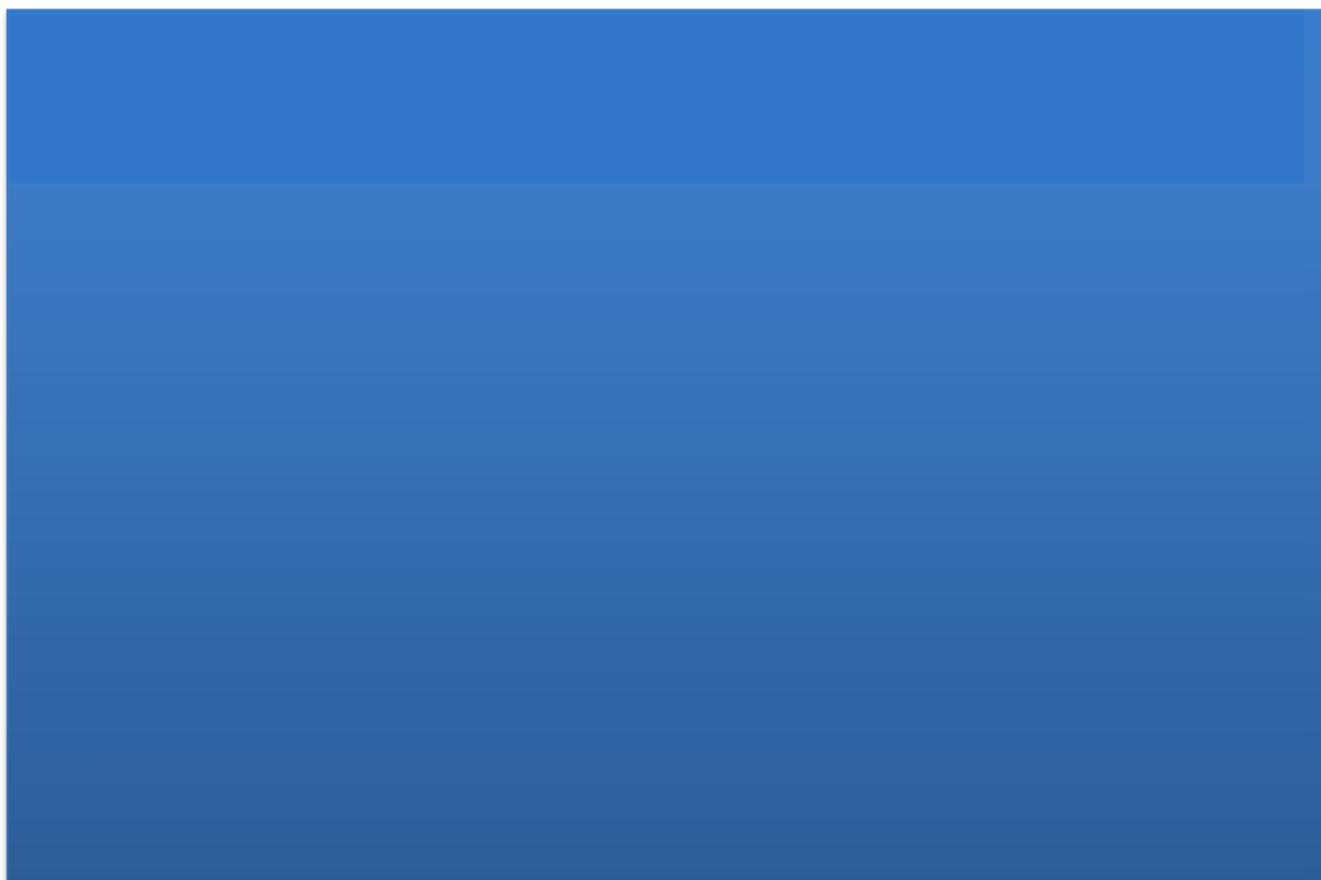
We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
- No

Renfrewshire Council

Response to

Scottish Government Climate Change Bill 2017



Prepared by Ron Mould
Date: July 2017
Version number: 0-1



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Executive summary

This is Renfrewshire Council's submission to the Scottish Government's consultation on their proposed Climate Change Bill 2017. We recognise the Scottish Government's ambitious targets that it has successfully strived towards to date and that the proposals in this consultation continue to set ambitious targets. Renfrewshire Council will do all in its power, within the usual financial and regulatory constraints, to support the Scottish Government in achieving these targets.

Renfrewshire Council has set targets for carbon reduction in its Carbon Management Plan. We reported that we exceeded our target by 14% in our most recent reporting period (2009/10 to 2013/14). Renfrewshire Council continues to set challenging targets (Renfrewshire Council Carbon Management Plan 2014/15 – 2019/20) which it is committed to achieving but is aware that further carbon reductions are likely to come at increased costs and resource requirements per tonne Carbon saved.

1 Introduction

2 Renfrewshire Council Area

Renfrewshire Council was created in 1996 following the break-up of Strathclyde Regional Council. Renfrewshire is the ninth largest Council area in Scotland and is home to a population of 170,000 people, which is 3% of the total Scottish Population. Renfrewshire Council has a variety of Public Buildings, which number in excess of 260 and include education establishments, libraries, offices, recreational buildings etc. There are almost 84,000 homes in Renfrewshire area of which about 12,000 are in council ownership.

The main areas of population are shown in the map in **Figure 1**.

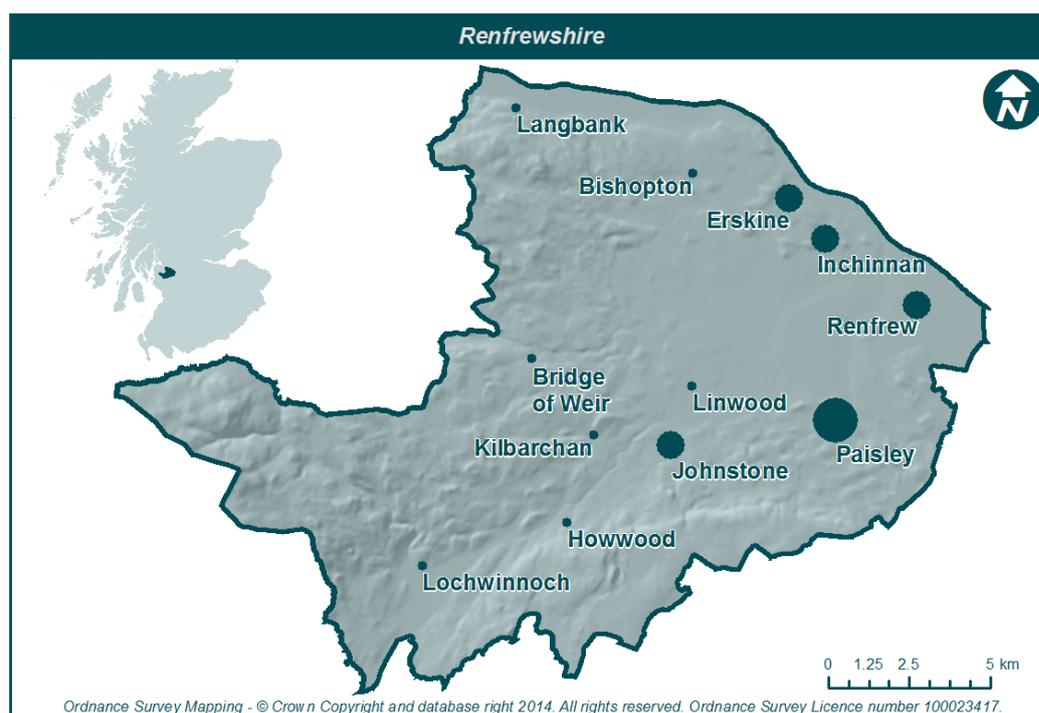


Figure 1 – Main areas of population in Renfrewshire

The council area is characterised as urbanised in its eastern, northern and southern boundaries while its western boundary contains peri-urban, rural and remote rural areas.

Renfrewshire Council has set targets for carbon reduction in its Carbon Management Plan. The most recent period (2009/10 to 2013/14) we reported on we exceeded our target by 14%. Renfrewshire Council stated its aspiration to achieve a reduction target of 25%, based on the 2008/09 carbon footprint baseline, by 31st March 2014. A number of factors have made this a challenging target including: the complexity of the carbon management process; demands for new skills within, and time from, existing staff in the identification, planning, resourcing and tracking of carbon reduction projects/initiatives; a changing legislative and policy framework, and the changing nature of estate and building use which has increased the energy intensiveness of the building stock. Overall, a carbon reduction of 28.35% was achieved.

These factors combined to suggest that a review and revision of the original Carbon Management Plan, including reduction targets, would help Renfrewshire Council move forward constructively. A new baseline year of 2012/13 has been set; the carbon footprint for this year was calculated to be at 53,514 tonnes of carbon dioxide equivalent (tCO₂e) and includes electricity, gas, oil and water and wastewater in buildings, street lighting, waste disposal and transport (council owned fleet).

Renfrewshire Council has set a target to reduce its total annual carbon footprint by 19,389 tCO₂e by the end of financial year 2019/20, this equates to a reduction of 36%. Reductions will be achieved

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through a range of projects including energy, fleet, waste, street lighting, staff travel and awareness raising initiatives. In 2015/16 Renfrewshire Council achieved a 20.4% reduction on its 2012/13 baseline and has a provisional achievement for 2016/17 of 34% reduction on the 2012/13 baseline.

Renfrewshire Council agrees with the Scottish Government that a shift towards new, lower carbon technologies has a significant role to play in reducing GHG emissions and meeting our ambitious emission reduction targets. Therefore Renfrewshire Council is actively investigating new and emerging technologies along with novel applications of existing technologies.

3 Responses to questions

Renfrewshire Council commends the Scottish Government on a well presented document that clearly articulates the challenges and opportunities Scotland faces in providing a secure and sustainable future for the energy sector and our country. In times of uncertainty and challenging markets it is an important tool of Government to describe targets, aims and the paths they would like to follow.

Renfrewshire Council commends and supports the Scottish Government in its commitments to meet the revised targets from the Paris Agreement. We concur that investment in climate mitigations most likely to be cost effective in the long run.

Question 1 Views on 2050 targets

Do you agree that the 2050 target should be made more ambitious by increasing it to 90% greenhouse gas emission reduction from baseline levels?

Yes

Renfrewshire Council agrees that it is appropriate to set interim targets to act as milestones and monitor progress towards the final target. The CCC proposed interim targets are stated to be;

56% by 2020 of 1990

66% by 2030 of 1990

78% by 2040 of 1990

80% by 2050 of 1990

With a proposal to revise the 2050 to 90% and possibly zero carbon. We are not convinced that such a simple linear set of interim targets is appropriate. We believe that early progress will be made quickly at low cost however this will slow and costs will increase. Renfrewshire Council considers it appropriate to include the provision to enable later targets to be revised in light of the progress made. We believe that this should include a minimum below which targets can not be lowered. This will enable the final target to be revised up to 90% or zero carbon but not lowered below 80%.

Progress in the later stages will require significant investment from the Scottish Government in infrastructure such as energy storage, district heating and carbon capture. Such projects are likely to be outwith the Local Authorities' remits and in light of the devolved and reserved issues they may

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also be outwith the Scottish Government's remit. We would look to the Scottish Government to be clear on its ability to deliver the significant changes necessary within existing devolved responsibilities and whether additional devolved responsibilities will be necessary.

We appreciate the recent consultations on an Energy Strategy and LHEES are elements on detailing the path and actions the Scottish Government aspires to deliver. We hope the Scottish Government takes cognisance of the comments submitted and made at the various workshops on the Energy Strategy and LHEES. In particular we would voice concerns about the financial and staffing resources necessary to delivery on these ambitions. There is currently only limited evidence to be able to establish the resources necessary to deliver these plans though relevant data will be gathered through the current round of SEEP.

Question 2 Views on future zero target

Do you agree that the Climate Change Bill should contain provision that allow for a net-zero greenhouse gas emission target to be set at a later date?

Yes

We refer to our response to 1. We agree in principal that the provision should be included but are not convinced that this is not over-ambitious and unachievable target. We agree that the Scottish Government should however be ambitious in the targets it sets.

Question 3 Views on interim targets

a) Do you agree that the 2020 target should be for greenhouse gas emissions to be at least 56% lower than baseline levels?

Yes

Scotland has shown that it can currently exceed the carbon reduction targets set and this has also been the case locally in Renfrewshire. At present we have achieved a 34% carbon reduction, based on the 2012/13 baseline. It is not that these targets are not ambitious enough but a reflection, we believe, that early gains can be substantial and achieved cost effectively.

b) Do you agree that a target should be set for a greenhouse gas emissions to be at least 66% lower than baseline by 2030?

We refer to our answer to 3. a).

c) Do you agree that a target should be set for greenhouse gas emissions to be at least 78% lower than baseline levels by 2040?

We refer to our answer to 3. a).

Question 4 Views on annual targets form

Do you agree that annual emission reduction targets should be in the form of percentage reductions from baseline levels?

Yes

This would be consistent and we support the continued reporting form which includes tCO₂e. We understand that it may be confusing to report in both percentage and tCO₂e but both values are informative to those working towards these targets. There is perhaps a need to for the Scottish Government to clearly articulate and explain the two metrics in a simple form for non-experts on relevant web pages.

Question 5 Views on annual targets related to 2050 target

Do you agree that annual targets should be set as a direct consequence of interim and 2050 targets?

Yes

We cannot envisage any alternative means to this proposal. However we are not convinced that a simple linear path is appropriate. We envisage that early rapid advances at low costs will slow as more complex solutions are at higher costs are required. Therefore we expect early targets to be

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surpassed, potentially generating a degree of confidence however this success will not be evident in the later stages.

Question 6 Views on using actual emissions

Do you agree that all emission reduction targets should be set on the basis of actual emissions, removing the accounting adjustment for the EU ETS?

Yes

The accounting adjustment of EU ETS is a level of complexity which we do not believe is concurrent with a transparent reporting regime. Renfrewshire Council believes that we should report our carbon loads without data manipulation.

Question 7 Views on target update process

a) What are your views on allowing the interim and 2050 emission reduction targets to be updated with due regard to advice from Climate Change Committee (CCC), through secondary legislation?

Renfrewshire Council recognises that the CCC has been thorough in its review of data and has reached its recommendations through due consideration. Renfrewshire Council believes that strategy, policy and targets are important tools of good governance. We would seek clarity in the policy framework which the Scottish Government sets for local authorities to work within. We recognise the essential need for a legislative framework which is compatible with the policy framework.

b) What do you think are the more important criteria to be considered when setting or updating emission reduction targets?

Since we believe that achievements will be more difficult and expensive as we near 2050 we suggest that it is important now that the Scottish Government sets out long term targets backed up with programmes on appropriate time scales that will support meeting later targets. We understand that

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this must be done within an arena of devolved and reserved matters. Since heat is fully devolved and likely to play an important role in the future decarbonisation of our energy requirements we would suggest that the Scottish Government establishes long term programmes that operate beyond parliamentary cycles. We would suggest that a programme aimed at delivering infrastructure for heat distribution should be considered. This proposal is divergent, but not mutually exclusive, from the proposed enforcement and regulation approach described in this year's LHEES consultation.

Question 8 Views on frequency of CC.Plans?

a) What are your views on the frequency of future Climate Change Plans?

Renfrewshire Council supports annual updates with full reports on longer time scales that fit with international reporting cycles, i.e. full report should be available the year preceding any significant international planned meeting as proposed.

b) What are your views on the length of time each Climate Change Plan should cover?

We support the five year reporting schedule which is compatible with the Paris Stocktake cycle. We are not convinced that the RPP2 reporting cycle is as appropriate based on fourteen year periods. We believe that overlaying multiple reporting schedules on policy framework creates avoidable resource commitments on collating, drafting and reporting.

c) What are your views on how development of future Climate Change Plans could be aligned with Paris Stocktake Processes?

We have mentioned in our answer to 8.b) that we consider a five year reporting schedule that reports in the year preceding the Paris Stocktake year is appropriate. We would expect the Scottish Government to report fully prior to the Paris Stocktake and after to issue a statement of status. The post-Paris Stocktake statements would allow the Scottish Government to report its achievements and compare them to the achievements of other reporting nations.

d) How many days do you think the period of Parliamentary consideration of draft Climate Change Plans should be?

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We feel a well planned and organised consideration process that fully engages and informs stakeholders is necessary. If this is the approach adopted by the Scottish Government we believe that it should be possible to undertake such a process within 90 days and that 120 days may be excessive.

Question 9 Views on carryover of shortfalls

What are your views on the proposal that any shortfall against previous targets should be made up through subsequent Climate Change Plans?

Renfrewshire Council supports this proposal in principal. However we would look for clarification on the practicalities of enforcement, the support offered for realignment to targets and what sanctions/penalties would be applied.

Question 10 Views on impacts on people

What are your views on these initial considerations on the impact of the Bill proposals on Scotland's people, both now and in future generations?

Theory dictates that not mitigating our impact on global climate will have significant negative impacts on people. Since we cannot clearly predict the specific potential impacts we cannot predict the specific potential benefits that might accrue. We have not been presented with sufficiently detailed evidence to give an informed response to this question.

Since our path to decarbonised energy must at some point involve the installation of district heating we would raise our concerns of an ideological driven approach to district heating systems (DHS) development that does not base its targets on informed benefits. We would suggest that the Scottish Government does not encourage the development of DHS which will financially disadvantage householders. Currently with domestic gas mains prices below 4p/kWh this is particularly challenging.

Question 11 Views on impacts on businesses

What are your views on the opportunities and challenges that the Bill proposals could present for businesses?

It is undeniable that the UK is in a period of rapid and unpredictable change. It is difficult for any of us to foresee what market and political forces may be driving us, even in the near future. Regardless of this we believe that there will be business opportunities arising from the pathway set out in the proposed bill. New technologies will be developed and there is already evidence of this in Scotland, (heat pumps, fuel cells as well as offshore renewables). One of the challenges the Scottish Government faces in steering towards their aspired targets is the limited devolution of responsibilities within the energy sector and therefore the overarching direction of travel will be defined by the UK government and its priorities. As long as there are reserved energy responsibilities it is essential that the Scottish Government is fully engaged in the UK policy development process and exerts as much influence as possible.

The Scottish Government has already identified the opportunities that might accrue from large scale renewables and has actively supported the sector within the constraints of its responsibilities. We would encourage the Scottish Government to continue to support the development of this sector and in particular the Scottish expertise in sea based generation. Though large industrial sectors play an important role we can not build a sustainable Scottish economy based on a limited number of large scale technologies. We would therefore also encourage the Scottish Government, through its enterprise and communities focused activities to identify and support the development of smaller scale technologies and community solutions. We believe that community solutions should be exactly that, community owned technology for the immediate benefit for the community.

Question 12 Views on Environment Report

a) What are your views on the evidence set out in the Environment Report that has been used to inform the assessment process? (Please give details of additional relevant sources)

Renfrewshire Council has reviewed the consultation document and the associated Strategic Environmental Assessment (SEA). The SEA considers the likelihood of there being any significant environmental impacts (both positive or negative) as a result of a plan, programme or strategy being implemented. The overall conclusion of the Environmental Report associated with the proposed introduction of the new Climate Change Bill and the ambitious new targets it contains is that Scotland's efforts in tackling climate change will be enhanced and likely benefits accrue to the climatic factors that were assessed.;

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The evidence set out in the Environmental Report is appropriate and has facilitated the assessment process adequately. By its nature, SEA is a high level assessment. The Environmental Report highlights the ambitious nature of the targets that are being proposed through the Climate Change Bill and that the science associated with our understanding of Climate Change is still evolving. In light of this, much of the assessment carried out as part of the Environmental Report can only ever be at a high level and done in a way that has to recognise the potential for new information and understanding of climate change to be included in the future. The most appropriate evidence has been used at the present time, however, it would be beneficial if the opportunity for regular review of the assessment were considered, should new information or studies become available. Such a review is of particular importance if the introduction of the net-zero emissions target is being considered as the next step in the process. It is acknowledged that there is currently insufficient evidence to allow this target to be set. If we are to progress to this target, it should only be undertaken once as much data as possible has been gathered to inform this decision.

b) What are your views on the predicted environmental effects as set out in the Environmental Report?

The predicted environmental effects are appropriate given the information and evidence that is available to us now. It is agreed that the introduction of the new Climate Change Bill and its associated targets are likely to bring a range of beneficial effects and in particular support adaptation to Climate Change. What is less clear is the scope and outcome of unexpected interactions (synergistic), secondary or indirect environmental impacts that occur as a result of actions implemented to meet the new targets. These could be quite considerable as the ambitious targets will require significant investment and action if they are to be met. The possibility of unforeseen cumulative impacts should also be given full consideration and capacity for review in light of any such impacts be built in to the process, particularly if the net-zero emissions proposal is implemented in the future.

Environmental impacts could be positive or negative, however, in order to accommodate these unexpected effects, comprehensive monitoring and review of the implementation of the targets would be of assistance. It is recognised through the SEA that the additional infrastructure required to meet the new target could have secondary negative effects. The Environmental Report recognises that additional assessments of other plans, programmes or strategies as they emerge, or assessment at the project level will be important in the identification of further impacts. Implementation and enforcement of mitigation of these and any other future impacts may be possible, however, there could be resource implications in terms of carrying out the assessments, availability of appropriate expertise and the cost of carrying out any necessary mitigation.

c) Are there any other environmental effects that have not been considered?

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There are no further environmental effects that can be considered at the present time. It is recognised in the Environmental Report that the role that the marine environment may play in sequestering carbon is not as well understood as land based methods and that consideration of the interface between marine and terrestrial environments could be important in assisting reaching the new carbon targets. The Marine Planning process is still being developed and this could provide an opportunity to address these areas. This is an area of work that could benefit from additional resources to maximise any potential opportunities for emissions reduction, such as possible innovative linkages between Local Development Plans and the new Regional Marine Plans.

d) Do you agree with the conclusions and recommendations set out in the Environmental Report?

Yes, the Council does agree with the conclusions and recommendations as set out in the Environmental Report. Any review or up date of the conclusions or recommendations as a result of new information about the effects of actions undertaken to meet the new the new targets should be made available as soon as possible. Such information will be important in the SEA of other plans, programmes or strategies associated with meeting the emissions targets, which will in turn assist with the identification unforeseen effects and appropriate mitigation.

e) Please provide any other comments you have on the Environment Report

No further comments about the Environmental Report.

Question 13 Any other comments?

Please use this space to tell us any other thoughts you have about the proposed Climate Change Bill not covered in your earlier answers.

We acknowledge that the Scottish Government has recognised the Local Authorities' request for longer term funding security through schemes such as Scottish Energy Efficiency Programme (SEEP).

Renfrewshire Climate Change Bill

We appreciate the efforts the Scottish Government have made in addressing this but we would like to emphasise the importance of this. Scotland is entering a period of unpredictable change, with much of it outwith the control of the Scottish Government, for example with ECO in a transition period and the whole UK heading for radical changes. By providing certainty and longer time periods for funding awards for projects such as SEEP enables Local Authorities to plan and more efficiently allocate resources to projects.

We would like to emphasise the importance we attribute to a clear pathway, policy with defined resource requirements and proposed funding allocations. We would look to the Scottish Government to provide local authorities with the appropriate details to enable us to plan for the future. We would also look to the Scottish Government to continue to improve the working relationships between public sector service providers, for example NHS Scotland, Police Scotland and Universities. As we progress into the later targets we envisage that local solutions will necessitate integrated solutions between public and private sector corporate estates.



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 30 AUGUST 2017

Report by: DIRECTOR OF COMMUNITY RESOURCES

**Heading: RESPONSE TO THE SCOTTISH GOVERNMENT CONSULTATION ON
DRAFT WATER INTENDED FOR HUMAN CONSUMPTION (PRIVATE
SUPPLIES) (SCOTLAND) REGULATIONS 2017**

1. Summary

- 1.1 The Scottish Government launched a consultation document on draft "Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017" during May 2017.
 - 1.2 The consultation sought views on proposed new legislation to regulate the supply of water for larger or commercial private water supplies, which are being introduced to align with, and implement, the EU Drinking Water Directive 2015/1787.
 - 1.3 The final date for submissions to the consultation was 28 July 2017. A response from the Council was required and this was submitted within the timescales set by the Scottish Government, attached as Appendix 1.
-

2. Recommendations

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

- 2.1 Notes the consultation on the proposed draft *Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017*.
 - 2.2 Homologates the Council's submitted consultation response as detailed in Appendix 1 of this report.
-

2 Background

- 3.1 All private water supplies are currently regulated through the Private Water Supplies (Scotland) Regulations 2006. Amendments introduced by the EU Drinking Water Directive 2015/1787 mean that these regulations are no longer compliant and the Scottish Government has taken the opportunity to introduce new legislation, rather than amending the legislation from 2006.
- 3.2 A consultation document on draft Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017 was launched by the Scottish Government, with a closing date for the submission of responses of 28 July 2017. The submitted response to the consultation is included as an Appendix to this report.
- 3.3 The new regulations will apply only to supplies which are considered to be large or are used within commercial operations. Large supplies are defined within the regulations and include supplies that serve more than 50 persons or supply volumes of water greater than 10m³ per day. Supplies serving hotels or food manufacturers would also come within this scope.
- 3.4 In addition to complying with the EU Drinking Water Directive, the draft regulations have been developed to be more easily followed by Local Authority Officers and provide enhanced enforcement provisions to ensure that the water supplied for human consumption from such private supplies, meets prescribed water quality standards and is safe to drink. The draft regulations also set out water quality parameters to be met; monitoring requirements and risk assessment obligations for local authorities; collation and reporting of information and the potential offences for failing to comply with enforcement notices.
- 3.5 The regulations also allow for the recovery of expenses that have been reasonably incurred by local authorities when undertaking sampling, analysis, risk assessments and enforcement activity in relation to private water supplies. The new provisions differ from those within the 2006 Regulations as there are no upper limits for costs which can be recovered, provided they have been reasonably incurred.

- 3.6 It is acknowledged within the consultation document that the additional work associated with carrying out detailed risk assessments for supplies which come within the scope of these regulations will have resource implications for local authorities. However, within Renfrewshire only four of the 120 private water supplies will require to comply with the new regulations and therefore the impact across Renfrewshire will be minimal.
- 3.7 The Scottish Government have indicated that they intend replacing current regulations for small private supplies in due course and expect to issue a consultation in this regard shortly.
-

Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets**-none
6. **Information Technology** - none
7. **Equality & Human Rights** - none
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** – none
12. **Cosla Policy Position** – Cosla is supportive of the implementation of legislation which will ensure compliance with the EU Drinking Water Directive.

List of Background Papers

- a) Background Paper 1: Response to the Scottish Government Consultation on draft Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017.

The foregoing background papers will be retained within Community Resources 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 the Regulatory and Enforcement Manager.

Author: Oliver Reid, Head of Public Protection
e-mail: oliver.reid@renfrewshire.gcsx.gov.uk

Title: Consultation in relation to the draft Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

Are you responding as an individual or an organisation?

Individual

Organisation

Full name or organisation's name

Renfrewshire Council

Phone number

0141 618 7598

Address

Renfrewshire House, Cotton Street, Paisley

Postcode

PA1 1BR

Email

Colin.hunter@renfrewshire.gov.uk

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
- Publish response only (without name)
- Do not publish response

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Yes No

CONSULTATION QUESTIONS

Q1: Do you have any comments on the way in which we propose to transpose the Amending Directive?

Yes No

If "Yes" please enter your comments below.

Renfrewshire Council welcomes the proposed new Regulations

Q2: Do you have any comments on the amended definition of a relevant person?

Yes No

If "Yes" please enter your comments below.

Renfrewshire Council welcomes clarification and expansion on the definition of who will be considered to be a relevant person

Q3: Do you have any comments on the definition of a private water supply system?

Yes No

If "Yes" please enter your comments below.

No further comments required.

Q4: Do you have any comments on the concept of water supply zones in the context of private water supplies?

Yes No

If "Yes" please enter your comments below.

Renfrewshire Council would welcome the introduction of water supply zones which will enable local authorities to monitor the quality of water across a supply zone. This may be of assistance to determine if there could be a wider issue with the zone or if any issue is restricted to a particular supply within a zone.

Q5: Do you have any comments on the enforcement provisions of the new regulations?

Yes No

If “Yes” please enter your comments below.

Renfrewshire Council welcomes the proposed enforcement provisions which advance those available previously to address water quality failures/protection of supplies. The enforcement provisions allow a graduated approach to obtaining compliance from the owner(s) of a supply, whilst also providing for emergency situations requiring immediate attention.

Q6: Do you have any comments on Schedule 1 – the information which must be registered?

Yes No

If “Yes” please enter your comments below.

Renfrewshire Council welcomes clarity on the information required for inclusion in the register for each private water supply system. This information will be beneficial when undertaking the assessment of risks for the supply.

Q7: Do you have any comments on the definition of a water supplier and the duties placed upon a water supplier?

Yes No

If “Yes” please enter your comments below.

Renfrewshire Council welcomes the proposed additional duties placed on water suppliers and notes that this will ensure there is no confusion between responsibility of the water supplier and water consumer.

Q8: Do you have any comments on the proposals regarding recovery of charges?

Yes No

If “Yes” please enter your comments below.

Renfrewshire Council welcomes the proposals for the recovery of expenses and that these are not capped, but expected to be reasonable which will assist with ‘future proofing’ costs incurred by enforcing authorities in the regulation of private water supplies.

Q9: It is proposed that smaller supplies will be the subject of separate new regulations in due course. Do you have any views on whether and, if so, which of the provisions of the current draft Regulations should not apply to smaller supplies?

Yes No

If “Yes” please enter your comments below.

Renfrewshire Council would welcome the introduction of new regulations for smaller supplies and considers that all of the proposed regulations for larger supplies should be applied to smaller supplies. However, it would be considered appropriate to relax the frequency of sampling to such longer period as is considered appropriate but this should not be on request, as is currently the situation. This will avoid the scenario that supplies will not be sampled for several years at a time.

Q10: With reference to the draft BRIA do you have any concerns about the impact of the new regulations on businesses, the third sector (voluntary) or any other relevant areas?

Yes No

If “Yes” please enter your comments below.

It is accepted that there will be additional costs for Local Authorities in meeting requirements imposed through the regulations for undertaking risk assessments. However, as there is no cap on the maximum amount of recoverable costs, it is anticipated that the full costs of risk assessment would require to be passed to the persons responsible for the supply. This is likely to result in supply owners being impacted to a greater degree. There is also the potential for further costs being incurred as a result of increased enforcement and administrative activity required through the new regulations. This will require further consideration.



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 30 AUGUST 2017

Report by: DIRECTOR OF COMMUNITY RESOURCES

Heading: PUBLIC PROTECTION OPERATIONAL SERVICE PLAN, 2017 to 2020

1. Summary

- 1.1 The Operational Service Plan for Public Protection is attached as Appendix 1 to this report. It sets out the operational actions and targets for the Public Protection Service, as delivered through Community Resources, for the 3 year period covering 2017 to 2020. Some of the functions covered under Public Protection include food safety, Health and Safety in the workplace, pollution control, public health, housing disrepair, product safety, consumer complaints, dog warden, pest control, civil contingencies, community safety and the enforcement of parking, littering, dog fouling and commercial waste.
- 1.2 Some of the Public Protection service activities are statutory functions, in particular the attached Operational Service Plan also incorporates the statutory Business Regulation Service Plan 2016/17 for Food Safety Enforcement and Health & Safety Enforcement. It is a requirement that these documents are submitted to Policy Board for approval each year.
- 1.3 The intention of this approach is to demonstrate the integrated/co-ordinated working that happens across all of the services delivered by Public Protection and to give better & wider context to statutory activities required and included within Public Protection Service.

- 1.4 The services covered under Public Protection include:
- Business Regulation;
 - Environmental Improvements;
 - Trading Standards and Licensing;
 - Civil Contingencies; and
 - Renfrewshire Community Safety Partnership.
- 1.5 The Operational Service Plan is structured into four main sections:
- Introduction and overview;
 - Action Plan;
 - Performance Indicator Scorecard; and
 - Service appendices.
- 1.6 The indicators within the scorecard will be monitored on a regular basis and will be incorporated within the 6 monthly reporting process for the Public Protection Operational Service Plan.
- 1.7 Many of the actions are short or medium term actions until the end of the financial year (March 2018). However, it should be noted that many are cyclical and will occur every year and these have been noted in the action dates.
- 1.8 The Public Protection Operational Service Plan includes areas of activity that are delegated to the Community, Housing and Planning Policy Board as well as this Board. This report is being submitted to both Boards for approval with regard to their relevant areas of delegated activity.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board approves the Public Protection Operational Service Plan 2017 to 2020, incorporating the statutory Business Regulation Service Plan 2017/18 for Food Safety Enforcement and Health & Safety Enforcement as specific to the areas of activity delegated to this Policy Board.
- 2.2 Note that this report is also being presented to the Community, Housing and Planning Policy Board for their approval with regard to their relevant areas of delegated activity.
-

3. Background

3.1 The Public Protection Service is one of Renfrewshire Council's key services in ensuring the safety and wellbeing of residents, visitors and employees within the Renfrewshire area.

3.2 The key responsibilities of Public Protection include:

- Protecting public health and community safety through the Renfrewshire Community Safety Partnership;
- Delivering a comprehensive civil contingencies capability across the communities of Renfrewshire, Inverclyde, East Renfrewshire and West Dunbartonshire which responds to, prepares for and recovers from disruptive events;
- Providing environmental protection support to improve private sector housing standards and conditions in houses in multiple occupation;
- Implementation of the Council's Contaminated Land Strategy and the maintenance of air quality across Renfrewshire;
- Providing occupational health and safety enforcement and food hygiene inspections in relevant work premises to protect employees, workers and the general public within Renfrewshire;
- Providing consumer protection through Trading Standards

3.3 The key priorities included within the action plan of the Public Protection Operational Service Plan are based on the revised Renfrewshire Council Plan 'A Better Future, A Better Council':

- A Better Future: Place
 - Driving physical and economic regeneration
 - Building on our culture and heritage
 - Protecting the public
 - Creating a sustainable Renfrewshire
- A Better Future: People
 - Reducing the level and impact of poverty
 - Raising attainment and closing the attainment gap
 - Supporting and sustaining people into employment
 - Improving care, health and wellbeing
- A Better Council
 - Supporting our employees
 - Continuing to be a well-run council

- 3.4 Some of the functions covered under Public Protection include food safety, Health and Safety in the workplace, pollution control, public health, housing disrepair, product safety, consumer complaints, dog warden, pest control, civil contingencies, Community Safety and the enforcement of parking, littering, dog fouling and commercial waste.
 - 3.5 There are 42 distinct actions detailed in the Operational Service Plan. Each action is detailed with a due date for delivery, a responsible officer and the desired outcome in meeting this action.
 - 3.6 Performance will be measured through a scorecard of indicators. Some of the indicators proposed have been in place for some time, although a number of new indicators are proposed to enhance performance monitoring.
 - 3.7 Where possible, the scorecard details the performance over the previous 2 years and the target for 2017/18.
 - 3.8 The statutory Business Regulation Service Plan (2017/18) is included as appendix 3.1 and covers Food Safety Enforcement and Health & Safety Enforcement in a format recognised and required by statutory agencies and inspectors.
-

Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community Planning**
A Greener Renfrewshire – The Operational Plan will highlight actions/outcomes for Community Resources to continue to improve the environment and contribute to the outcomes of a Greener Renfrewshire.

Safer and Stronger – the Public Protection Service contributes towards Renfrewshire being a safe and secure place for those living, working or visiting the area, using intelligence-led joint tasking arrangements. It addresses anti-social behaviour & crime and supports youth diversionary and educational programmes.
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** – none
12. **Cosla Policy Position** – not applicable

List of Background Papers - None

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Public Protection

Operational Service Plan

**Community
Resources**

2017-2020

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Section 1: Introduction & Overview

1.1 Purpose of the Operational Plan

1.1.1 This plan sets out the operational actions and targets for the Public Protection Service of Community Resources covering the period 2017-2020 and outlines what the service intends to achieve based on the resources available.

1.2 Strategic Context

1.2.1 It does this in support of the Council's strategic priorities which are established in the:

- Community Plan/Local Outcome Improvement Plan (LOIP), and
- The Council Plan.

1.2.2 The Community Plan and Council Plan share a vision for Renfrewshire which is: "Working together to make Renfrewshire a fairer, more inclusive place where all our people, communities and businesses thrive".

1.2.3 The Community Plan/LOIP was formally approved by the Council in June 2013 and sets out an ambitious vision for Renfrewshire. Six community planning thematic boards have been formed to deliver the commitments made by the community planning partners under each of the six themes:

- Children and young people;
- Jobs and the economy;
- Community care, health and well-being;
- Safer and stronger Renfrewshire;
- Greener Renfrewshire; and
- Empowering our communities.

1.2.4 The Council Plan, *A Better Future, A Better Council* was refreshed in December 2015 and the new priorities outline how Renfrewshire Council will contribute to delivering improved outcomes for local people, communities and businesses. These priorities are embedded in Community Resources' strategic planning framework with the activities as detailed in the Service Improvement Plan, aligned to the Council Plan to ensure we are delivering the Council's priorities.

1.2.5 This Operational Plan for the Public Protection Service of Community Resources covers the year 2017/18. It outlines the operational priorities that the service will deliver to achieve the wider service outcomes outlined in the 2017-2020 Service Improvement Plan.

1.3 Operational Plan Structure

1.3.1 The Plan is structured around four main sections:

1. Introduction and Overview;
2. An Action Plan;
3. A Performance Indicator Scorecard;
4. Service Appendices.

1.3.2 The Introduction and Overview section covers the strategic context of the plan, the structure of the plan, how the plan will be monitored and a brief service overview.

1.3.3 The Action Plan is the core of the operational plan. It sets out the priorities being addressed, the key tasks to be implemented, the officers responsible for achieving the key tasks, the implementation timetable, and the outcomes against which progress will be measured. The action plan can be found in Section 2.

1.3.4 The Performance Indicator Scorecard sets out the framework for how the operational plan will be monitored. It links performance indicators to actions and desired outcomes and includes the previous 3 year performance values and the 2017/18 performance target. The scorecard can be found in Section 3.

1.3.5 The performance indicator scorecard and the action plan are both monitored using the Council's performance management system, Covalent.

1.3.6 The Service Appendices section of the plan provides useful supplementary information relevant to the service.

1.3.7 The appendices can be found in Section 4.

1.4 Monitoring the Plan

- 1.4.1 A six monthly monitoring report, showing the progress achieved on the plan will be delivered to the Public Protection Service Management Team in November 2017 and summarised to the Community Resources Senior Leadership Team as part of an overall operational planning progress report. A final outturn report on the plan will be prepared as part of the refresh of the Operational Plan early in 2018/19.

1.5 Service Overview

- 1.5.1 The Public Protection Service of Community Resources has responsibility for delivering many of the enforcement and regulatory activities required of the Council. The service also has responsibility for civil contingency arrangements and the Renfrewshire Community Safety Partnership which delivers services from the Renfrewshire Community Safety Hub in Paisley. Key responsibilities include:

Business Regulation

- 1.5.2 Community Resources Business Regulation Team is responsible for the provision of statutory Regulatory services on behalf of the Council in relation to Food Safety, Food Standards and Health & Safety at Work. These areas of work are delivered under guidance issued by Food Standards Scotland (FSS) and the Health and Safety Executive (HSE). In addition to statutory functions, the team offer guidance and support to local businesses and consumers. The team also carry out port health functions at Glasgow Airport. The Business Regulation Team also carry out work on behalf of Scotland Excel as Renfrewshire Council acts as the servicing Authority for them. A separate Food Service Plan requires to be prepared for approval by the Environment Policy Board as part of the Council's Framework Agreement with Food Standards Scotland. The Food Service Plan is attached as Appendix 3.1 to this document.

Environmental Improvements

- 1.5.3 The Environmental Improvements Team meet the statutory duties placed upon the Council by public health based legislation, covering such areas as statutory nuisances including: commercial noise; insects; odours; defective drainage; housing disrepair; licensing for houses in multiple occupation; and regulation of private water supplies. The team are also involved in undertaking the Council's duties regarding local air quality management, contaminated land and enforcement duties associated with the registration of private landlords.
- 1.5.4 The Environmental Improvements team are also extensively involved with redevelopment works on brownfield land undertaken through the planning process and work closely with developers to ensure that sites are remediated to a level which is suitable for their intended use. This is evident through redevelopment of the former ROF site at Bishopton. Many of the tasks undertaken by the team contribute to minimising corporate risks as well as meeting Community Planning and Council Plan objectives.

Trading Standards and Licensing

- 1.5.5 The Trading Standards and Licensing Team fulfil the statutory obligations imposed upon the Council by a wide variety of criminal consumer protection legislation, covering areas such as: weights and measures; product safety; product descriptions and counterfeiting; pricing; age-restricted products; animal health; and animal feeding stuffs. In addition, the team contributes to a number of non-statutory Council and Community Planning objectives, such as supporting local businesses through the Best Bar None scheme and protecting vulnerable people from scams.

- 1.5.6 Trading Standards advise Renfrewshire businesses on changes in legislation, and support them in meeting their responsibilities to ensure Renfrewshire businesses flourish. Officers also provide civil advice to Renfrewshire residents on their consumer rights and assist them in resolving complaints.

Civil Contingencies

- 1.5.7 The Civil Contingencies team delivers a comprehensive civil contingency capability across the communities of Renfrewshire, Inverclyde, East Renfrewshire and West Dunbartonshire which responds to, prepares for and recovers from disruptive events. The service also ensures that business continuity arrangements are in place to ensure continuation of service delivery in emergency situations.

Renfrewshire Community Safety Partnership

- 1.5.8 The Renfrewshire Community Safety Partnership delivers services from the Renfrewshire Community Safety Hub in Paisley to make Renfrewshire a safer and cleaner place for people to live in, work in and visit, working with a range of partners, including:

- Police Scotland
- NHS Greater Glasgow and Clyde
- The Procurator Fiscal
- St Mirren Football Club
- Scottish Fire and Rescue Service
- The Children's Reporter
- Engage Renfrewshire

- 1.5.9 The partnership deals with complaints about anti-social behaviour, such as:

- Neighbour disputes
- Domestic noise
- Vandalism
- Dog nuisance
- Drug dealing
- Youth disorder
- Graffiti
- Pest control

- 1.5.10 The service also investigates complaints and issues fixed-penalty fines, where appropriate, in relation to:

- Littering
- Breaches of the smoking ban
- Fly-tipping
- Abandoned vehicles
- Dog fouling
- Fly-posting
- Vehicle engine idling and illegal emissions

- 1.5.11 Renfrewshire Community Safety Partnership also helps local groups to organise litter clean-ups and advises schools and community groups about issues such as litter, dog fouling and fly-tipping. The partnership provides residents and businesses with graffiti clean-up kits and advises them about disposing of their waste properly. During the winter months, the partnership assists local residents and groups to clear snow and to grit pavements.

Section 2: Action Plan

- 2.1 The action plan, which follows, is integral to the success of the Public Protection Service Operational Plan and details: the priorities being addressed; the key tasks to be implemented over the plan period; the implementation timetable and the outcomes against which progress can be measured. The structure of this action plan mirrors the Community Resources Service Improvement Plan, demonstrating how operational plans help deliver the priorities of the Service Improvement Plan, which in turn help achieve the priorities of the Council Plan and Renfrewshire's Community Plan. This forms part of the process of cascading the Council's priorities throughout the organisation. It also provides the means to integrate the various other operational plans and action plans.
- 2.2 A six monthly monitoring report, showing the progress achieved on the plan will be delivered to the Public Protection Service Management Team in November 2017 and summarised to the Community Resources Senior Leadership Team as part of an overall operational planning progress report. A final outturn report on the plan will be prepared as part of the refresh of the Operational Plan early in 2018/19.

Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
Outcome: Driving Physical and Economic Regeneration				
1	Support Paisley First in their efforts to retain the Purple Flag status obtained in January 2017	31 Mar 2018	Nicola Williamson	<p>A raised profile and an improved public image in Paisley town centre through:</p> <ul style="list-style-type: none"> • Wider patronage • Increased expenditure • Lower crime and anti-social behaviour • A more successful mixed-use economy • Raising awareness of the Purple Flag with visitors and businesses
2	Provide support to new traders in Renfrewshire (Partners: Economic Development; SCOTSS; CTSI)	31 Mar 2018	Faye Wilson; Colin Hunter; Robert Marshall; Nicola Williamson	New businesses will be compliant with relevant legislation and provide a quality service to Renfrewshire's residents
3	Review and update the Council's contaminated land strategy for 2015-2021	31 December 2017	Colin Hunter	<p>Contaminated land within Renfrewshire is dealt with through a methodical, risk based approach</p> <p>An up to date strategy detailing the approach taken by Renfrewshire Council in regard to contaminated land, including remediation through planning consents</p>

Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
Outcome: Protecting the Public				
4	Maximise the benefits achieved from the establishment of Renfrewshire Community Safety Partnership including the review of procedures and protocols	31 Mar 2018	Carolanne Robertson; Maxine Hendry; Nicola Williamson	To ensure services are delivered effectively and efficiently and there is resilience within the Service to allow it to be adaptable to change
5	Deliver Building Safer Greener Communities programmes across identified hotspot locations	31 Mar 2018	Carolanne Robertson Maxine Hendry	Increase sustained community engagement to make areas safer and greener linking in with Local Outcome Improvement Planning
6	Maximise the benefits of having the digital Radiolink system with connectivity to the CCTV control room	31 Mar 2018	Maxine Hendry	Contributes to the public's perception of safety across Renfrewshire, whilst contributing to the Purple Flag application process
7	Continue to implement the phased action plan outlined in the Renfrewshire Responsible Dog Ownership Strategy including a Communications Strategy	31 March 2018	Nicola Williamson	Increase the uptake of micro-chipping of dogs in Renfrewshire. Reduce issues relating to dog fouling and promote positive behaviour. Improving understanding within the Community with regards to the effects of dog fouling
8	Ensure goods on sale to Renfrewshire residents are of the correct quantity demanded, by weighing goods at point of manufacture or at the point of sale	31 March 2018	Faye Wilson	Improvement in weights and measures and consumer confidence in the correct weight of goods
9	Work with Health Board to ensure that hospital weighing equipment used to determine the weight of patients is accurate	31 March 2018	Faye Wilson	Providing the Greater Glasgow and Clyde Health Board with confidence that the weight of patients is correct to allow medicines etc to be administered

Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
10	Protect Renfrewshire residents from unfair private car parking charges	31 March 2018	Faye Wilson	Renfrewshire residents are not disadvantaged by parking in a private car park
11	Work with local businesses to ensure compliance with consumer protection legislation, particularly in relation to e-commerce, pricing, consumer rights and product descriptions	31 March 2018	Faye Wilson	Compliance with legislation and protecting Renfrewshire residents with regards to fair trading
12	Conduct a programme of advice in relation to the age restrictions on, and product safety of, Nicotine Vapour Products	31 March 2018	Faye Wilson	Legislation will be adhered to by businesses to ensure under age sales do not take place
13	Work with local and national businesses to ensure compliance with product safety legislation particularly in relation to nickel in jewellery, food imitations and laser toys	31 March 2018	Faye Wilson	Compliance with regards to product safety to ensure Renfrewshire residents are safe
14	Carry out visits to advise businesses where lone work is undertaken	31 Mar 2018	Robert Marshall	Reduce the risk of violence/incidents involving lone workers
15	Carry out special interventions to businesses in the 'at risk' category of premises regarding occupational asthma	31 Mar 2018	Robert Marshall	Reduce the risk of occupational illness due to asthma
16	Carry out special interventions to tackle issues regarding falls from height in business premises	31 Mar 2018	Robert Marshall	Reduce the risk of injury to workers from falls
17	Carry out special interventions to tackle issues relating to workplace transport	31 Mar 2018	Robert Marshall	Reduce the risk to employees and the public from Health & Safety incidents relating to workplace transport

Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
18	Implement a desk top review and sampling programme within Council school and nursery properties to ensure that there are no elevated levels of lead within drinking water supplies. (Partners: Building Services, Scottish Government; DWQR)	31 January 2018	Colin Hunter	The Council is satisfied that children and young adults are not exposed to elevated levels of lead from drinking water supplies in schools and nurseries
19	Produce a Renfrewshire wide Air Quality Action Plan with identification of new measures to further improve air quality within the Air Quality Management Areas. (Partners: Roads and Transportation; Housing and Development Services; Scottish Government; SEPA)	31 Mar 2018	Colin Hunter	Improved air quality within the three Air Quality Management Areas.
20	Promote private landlord registration and ensure HMO standards are met within licensed premises. (Partners: Legal Services; SFRS; Police Scotland)	31 Dec 2017	Colin Hunter; Faye Wilson Maxine Hendry	Reduce the number of unregistered private landlords within Renfrewshire, improving living standards within HMO accommodation
21	Implement an awareness raising and sampling programme for lead within private drinking water supplies (Partner: DWQR)	31 March 2018	Colin Hunter	Owners of private water supplies are knowledgeable about health risks from elevated levels of lead in drinking water and exposure is minimised

Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
22	Deliver a Council Incident Officer training and refresher training programme for all Corporate Resilience Management Team members	31 March 2018	David Mair	Organisational Resilience - All officers with a resilience role are equipped with the means to carry out the role effectively and efficiently
23	Deliver to the Corporate Management Team an overview version of the current elected members' training to ensure an understanding of their role during incidents	31 Dec 2017	David Mair	Organisational Resilience - Services/Departments are aware of their duties during disruptive events
24	Facilitate a media training event for chief officers, including live interaction in simulated interviews and press conferences etc	31 March 2018	David Mair	Organisational Resilience - Services/Departments are aware of their duties during disruptive events
25	Facilitate strategic exercise	30 June 2017	David Mair	Organisational Resilience - Services/Departments are aware of their duties during disruptive events
26	Update Procedures for Activation and Maintenance of Major Incident Coordination Centre	31 Dec 2017	David Mair	Organisational Resilience - Councils and their partners are confident that they have the means to deal with disruptive events
27	Deliver HQ Site Security training	31 Dec 2017	David Mair	Organisational Resilience - Councils and their partners are confident that they have the means to deal with disruptive events
28	Deliver Corporate Communications Exercise	31 Oct 2017	David Mair	Organisational Resilience - Effective communication links across the Council are developed and maintained

Public Protection Operational Service Plan 2017-2020 - Action Plan

Better Future: Place			
Ref	Action	Due Date	Responsible Officer
29	Develop Community Recovery Guidance	31 March 2018	David Mair
			Desired Outcome Community Resilience - Communities are aware of the role of the Council and our partner organisations during disruptive events

Outcome: Creating a Sustainable Renfrewshire			
30	Develop community engagement and articulate how the community can work on Environmental Improvements across Renfrewshire	31 Mar 2018	Nicola Williamson
31	Develop educational awareness strategy in preparation for change in focus away from emissions testing at the end of March 2018 to include what's happening in local schools/communities and reconsider enforcement for vehicle idling	31 Mar 2018	Carolanne Robertson
32	Multi Agency Risk Assessment Conference (MARAC) - Roll out awareness training to practitioners to increase referrals and for practitioners to exercise their professional judgement	31 Mar 2018	Maxine Hendry
			Desired Outcome Build sustainable community capacity to take action in problem areas Promote success within communities and encourage further positive actions Raise awareness of the impact of idling across Renfrewshire Increases referrals to MARAC for the highest risk victims of domestic abuse leading to better reporting of issues and increased intervention to assist victims.

Public Protection Operational Service Plan 2017-2020 - Action Plan

A Better Future: People				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
Outcome: Reducing the Level and Impact of Poverty				
33	Implement an intelligence based inspection programme of privately rented properties to ensure compliance with the Repairing Standard	31 Mar 2018	Colin Hunter	The physical standards of property within the private rented sector are improved and landlords comply with legal obligations
34	Promote new requirements for the mandatory registration of residential letting agents who act for private landlords within the private rented sector	31 Mar 2018	Colin Hunter	Reduce the number of unregistered letting agents within Renfrewshire, improving the standards of practice and removing unfit agents from the sector

A Better Council				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
Outcome: Supporting our Employees				
35	Support the Council's new Organisational Development Strategy including: recruitment; training and development; and performance appraisal	31 Mar 2018	Public Protection Management Team	Employees have the skills and knowledge to carry out their roles efficiently and effectively
36	Further improve absence management performance to deliver a sustained absence level of under 4% through continued use of the Council's Supporting Attendance policy	31 Mar 2018	Public Protection Management Team	Our employees are healthy, safe and well Improved attendance at work and reduced costs to the Service

Public Protection Operational Service Plan 2017-2020 - Action Plan

A Better Council				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
Outcome: Continuing to be a Well Run Council				
37	Introduce revised procedures for debt recovery for fixed penalty fines	31 Mar 2018	Carolanne Robertson Nicola Williamson	Procedures for debt recovery are efficient and effective. This should allow income maximisation. New approaches will be considered, including best practice from other Local Authorities
38	Review and improve the quality of the information available on the Renfrewshire Council website relating to the work and service delivery of the Public Protection service and encourage better community engagement	31 Mar 2018	Public Protection Management Team	The public are better informed of the services delivered by Public Protection.
39	Work in partnership with the Improvement and Development team to ensure a robust customer satisfaction policy is in place, including using the Public Services Panel	31 Mar 2018	Public Protection Management Team	Customer feedback is used to improve service delivery
40	Continue to review the Community Safety Hub and partnership to identify any area of change required as well as gaps within service provisions and considering financial savings	31 Mar 2018	Public Protection Management Team	Improved public protection arrangements are in place for Renfrewshire and Public Protection runs an efficient and effective service
41	Create central electronic system for the recording, mapping and monitoring of TROs	31 Mar 2019	Carolanne Robertson Amenity Services - Transport	Improve the scheduling of lines/plates work and improve the free flow of traffic in address parking issues across Renfrewshire

A Better Council				
Ref	Action	Due Date	Responsible Officer	Desired Outcome
42	Investigate a range of options for disposal of abandoned vehicles across Renfrewshire	31 Mar 2018	Carolanne Robertson	Improve abandoned vehicle disposal and maximise recovery of costs incurred

Section 3: Scorecard

- 3.1 This scorecard of performance indicators for the Public Protection Service ensures that the impact of the actions carried out can be measured. As with the action plan, the structure of this scorecard reflects the Community Resources Service Improvement Plan, demonstrating how operational plans help deliver the priorities of the Service Improvement Plan, which in turn help achieve the priorities of the Council Plan and Renfrewshire's Community Plan. This forms part of the process of cascading the council's priorities throughout the organisation. It also provides the means to integrate the various other operational plans and scorecards.
- 3.2 The indicators within the scorecard will be monitored on a regular basis and will be incorporated within the 6 monthly reporting process of the Public Protection Service Operational Plan. The status indicator within the plan reflects performance on the indicator when last reported in relation to 2016/17 data.

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

- 3.8 A number of the indicators provide contextual information upon which performance is based. These indicators do not have a target and simply record the value in terms of numbers of instances of occurrences. These indicators are:
- CR.PP.14 a-c;
 - CR:PP.25a-c;
 - SOA.13.CR.04;
 - SOA.13.CR.05a-b;
 - SOA.13.CR.o06;
 - CR.PP.04a-b.

1. A Better Future: Place 03: Protecting the Public

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
SOA08.090	Percentage of adults who agree that Renfrewshire is a safe place to live.		86%	83%	82%	84%	84%	84%
SOA09.121 8a	% of adults who agree with the statement "I am satisfied with my neighbourhood as a place to live".		79%	85%	81%	86%	86%	86%
CR.PP.07	Number of incidents of anti-social behaviour reported to Renfrewshire Council Community Safety Service		2,110	1,800	1,916	1,700	1,750	1,750
CR.PP.14	Domestic noise complaints - the average time (hours) between the time of the complaint and attendance on site		0.53	1	0.5	1	1	1
CR.PP.03a	Food Hygiene Information Scheme - % of premises which currently achieve a Pass rating		97.3%	97%	96%	97%	97%	97%
CR.PP.03b	Food Safety - % of broadly compliant food premises based on food business risk assessment scores		83.3%	86%	83%	86%	86%	86%
CR.PP.01a	% of air quality monitoring sites which exceed nitrogen dioxide limits		0% (All sites meet AQ objectives)	22%	0% (All sites meet AQ objectives)	22%	22%	22%
CR.PP.01b	Air quality - average nitrogen dioxide value of monitoring sites exceeding limits		0	46	0	45	44	44
CR.PP.01	Air Quality - Annual average PM10 value across all continuous monitoring sites		New from 2016/17	100%	13.7ug/m ³	18ug/m ³	18ug/m ³	18ug/m ³
CR.PP.01d	Maintain frequency of air quality monitoring across Renfrewshire in line with Scottish Government guidance		100%	100%	100%	100%	100%	100%

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.05a	% of cases referred to the mediation service which are assessed within 10 working days		100%	100%	100%	100%	100%	100%
CR.PP.05b	% of Community Safety Investigators' covert/overt surveillance assessments completed within 3 working days		100%	100%	100%	100%	100%	100%
CR.PP.05d	% of mediation agreements maintained after 12 week monitoring period		100%	75%	100%	75%	100%	75%
CR.PP.13a	% of low priority pest control calls where initial contact is made within timescale		98%	100%	100%	100%	100%	100%
CR.PP.13b	% of high priority pest control calls where initial contact is made within timescale		98.4%	100%	97.5%	100%	100%	100%
CR.PP.14a	Number of domestic noise complaints settled without the need for attendance on site		608	n/a	465	n/a	n/a	n/a
CR.PP.14b	Number of domestic noise complaints requiring attendance on site.		594	n/a	610	n/a	n/a	n/a
CR.PP.14c	Total number of domestic noise complaints dealt with - under Part V of the Anti-Social Behaviour etc (Scotland) Act 2004		1,202	n/a	1,705	n/a	n/a	n/a
CR.PP.25a	Number of minor assaults in Renfrewshire		1,754	n/a	1,707	n/a	n/a	n/a
CR.PP.25b	Number of drug crimes in Renfrewshire		1,993	n/a	1,592	n/a	n/a	n/a
CR.PP.25c	Number of crimes of vandalism in Renfrewshire		1,480	n/a	1,420	n/a	n/a	n/a
CR.PP.26a	Civil Contingencies - % of Business Impact Analyses updated per Directorate		New for 2016/17	100%	100%	100%	100%	100%
CR.PP.26b	Civil Contingencies - % of Directorate Business Continuity Plans updated		New for 2016/17	100%	100%	100%	100%	100%
CR.PP.26c	Civil Contingencies - % of officers identified in the Incident Management Contacts Directory trained in a resilience role		New for 2016/17	100%	60%	100%	100%	100%

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.26d	Civil Contingencies - % of CRMT members and deputies trained to undertake the 'Council Incident Officer' role		89%	100%	90%	100%	100%	100%
CR.PP.26e	Civil Contingencies - % of participating officers achieving 'pass' criteria in 6-monthly Call-Cascade Communications Exercise		81%	100%	90%	100%	100%	100%
CR.PP.26f	Civil Contingencies - % of identified businesses engaged with, to develop resilience arrangements		100%	100%	100%	100%	100%	100%
CR.PP.26g	Civil Contingencies - % of Multi-Agency Incident Response Guides updated in line with agreed timescales		100%	100%	100%	100%	100%	100%
CR.PP.26h	Civil Contingencies - % of Multi-Agency Incident Response Guides developed for newly identified sites		100%	100%	100%	100%	100%	100%
CR.PP.26i	Civil Contingencies - % of Community Councils actively engaged with, in the furtherance of community resilience initiatives		100%	100%	100%	100%	100%	100%
CR.PP.26j	Civil Contingencies - % of members trained in 'the role of an Elected Member during an incident' within the last two years		New for 2016/17	100%	100%	100%	100%	100%
HPCHART ER19	Percentage of anti-social behaviour cases reported in the last year which were resolved within locally agreed targets.		92.1%	n/a	Data not yet available	n/a	n/a	n/a
CR.PP.07a	Antisocial Behaviour: % of cases passed to Community Safety Investigators where contact is made within 3 working days		99.4%	100%	98.8%	100%	100%	100%
CR.PP.07b	Antisocial Behaviour: % of cases passed to Community Safety Investigators where contact is made with neighbours within 5 working days		99%	100%	100%	100%	100%	100%
CR.PP.07c	Antisocial Behaviour: % of cases passed to Community Safety Investigators where other agencies were consulted within 5 working days		100%	100%	100%	100%	100%	100%
CR.PP.07d	Antisocial Behaviour: % of cases passed to Community Safety Investigators where the person being complained about is contacted within 10 working days		96%	100%	97.3%	100%	100%	100%

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.07e	Antisocial Behaviour: % of cases passed to Community Safety Investigators which are monitored for 12 weeks	✔	100%	100%	99.3%	100%	100%	100%
SOA09.091 4a	Number of crimes of violence	✔	253	252	257	245	240	240
SOA13CR. 01	% reduction in one year reconviction frequency rate	✔	43%	45%	49%	43%	42%	42%
SOA13CR. 02	% reduction in the perception of the local drug dealing/use in neighbourhoods	?	14%	11%	Data not yet available	11%	10%	10%
SOA13CR. 03	% of residents stating they feel 'very safe' or 'fairly safe' when at home alone at night and when walking alone in the neighbourhood after dark	?	87%	84%	Data not yet available	85%	86%	86%
SOA13CR. 04	Number of reported incidents of anti-social behaviour (combined Council and Police data)	?	12,616	11,489	Data not yet available	11,250	11,000	11,000
SOA13CR. 05a	Total number of reported incidents of domestic abuse	✔	2,145	2,431	2,223	2,400	2,350	2,350
SOA13CR. 05b	Number of reported incidents of domestic abuse per 100,000 of population	✔	1,229	1,432	1,264	1,400	1,400	1,400
SOA13CR. 06	Number of complaints regarding vandalism and youth disorder	?	3,244	2,614	Data not yet available	2,575	2,525	2,525
SOA13CR. 07a	Detection rates for hate crimes and offences	?	79.9%	86%	Data not yet available	86%	87%	87%

1. A Better Future: Place 04: Creating a Sustainable Renfrewshire

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.27	% of flytipping incidences investigated and uplifted by the Rapid Response Team within one working day.			New from 2017/18				100%
CR.PP.29	No. of community clean-up events supported by Community Resources			New from 2017/18				150

2. A Better Future: People 06: Raising Attainment and Closing the Attainment Gap

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.06c	Number of recorded attendances at Street Stuff activities		37,269	32,000	43,758	50,000		45,000
CR.PP.06a	Number of volunteers assisting with Street Stuff activities		23	n/a	17	n/a		n/a
CR.PP.06b	Number of employment opportunities created through Street Stuff activities		16	n/a	9	n/a		n/a

3. A Better Council

09: Supporting our Employees

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.15a	Renfrewshire Community Safety Partnership - absence %		7%	4%	8.2%	4%		4%
CR.PP.15b	Regulatory Services - % absence		0.4%	4%	0.7%	4%		4%
CR.PP.15d	% of Renfrewshire Community Safety Partnership employees having completed IDPs (from MDP/MTIPD)		76.1%	100%	76.1%	100%		100%
CR.PP.15e	% of Regulatory Services employees having completed IDPs (from MDP/MTIPD)		92%	100%	92%	100%		100%
CR.PP.30	Public Protection Service - overtime costs as a % of budgeted basic employee costs		New from 2016/17		2.3%	n/a		n/a

3. A Better Council

10: Continuing to be a Well Run Council

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Value	Target
CR.PP.02a	Trading Standards - consumer complaints completed within 14 days		87.4%	82%	87%	82%		82%
CR.PP.02b	Trading Standards - business advice requests completed within 14 days		100%	100%	100%	100%		100%
CR.PP.04a	Cost of Trading Standards per 1,000 of population		£2,624	n/a	Data not yet available	n/a		n/a
CR.PP.04b	Cost of Environmental Health per 1,000 of population		£10,661	n/a	Data not yet available	n/a		n/a

Public Protection Operational Service Plan 2016-2019 - Scorecard

Code	Short Name	Status	2015/16		2016/17		2017/18	
			Value	Target	Value	Target	Target	
CR.PP.01c	% of service requests concerning air quality related issues responded to within 3 working days of receipt		95.8%	95%	96.1%	95%	95%	
CR.PP.16a	Customer satisfaction rating for Trading Standards - Business Advice Service		Being developed					
CR.PP.16b	Customer satisfaction rating for Business Regulation Inspections		Being developed					
CR.PP.16c	Customer satisfaction rating for Environmental Improvements		Being developed					
CR.PP.16d	Customer satisfaction rating for Renfrewshire Community Safety Partnership		Being developed					
CR.PP.16e	Customer satisfaction rating for the noise complaints service		Being developed					
CR.PP.16f	Customer satisfaction rating for the pest control service		Being developed					
CR.PP.17	% of programmed food hygiene inspection visits carried out within target		99%	100%	99%	100%	100%	
CR.PP.19	% of notified cases of infectious diseases responded to within 2 working days		100%	100%	100%	100%	100%	
CR.PP.20	% of Food and Health and Safety complaints and service requests responded to within 2 working days of receipt		100%	100%	100%	100%	100%	
CR.PP.21	% of service requests in relation to public health and housing responded to within 3 working days		98.7%	96%	96%	96%	96%	
CR.PP.22	% of service requests relating to Houses in Multiple Occupation and Private Landlord Registration responded to within 3 working days		96%	98%	94%	98%	98%	
CR.PP.31a	Public Protection Service - % of front line resolutions dealt with within timescale		75%	100%	68%	100%	100%	
CR.PP.31b	Public Protection Service - % of complaint investigations dealt with within timescale		100%	100%	100%	100%	100%	

Section 4: Appendices

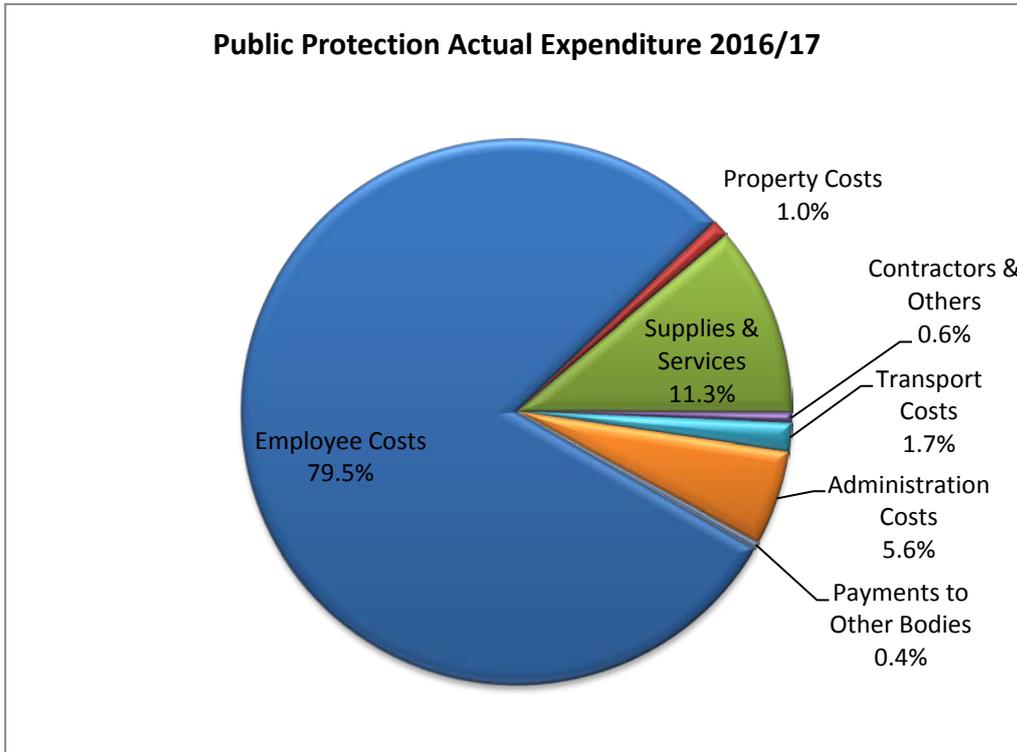
Information provided in the Service Appendices section of the plan provides useful supplementary information relevant to the service.

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Appendix 1: Glossary

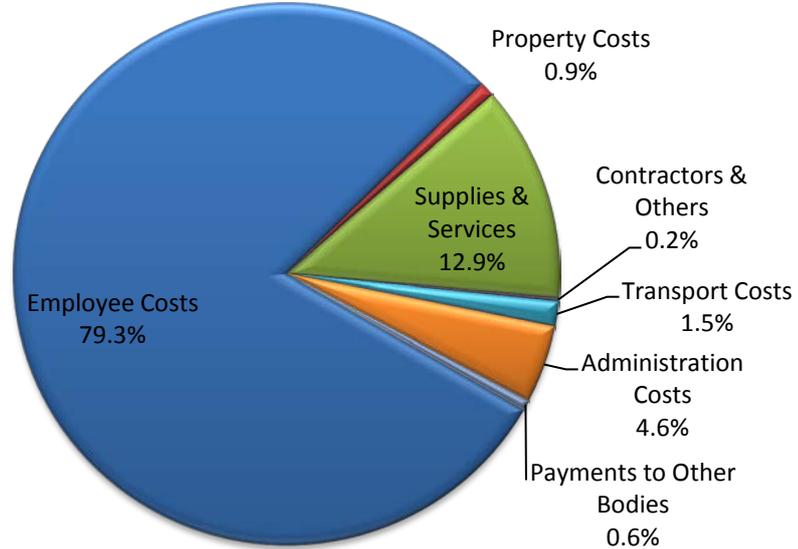
GLOSSARY	
Acronym	Full Name
AGS	Aberdeen, Glasgow, Southampton Ltd (Glasgow Airport)
APHA	Animal & Plant Health Agency
BAES	BAE Systems
BIS	Department for Business, Innovation and Skills
CAS	Citizens Advice Scotland
CMA	Competition and Markets Authority
CTSI	Chartered Trading Standards Institute
FSS	Food Standards Scotland
GSS	Glasgow Scientific Services
HMO	Houses in Multiple Occupation
HSE	Health & Safety Executive
IPO	Intellectual Property Office
RCSP	Renfrewshire Community Safety Partnership
REHIS	Royal Environmental Health Institute of Scotland
SBRC	Scottish Business Resilience Centre
SFELC	Scottish Food Enforcement Liaison Committee
SFRS	Scottish Fire & Rescue Service
SOCOEHS	Society of Chief Officers of Environmental Health in Scotland
SCOTSS	Society of Chief Officers of Trading Standards in Scotland
TSS	Trading Standards Scotland

Appendix 2: Financial Data



Public Protection Actual Expenditure 2016/17		
Expenditure Type	Actual Spend Gross Revenue Expenditure	
Employee Costs	£3,341,104	79.5%
Property Costs	£41,758	1.0%
Supplies & Services	£474,516	11.3%
Contractors & Others	£24,269	0.6%
Transport Costs	£71,899	1.7%
Administration Costs	£235,515	5.6%
Payments to Other Bodies	£16,034	0.4%
Total	£4,205,095	100.0%

Public Protection Estimated Expenditure 2017/18



Public Protection Forecast 2017/18		
Expenditure Type	Estimated Spend Gross Revenue Expenditure	
Employee Costs	£3,516,739	79.3%
Property Costs	£40,370	0.9%
Supplies & Services	£570,020	12.9%
Contractors & Others	£9,216	0.2%
Transport Costs	£66,848	1.5%
Administration Costs	£204,211	4.6%
Payments to Other Bodies	£26,300	0.6%
Total	£4,433,704	100.0%

Appendix 3.1: Business Regulation Service Plan



COMMUNITY RESOURCES

BUSINESS REGULATION SERVICE PLAN

2017/18

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BUSINESS REGULATION SERVICE PLAN 2017/18

1. SERVICE AIMS AND OBJECTIVES

1.1 Aims and Objectives

1.1.1 The Food and Health & Safety Service is provided by Public Protection, within Renfrewshire Council's Community Resources service. With the exception of feed controls, 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. The Trading Standards & Licensing Team is responsible for the enforcement of feeding stuffs legislation.

1.1.2 In order to achieve this aim, Community Resources 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

1.2.1 The Business Regulation Service Plan 2017-18 contributes to Community Resources service 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

1.3.1 In terms of food law enforcement, Renfrewshire Council is a statutory food authority under the Food Safety Act 1990 for all food and feed 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.

- 1.3.2 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

- 2.1.1 The Food Safety and Health & Safety service is delivered by suitably qualified officers within the Business Regulation Team operating in Public Protection within Community Resources.

2.2 Role of Public Protection

- 2.2.1 Public Protection consists of the Business Regulation, Community Safety, Environmental Improvements and Trading Standards 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.

2.3 Public Protection

The Service is based at:

Community Resources
Renfrewshire House
Cotton Street
Paisley
PA1 1BR

The Service can be contacted by:

email - b-serv.es@renfrewshire.gov.uk, or

phone – 0300 300 0380

2.4 Scope of the Service

- 2.4.1 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.

- 2.4.2 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.
- 2.4.3 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.
- 2.4.4 Food and premises hygiene complaints are investigated. 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.
- 2.4.5 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.
- 2.4.6 The principal activities of the service, outlined above, have relevance to 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.
- 2.4.7 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 Community Resources Facilities Management soft Services.
- 2.4.8 The Trading Standards & Licensing Team is responsible for enforcement of animal feeding stuffs legislation.

2.5 Demands on the Service

Table 1: Profile of food businesses in Renfrewshire as at 1 April 2017:

Premises	Number
Primary Producers	14
Manufacturers and Packers	51
Importers/Exporters	5
Distributors/Transporters	19
Supermarket/Hypermarket	31
Smaller Retailers	238
Retailers, Other	53
Restaurant/ Cafe/Canteen	270
Hotel/Guest House	24
Pub/Club	167
Take Away	181
Caring Establishment	186
School/College	80
Mobile Food Unit	59
Restaurants & Caterers, Other	136
Total	1514

Table 2: Profile of Businesses for Health & Safety Enforcement as at 1 April 2017:

Premises	Number
Retail	778
Wholesale	131
Offices	327
Catering	732
Hotels etc	24
Residential Care	19
Leisure	207
Consumer Services	427
Others	72
Total	2649

Table 3: No. of approved and registered feeding stuffs premises as at 1 April 2017:

Premises	Number
Registered Feeding Stuffs Premises	128
Approved Feeding Stuffs Premises	0
Total	128

2.5.1 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.

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

Glasgow International Airport

2.5.3 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.

2.5.4 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.

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

2.5.6 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

2.5.7 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

- 2.5.8 The control of food enforcement in Local Authority catering operations provided by Community Resources 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

- 2.5.9 There are 11 approved premises (2 meat and fishery products, 7 meat products, and 2 meat, fish & dairy products) operating within Renfrewshire, all of which are approved under Regulation (EC) 853/2004.

Events

- 2.5.10 A significant number of 1 day events such as Fetes, agricultural shows, food festivals 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

- 2.5.11 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.
- 2.5.12 An Intervention Plan based on this guidance has been developed which takes into account local conditions and priorities.

2.6 Performance Management

- 2.6.1 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 97%.
- 2.6.2 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 Public Protection Management Meeting. Certificates of

Compliance and formal notices are reported to elected members via the Regulatory Functions Board and Information Bulletin reports.

- 2.6.3 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.

2.7 Enforcement Policy & Procedures

- 2.7.1 The Regulatory Services Integrated Enforcement Policy is in place to ensure the consistency of enforcement across all areas of 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.

2.8 Information Systems

- 2.8.1 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.
- 2.8.2 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

- 3.1.1 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.
- 3.1.2 The tables below illustrate the number of premises in Renfrewshire in each risk category for Food Hygiene, Food Standards, Feeding Stuffs and Health & Safety as at April 1 2017.

Table 4: Food Hygiene Premises per Risk Category

Risk Band	Number of Premises
A	24
B	203
C	482
D	378
E	407
Unrated	14
Total	1508

- 3.1.3 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.
- 3.1.4 In the year, there has been an increase in the number of category A rated premises, (previously 12). In addition, there has been a slight shift upwards in category B, C & D premises. Business Regulation will continue to monitor this.

Table 5: Food Standards Premises per Risk Category

Risk Factor Band	Number of Premises
High	10
Medium	493
Low	998
Unrated	18
Total	1519

Table 6: Feeding Stuffs Premises per Risk Category

Risk Factor Band	Number of Premises
High	3
Upper Medium	11
Lower Medium	114
Low	197
Unrated	5
Total	330

Table 7: Profile by Health & Safety risk category rated at 1 April 2017:

Risk Category	Total number in category
A	1
B1	31
B2	749
C	1527
Unrated	449
Total	2757

3.1.5 The tables below illustrate the number of inspections programmed for 2017/18 in each risk category for Food Hygiene, Food Standards and Feeding Stuffs.

Table 8: Food Hygiene Programmed Inspections for 2017/18

Risk Band	Number of Inspections
A	24
B	203
C	330
D	173
E	195
Unrated	14
Total	939

Table 9: Food Standards Programmed Inspections for 2017/18

Risk Band	Number of Inspections
High	10
Medium	134
Low	14
Unrated	18
Total	176

Table 10: Health & Safety Inspections for 2017/18

3.1.6 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 67/2. 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.

3.1.7 There is one proactive inspection (Risk Category A premises) in the health & safety programme for 2017/18 and the themed inspections programmed are detailed in the table below:

Date	Special Intervention
August-December 2017	Carry out special workplace transport interventions in an effort to reduce the risk to employees and the public from Health & Safety incidents relating to workplace transport
August-December 2017	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.
August-December 2017	Carry out special interventions to businesses in the 'at risk' category of premises where there is a risk of occupational asthma
August-December 2017	Carry out special interventions to tackle issues regarding falls from height in business premises to reduce the risk of injury.

3.1.8 The inspection programme for 2017/18 has been developed to comply fully with the Food Law Code of Practice (Scotland) and LAC Circular 67/2 (Rev 4) Health & Safety priority planning. Therefore, in addition to the programmed Food Standards Inspections detailed above, this Authority continues to exercise the facility afforded to combine Food Standards Inspections with programmed Food Hygiene Inspections where appropriate.

3.1.9 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.

- 3.1.10 In addition to the inspection programmes, a number of revisit inspections; estimated for 2017/18 to be in the region of 300 visits, are predicted to be required in accordance with the Service’s Enforcement Policy.
- 3.1.11 Eight full time equivalent officers carry out the work of the Business Regulation team, including the Robert Marshall 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.
- 3.1.12 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, Feeding Stuffs and Health & Safety Service Requests

- 3.2.1 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 2016 - March 2017) are shown in the table below:

Table 11: Complaints and Service Requests 2016/17

Category of Complaint/Service Request	Number of enquiries 2016/17
Food Hygiene	60
Food Standards	30
Hygiene of Food Premises	20
Feeding Stuffs (animals)	6
Health & Safety	93
Advice to Business	155
Advice to Consumers	46
Certificates and Consultations	50
Imports/Exports	30
Other	4
Total	514

*Figure includes accident notifications.

3.2.2 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.

3.2.3 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)

3.4.1 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.

3.4.2 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/Regulatory and Enforcement Manager.

3.5 Home Authority Principle & Primary Authority Scheme

3.5.1 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 operates a Primary Authority partnership with M&Co in relation to Health & Safety advice and enforcement.

3.5.2 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.

3.5.3 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.

3.5.4 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
Alpha LSG Sky Chef's Ltd	Arran Avenue	Paisley	PA3 2AY
Aulds Delicious Desserts	Barnsford Avenue	Inchinnan	PA4 9RG
Big Bear Bakery	15 Edison Street	Hillington Park	G52 4JW
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
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
Foxbar Butchers	44 Foxbar Road	Paisley	PA2 0AY
G Porrelli & Co Ltd	25 Lacy Street	Paisley	PA1 1QN
G&A McHarg	Dalziel Road	Hillington Park	G52 4NN
Gleddoch Family Butchers	60 Glasgow Road	Paisley	PA1 13W
Hannah's of Johnstone	18-20 Walkinshaw Street	Johnstone	PA5 8AB
Henderson Meats	Bargarran Square	Erskine	PA8 6BS
Houston Brewery	58 Kelvin Avenue	Hillington Park	G52 4GA
Ingram Brothers	15 East Lane	Paisley	PA1 1QA
Italian Lifestyle Express	Floors Street Ind. Estate	Johnstone	PA5 8PE
Jaw Brewery	67b Montrose Avenue	Hillington Park	G52 4LA
Jenier Limited	Darluith Road	Linwood	PA3 3TP

JoJo's Cakery	Mossedge Industrial Estate	Moss Road, Linwood	PA3 3HR
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
McNeil's produce	26 Newnham Road	Paisley	PA1 3DY
NCT Leather Ltd	Kilbarchan Road	Bridge Of Weir	PA11 3RL
Overton Dairy	Burntshields Road	Kilbarchan	PA10 2PB
Patisserie du Jour	Moss Road	Linwood	PA3 3HR
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
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

3.6.1 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 Service provides advice on feeding stuffs to any business requesting it.

3.7 Health Promotion Activities

3.7.1 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 2017/18. The activities will be communicated via the Council website and also social networking sites and press releases.

3.8 FHIS & EatSafe

3.8.1 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.

3.8.2 Currently 97% of premises within Renfrewshire have a pass certificate within the scheme.

3.8.3 There are 13 premises with Eat Safe Awards. These are:

Premises Name	Premises Address
Accord Hospice	Morton Avenue, Paisley, PA2 7BW
BP Connect & Wild Bean Cafe	White cart Road, Paisley, PA3 2TH
Braemount Care Home	21 Donaldwood road, Paisley, PA2 8EA
Capability Scotland	Wallace Court, 191 Main road, Elderslie, PA5 9EJ
Capability Scotland, Corseford school	Beith Road, Howwood, PA10 2NS
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, Orchard Court	Orchard Street, Renfrew, PA4 8RZ
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

3.8.4 All inspection reports are now published on the Council website, enabling consumers to make an informed choice about where they wish to purchase food. This information is available at: <https://maps.renfrewshire.gov.uk/scores/>

3.9 Sampling

- 3.9.1 Research has been carried out by the Improvement Service to consider options for the creation of a shared service to deliver Scientific Services in Scotland. The business case indicates savings may be achievable in year one with further savings in future years. It is anticipated that these savings may increase as service reform is implemented, such as the development of laboratories as centres of excellence. The final detailed business case is expected to be completed in the coming months before submission to Executive Committees for a decision on the final report.
- 3.9.2 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.
- 3.9.3 The sampling programme for 2017/18 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.
- 3.9.4 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.
- 3.9.5 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

- 3.10.1 Community Resources 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.
- 3.10.2 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.
- 3.10.3 During 2016/17 there were 40 cases of food poisoning reported and investigated by Environmental Health Officers.
- 3.10.4 Present resources within Community Resources 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

- 3.11.1 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.
- 3.11.2 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

- 3.12.1 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.
- 3.12.2 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

4.1.1 The budget detailed below indicates the level of resources available 2017-18 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.

Budget	2017-18
Employee Costs	£343,629
Supplies and Services	£180,701
Travel and Subsistence	£9,430
Training	£1,600
Total	£535,360

Projected Income Source	2017-18
Export Health Certificates	£9,700
Sales, Fees and Charges	£500
Miscellaneous Income	£3,900
Total	£14,100

4.2 Staffing Allocation

4.2.1 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.

4.2.2 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. Four officers have completed the ISO 9000 Lead Assessors course.

4.2.3 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

- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 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.
- 4.3.4 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.
- 4.3.5 A Corporate Training Plan (Managing Team and Individual Performance Development - MTIPD) has been rolled out. All officers have completed their training needs analysis and have individual development plans prepared for 2017/18.

5. QUALITY ASSESSMENT

5.1 Quality Assessment

- 5.1.1 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 Regulatory and Enforcement Manager has a secondary responsibility to oversee the performance of the Robert Marshall and to ensure that quality assessments are being carried out consistently throughout the Service.
- 5.1.2 The Internal checks include file checks, one-to-one discussions, team discussions and accompanied inspections. Records of these are retained by the Robert Marshall and Regulatory and Enforcement Manager.
- 5.1.3 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.

- 5.1.4 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 2016/17 Inspection and Sampling Programmes

The following table details performance against targets for 2016/17**

Programmed Food Hygiene Inspections		
Activity	Targets for 2016/17	Achieved
Category A (6 months)	12	11 (93%)
Category B (12 months)	191	191 (100%)
Category C(18 months)	312	310 (99%)
Category D (2 years)	239	239 (100%)
Category E (Alt. Enforcement /3 Years)	139	138 (99%)
Total	893	889 (99%)
Programmed Food Standards Inspections		
Activity	Targets for 2016/17	Achieved
High Risk (1 year)	8	8 (100%)
Medium Risk (2 years)	159	159 (100%)
Low Risk (5 years)	14	12 (86%)
Total	181	179 (99%)

Complaints/Enquiries/Requests for Service received 2016/17	514
Total Number of Health & Safety Inspections/Visits 2016/17	88

- 6.1.1 **Programmed Food Hygiene Inspections:** Performance remains high in this area as 99% of visits due took place within the required timescales. One Category A food hygiene inspection was reported as being missed. This business was not operating for some time however it remained on the inspection programme. It has now commenced operations and has been inspected. Two category C premises were missed at the time of their due date as these were businesses which operate on a seasonal basis. They have now been inspected. One category E business was

missed due to this being a nightclub and only opened in the late evening. The business was contacted in terms of the alternative enforcement policy.

- 6.1.2 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.
- 6.1.3 **Programmed Food Standards Inspections:** 7 lower risk food standards premises were reported as being missed. This was due to access problems such as seasonal businesses and premises which had ceased trading but had remained on the programme. The programme has been updated to reflect the changes.
- 6.1.4 **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.
- 6.1.5 **Complaints/Enquiries/Requests for Service:** There was a decrease in the number of service requests received. It is believed that this was in part due to the improvements made to information available on the website.
- 6.1.6 **Sampling:** The Food Sampling programme for 2016/17 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 2017/18. Results are shown in the following table.
- 6.1.7 84 samples were taken in total during the year; 50 for composition/chemical analysis with 5 fails and 34 for microbiological examination of which none failed. All failed samples were followed up with interventions by officers. Items included in the project work undertaken for the year are detailed below. Note: The amount of samples taken was determined by availability and priorities for the year.

Sample Type	Type of Premises	No of samples planned	No of samples taken	Pass	Fail
Microbiological quality Non pre-packed fruit and vegetable salads	Caterers and retailers	4	2	2	0
Microbiological quality of ready to eat fish and shellfish products	Distributors and retailers	8	0	0	0
Microbiological Quality of eggs used in catering establishments	Caterers	4	4	4	0
Microbiological quality of Cheese (grated)	Caterers	4	2	2	0

Microbiological quality of Fruit and vegetable smoothies	Caterers	4	1	1	0
Undeclared gluten Cakes and traybakes	Small producers, caterers and retailers	8	4	4	0
Undeclared gluten and sulphur dioxide in Burgers and sausages	Butchers	12	10	10	0
Meat content and speciation Meat pies	Small producers and retailers (including butchers)	12	8	8	1
Misuse of colours Sauces, batters and rice dishes	Caterers (other than Indian style)	4	0	0	0
Meat speciation (and mis-use of colours where appropriate)	Caterers (Chinese/ Indian/Turkish style)	8	0	0	0
Speciation Fish	Distributors, caterers and retailers and Airport	8	3	2	1
Spirits - counterfeit and adulteration	Licensed premises/ Retail	4	2	2	0
Acrylamide levels in food	Caterers	8	3	3	0
Mycotoxins in flour and flour products	Manufacture & Retail	4	4	4	0

6.1.8 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 2017/18 is based on local priorities, the national programme in agreement with SFELC and the West of Scotland Food Liaison Group. (See Appendix 1).

6.2 Areas for Improvement

6.2.1 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 2016/17, some preliminary research was carried out with other local authorities who use similar IT systems to this service. Two LA's have been

identified as using systems which would suit this service and it is expected that visits to see the systems in operation will be carried out in 2017/18. This will be dependent on the corporate direction for electronic document records management systems.

- 6.2.2 Further development of the APP electronic database will also be pursued during 2017/18.

7. EMERGING ISSUES 2017/18

Food Crime

- 7.1 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. This is why 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.

Review of Risk Rating Scoring System

- 7.2 In 2012, The Scudamore report “**Review of future arrangements to secure food standards and safety in Scotland**” was published. One of the main recommendations was that: “***FSA Scotland should review the Food Law Code of Practice (Scotland) to determine if the current risk rating and intervention frequencies are appropriate and represent the best use of enforcement resources in Scotland***”.
- 7.3 In February 2014, The Scottish Food Liaison Enforcement Liaison Committee (SFELC) set up a Working Group tasked with examining the existing arrangements in Annex 5 of the Food Law Code of Practice (Scotland). The group assessed whether an alternative regime would deliver more effective prioritisation of food law enforcement in Scotland.
- 7.4 In September 2016, Renfrewshire Council was invited to be one of 10 Scottish local authorities to take part in a 1 year pilot, commencing October 1 2016, to develop a risk rating scoring scheme to replace the existing Annex 5.
- 7.5 Renfrewshire Council attend monthly meetings of the group and funding of £5000 was made available to assist with administration, travel and subsistence costs incurred during the course of the pilot.

Appendix 3.2: Food Sampling Programme



COMMUNITY RESOURCES

BUSINESS REGULATION – FOOD SAMPLING PROGRAMME

2017/18

1. INTRODUCTION

- 1.1 The annual sampling programme for 2017-18 is designed to fulfil aims and objectives in line with Community Resources' 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.
- 1.2 The majority of 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.
- 1.3 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

- 2.1 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 2017/18 is designed to be more focused on high risk products which are manufactured in Renfrewshire. Focussing on these premises will ensure that the premises which pose the greatest risk to the public of Renfrewshire are adequately controlled.

2.2 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.

2.3 Formal Samples

In accordance with Regulatory Services 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.

2.4 Sampling Priorities

FSS 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.

2.5 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.

2.6 Sampling Plan 2017/18

The sampling plan for 2017/18 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

3.1 In response to complaints and notifications of food borne disease received Community Resources may opt to take samples in order to resolve any issues arising as a result of any investigations.

3.2 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.

3.3 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.

3.4 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 2017/18, along with other local surveillance activities outlined in the table below at point 4.2:

4.2 Sampling Plan

Time of Year	Sample Type	Type of Premises	No. of samples
July 2017 to March 2018	Microbiological quality Non pre-fruit and veg salads and garnishes (including salads with mayonnaise e.g. coleslaw)	Caterers & Retailers	10
July 2017 to March 2018	Microbiological quality of ready to eat fish and shellfish products	Caterers & Retailers	18
July 2017 to March 2018	Microbiological Quality of Fresh Herbs	Caterers & Retailers	5
July 2017 to March 2018	Microbiological quality of Non-pre-packed sandwiches and sandwich fillings containing mayonnaise	Caterers	10
July 2017 to March 2018	Microbiological quality of Non-pre-packed cooked sliced meats (tests to include Salmonella, Campylobacter and E.coli O157)	Caterers	10
July 2017 to March 2018	Microbiological quality of Vacuum packaged ready to eat foods with a shelf-life longer than 10 days	Manufacturers	5
July 2017 to March 2018	Swabs from ready to eat contact equipment (focus on slicing blades and slicing machines)	Butchers	10
July 2017 to March 2018	Meat speciation in venison products	Butchers/Retail	4
July 2017 to March 2018	Free-from claims with a focus on gluten-free and the presence of dairy in non-dairy yoghurt, cheese and milk substitutes	Retailers	10
July 2017 to March 2018	Preservative in Jarred chutneys and relishes	Retailers	3
July 2017 to March 2018	Meat speciation Prepared meals (curries, kebabs etc.) (and mis-use of colours where appropriate)	Caterers (Chinese/Indian/Turkish style)	10
July 2017 to March 2018	Speciation Fish / Fish products (battered, breaded and with sauces)	Caterers	10
July 2017 to March 2018	Speciation Fish / Fish products(prepacked fresh and frozen)	Retailers	10

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 2016/17

5.1 The Food Sampling programme for 2016/17 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 2017/18.

5.2 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.



Renfrewshire Council



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 30 AUGUST 2017

Report by: DIRECTOR OF COMMUNITY RESOURCES

**Heading: RENFREWSHIRE'S LOCAL AIR QUALITY MANAGEMENT UPDATE –
2017 AIR QUALITY ANNUAL PROGRESS REPORT (BASED ON 2016
DATA)**

1. Summary

- 1.1 This report provides an update in relation to air quality within Renfrewshire and details the findings of the Council's most recent Local Air Quality Management report, Renfrewshire's 2017 Annual Progress Report.
- 1.2 The Scottish Government require each Council to submit an Annual Air Quality Progress report. This provides an overview of air quality in accordance with standards set out in technical guidance. The 2017 Annual Progress Report contains detailed monitoring and technical information and is available as a background paper to this report.
- 1.3 The 2017 Annual Progress Report reviewed air quality monitoring data from 2016 and concluded that there has been an overall reduction and downward trend in pollution levels across Renfrewshire. For the first time in over a decade there have been no exceedances of statutory air quality objectives identified at any monitoring locations throughout Renfrewshire.
- 1.4 Air quality is affected by a number of factors including weather conditions. Whilst the results of monitoring during 2016 and the overall conclusion in the Annual Progress Report is positive, it is likely that in future exceedances may occur and be recorded. On this basis, air quality monitoring will continue to be

undertaken and an Air Quality Action Plan will be brought to a future meeting of this Policy Board.

- 1.5 Community Resources will require to continue with the current monitoring programme for a further two to three years, before any consideration is given to amending or revoking the Air Quality Management Areas declared for Paisley Town Centre, Johnstone High Street and Renfrew Town Centre.

2. Recommendations

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

- 2.1 Notes the outcome of Renfrewshire's 2017 Air Quality Annual Progress Report and that there were no exceedances of statutory air quality objectives identified at any monitoring sites throughout Renfrewshire during 2016.
- 2.2 Notes that air quality is affected by a number of factors including weather conditions and it is expected that in future exceedances may occur and that further monitoring will continue for at least 2 to 3 years
- 2.3 Notes that a Renfrewshire Air Quality Action Plan is currently being drafted and will be brought back to a future Infrastructure, Land and Environment Policy Board for consideration and approval.

2 Background

- 3.1 Air Quality is directly related to a number of key Scottish Government National Outcomes and policy priorities, notably those focussed on the environment, sustainable places, environmental impact and healthier lives.
- 3.2 In accordance with the Local Air Quality Management statutory process introduced by the Environment Act 1995, all local authorities are required to undertake a regular review and assessment of air quality within their area and submit their findings to the Scottish Government for approval. Changes to this regime (introduced in 2016) now require the submission of an Annual Progress Report (APR) by the end of June each year. Community Resources have recently submitted Renfrewshire's Annual Progress Report for 2017 and are awaiting Scottish Government comments and formal approval of the report.

- 3.3 The Annual Progress Report provides an overview of air quality within Renfrewshire during 2016. It includes a review of 2016 pollutant monitoring data and atmospheric emissions sources within Renfrewshire, comparing the available data to national air quality standards.
- 3.4 Within Renfrewshire and across Scotland, the main pollutants of concern are nitrogen dioxide (NO₂) and particulate matter (PM₁₀). There are currently three Air Quality Management Areas (AQMAs) within Renfrewshire: the Paisley Town Centre Air Quality Management Area declared August 2009; the Johnstone High Street and Renfrew Town Centre Air Quality Management Areas declared August 2016.
- 3.5 In 2016 the Council operated three automatic monitoring sites (Gordon St Paisley, St James St, Paisley and Cockels Loan, Renfrew) which measured NO₂ and/or PM₁₀ concentrations. Monitoring of NO₂ was also undertaken via a network of approximately seventy NO₂ diffusion tube sites. Concentrations recorded at all monitoring sites were below the annual mean and short term objective levels for both pollutants. This is an improvement on the two locations of exceedance measured during 2015 in High Street, Johnstone and Inchinnan Road, Renfrew and is the first time in over a decade that there have been no exceedances of statutory air quality objectives measured at any monitoring sites within Renfrewshire.
- 3.6 The Annual Progress Report concludes that there has been an overall reduction and downward trend in pollution levels across Renfrewshire. With regards to the Paisley Town Centre Air Quality Management Area, compliance with statutory air quality objectives was also achieved in 2015 and there are now two years of monitoring data whereby no exceedances have been identified. Whilst no exceedances were identified within the Renfrew and Johnstone Air Quality Management Areas during 2016, there are some diffusion tube locations where the annual mean NO₂ concentration was close to the objective. Therefore Community Resources will maintain the current programme and network of pollutant monitoring across the Council area for a further two years before consideration is given to amending or revoking the Air Quality Management Areas.
- 3.7 Community Resources is currently replacing the Paisley Town Centre Air Quality Action Plan published in 2014 with a new Air Quality Action Plan to include the Air Quality Management Areas in Renfrew and Johnstone town centres. This Renfrewshire Action Plan will take on board the Scottish Government's Cleaner Air for Scotland Strategy (which was presented to the previous Environment Policy Board on 9 November 2016). The new Renfrewshire Air Quality Action Plan is currently being drafted and will be

brought to a future Infrastructure, Land and Environment Policy Board for consideration and approval.

4 Next Steps

- 4.1 Air quality is affected by a number of factors including weather conditions. Whilst the results of monitoring during 2016 and the overall conclusion in the Annual Progress Report is positive, it is likely that in future exceedances may occur and be recorded. On this basis, air quality monitoring will continue to be undertaken and an Air Quality Action Plan will be brought forward for consideration by the Board later in 2017.
- 4.2 The Renfrewshire Air Quality Action Plan will incorporate the Air Quality Management Areas in Johnstone and Renfrew and replace the existing Paisley Town Centre Air Quality Action Plan, published in 2014. The Renfrewshire Air Quality Action Plan will be brought to a future Infrastructure, Land and Environment Policy Board meeting for consideration and approval.
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Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community Planning**
Community Care, Health & Well-being – by reviewing and assessing air quality throughout Renfrewshire and producing our annual Local Air Quality Management report we aim to improve air quality and provide a clean and safe environment for all of Renfrewshire’s residents, workers and visitors.

Greener - improving air quality will have a beneficial impact on Renfrewshire’s natural environment.
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. 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** – Whilst CoSLA do not have a policy position of the Renfrewshire Annual Progress Report, it should be noted that they are supportive of the Scottish Government's drive to improve air quality in Scotland.
-

List of Background Papers

- a) Background Paper 1: 2017 Air Quality Annual Progress Report (APR) for Renfrewshire Council

The foregoing background papers will be retained within Community Resources 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 the Regulatory and Enforcement Manager.

Author: Oliver Reid, Head of Public Protection
e-mail: oliver.reid@renfrewshire.gcsx.gov.uk



To: Infrastructure, Land and Environment Policy Board

On: 30th August 2017

Report by: Director of Community Resources

Heading: The Renfrewshire Council (Johnstone Station and Associated Side Roads) (Various Restrictions) (Amendment) Order, Sustained Objection

1. Summary

- 1.1. Following approaches from residents of Fraser Avenue Johnstone, to revisit previously rejected proposals for traffic management in Fraser Avenue and the surrounding streets, a Traffic Regulation Order (TRO) is being proposed to support traffic flow and the safe movement of vehicles and pedestrians.
- 1.2. Under the Road Traffic Regulation Act 1984, the making of a Traffic Regulation Order (TRO) is a function designated to the Director of Community Resources after consultation with the Convener of the Infrastructure, Land and Environment Policy Board and the local ward members.
- 1.3. The proposed Traffic Regulation Order for this location will allow for better management of available road space around the train station by restricting inappropriate long stay commuter car parking on the double bends on Fraser Avenue, allowing an improvement in two way traffic flow and forward visibility for vehicles using the road while also improving road safety and the ease with which properties on Fraser Avenue can be accessed.
- 1.4. Following consultation on the above TRO, one objection was made and not withdrawn in respect of Fraser Avenue, Johnstone.
- 1.5. In accordance with the Local Authorities' Traffic Orders (Procedures) (Scotland) Regulations 1999 and the Council's procedures, the Infrastructure, Land and Environment Policy Board may now decide how to proceed, either to decide on the objection itself or appoint an independent reporter to do so.

- 1.6. A summary of the details and location of the proposal, and the objection are included in Appendix A.
-

2. Recommendations

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

- 2.1. Considers and decides on the one objection made and not withdrawn, in relation to the Renfrewshire Council (Johnstone Station and Associated Side Roads) (Various Restrictions) (Amendment) Order, at this meeting of the Policy Board rather than appointing an independent reporter.
 - 2.2. Subject to recommendation 2.1 and the objection not being upheld, then approves the implementation of the restrictions as advertised on Fraser Avenue, Johnstone and approves the Director of Community Resources, in conjunction with the Convener of the Infrastructure, Land and Environment Policy Board, to make the Traffic Regulation Order.
 - 2.3.
-

3. Background

- 3.1. The Council had previously attempted to gain consensus among the local area's residents to provide an "area wide" Traffic Regulation Order for Johnstone Station in 2009 to control commuter park and ride car parking which was congesting the residential streets around the station. This was rejected by the majority of residents of both Fraser Avenue and Overton Road at a public meeting. Instead, "Keep Clear" markings enforceable by the Police were provided at individual driveways to help prevent obstructive parking.
- 3.2. In early 2016, the Council was approached by residents of Fraser Avenue to revisit proposals for traffic management in Fraser Avenue, to which the Council responded with the proposal to amend the Renfrewshire Council (Johnstone Station and Associated Side Roads) (Various Restrictions) Order 2009, which is the subject of this report.
- 3.3. Vehicles parking on Fraser Avenue reduce the available road space to the extent that it restricts the two-way flow of traffic. In addition, the parked vehicles on the bends restrict the forward visibility of opposing vehicles and create a safety hazard.
- 3.4. Residents of Fraser Avenue are experiencing difficulties entering and leaving their properties because inappropriate parking reduces the available space to manoeuvre while also reducing the visibility of oncoming traffic.

4. Consultation Results

- 4.1. The proposal went through the statutory two stage consultation process as required to conclude a TRO. The first stage was issued on 14th March 2016 to the emergency

services, public utilities, local road user groups, local community groups, local area councillors, with a response date of 8th April 2016. With no objections or comments forthcoming, the Traffic Regulation Order proceeded to its second stage consultation and was advertised in the Paisley and Renfrewshire Gazette on Wednesday 8th June 2016. Notices were also placed on-street throughout Fraser Avenue at that time.

- 4.2. One response from Police Scotland advised it had no objection to the proposal.
- 4.3. One response from Renfrewshire Access Panel advised it had no objection to the proposal.
- 4.4. One objection came from a resident of Overton Road, Johnstone who had expressed that they also had existing difficulties with commuter parking and that the displacement of cars from Fraser Avenue would exacerbate issues. Discussions have been held with the objector with mitigation measures proposed by the Council that should commuter parking increase and become an issue in Overton Road a traffic regulation order shall be presented for Overton Road as detailed in Appendix A.

5. Consideration of the objections

- 5.1. A TRO allows local authorities to impose restrictions on traffic for reasons such as road safety, free flow of traffic and parking controls. This involves following a statutory procedure where the proposals form a consultation process and if not opposed they can be implemented. If opposed then the objections require to be considered by the appropriate Council Policy Board, in this instance the Infrastructure, Land and Environment Policy Board.
- 5.2. The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 state that before making the order, the Council must consider all objections made and not withdrawn. In this respect, the terms of the Regulations state that the Council may consider the objections itself in fulfilment of its statutory obligation to give due consideration to all objections made and not withdrawn. Alternatively the Council may choose to appoint an independent Reporter to hold a hearing to consider the objections.
- 5.3. If the Policy Board decides to exercise its discretion and not appoint an independent Reporter, then it must consider the objection and either uphold it, in which case the proposal shall be dropped, or consider the objection and then approve the implementation of the restrictions as advertised, also approving the Director of Community Resources to make the Order.
- 5.4. If the Policy Board decides to choose the public hearing, it should be recognised that the reporter's deliberations could take approximately 15 weeks. Thereafter, the Council still has an obligation to consider the report and recommendation(s) made by the Reporter. Therefore, once the Reporter has submitted their report, it will still have to be considered by this Policy Board at a future meeting for a decision on whether to proceed with the order or not.

- 5.5. The cost of arranging an independent Reporter to hold a public hearing is estimated at £5,000. Estimated cost of Reporter's time @ £290 per day plus expenses for 15 days.
- 5.6. Reflecting the circumstances surrounding the Traffic Order the Infrastructure, Land and Environment Policy Board is being asked to consider the objection itself rather than appointing an independent reporter.

Implications of the Report

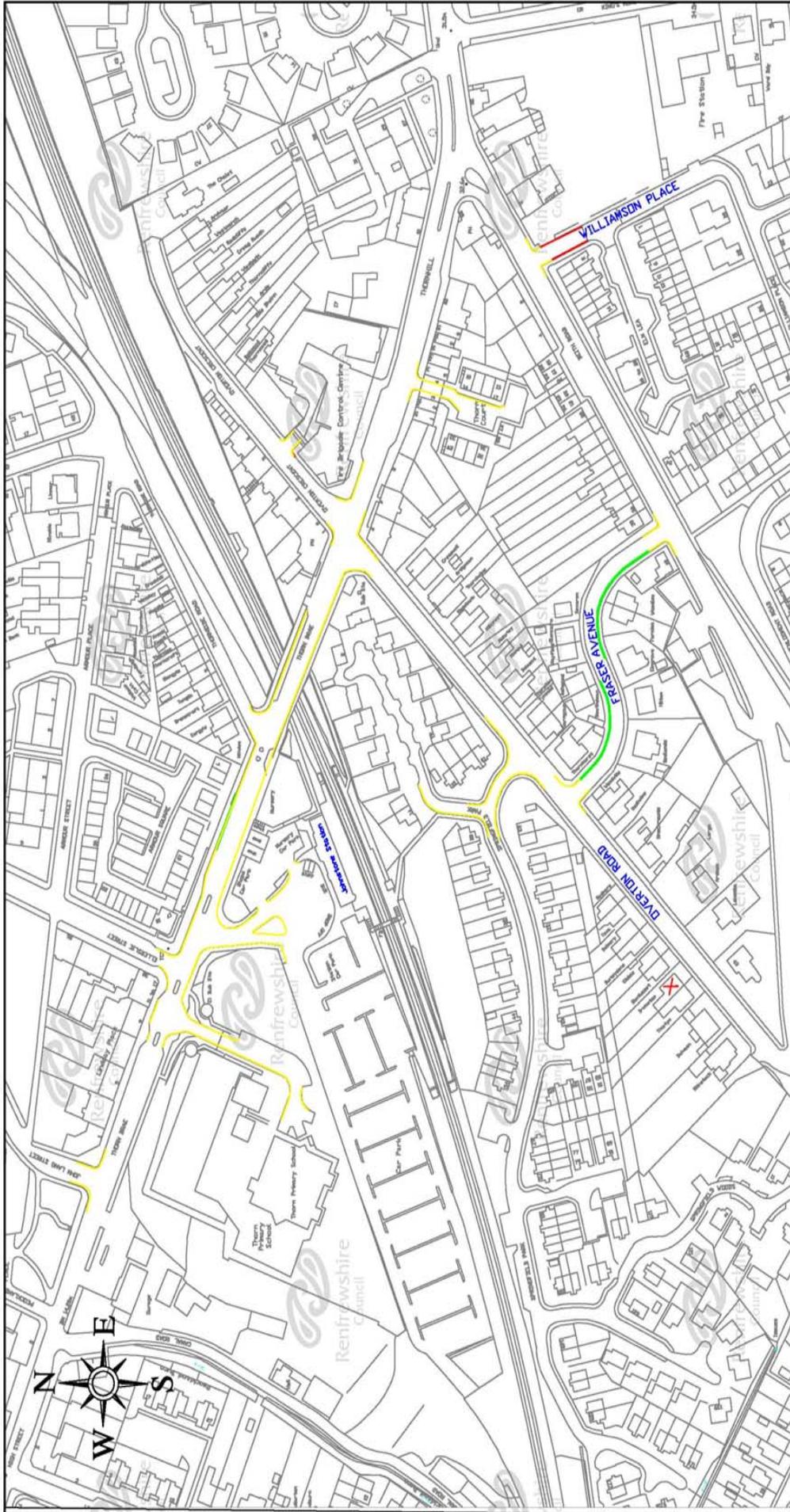
1. **Financial** - the nominal capital and revenue costs of implementing and maintaining the proposed yellow lines can be accommodated within existing budgets.
2. **HR & Organisational Development** – The nominal increase in the length of yellow lines to be enforced by the Council's Parking Attendants can be accommodated within the current staffing levels.
3. **Community Planning** - none
4. **Legal** - The Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999.
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. 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** – The primary reason for the proposal is for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising
9. **Procurement** – none
10. **Risk** - no risks have been identified in relation to what is being proposed.
11. **Privacy Impact** – none
12. **CoSLA Policy Position** - none

List of Background Papers - none

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Appendix A

Location (Ward)	Johnstone South, Elderslie & Howwood Ward (Ward 7) Fraser Avenue
Original Request	Request from residents on compromised road safety on Fraser Avenue, due to inappropriate commuter parking. Yellow lines show existing restrictions. Green lines show proposed restriction, "No waiting Monday to Friday 10am to 2pm".
Objection 1	Objector advised that this proposal; would exacerbate the issues currently experienced with inappropriate parking by displacing parked vehicles to Overton Road; and that the proposals should include Overton Road. The objector has a keep clear marking fronting their own driveway which is enforceable by the Police.
Response to Objection1	A meeting was held with the objector at 12.30hrs on 23 rd November 2016. The Objector was advised in detail of the reasons for the proposal. It was put to the objector by way of compromise that if requested, the Council would consider the implementation of an additional Traffic Regulation Order for Overton Road. However, as the process is consultative, there could be no guarantee of success. The Objector wanted time to consider this, but replied a week later stating that they still maintained the objection.



Renfrewshire Council : Community Resources

Project Name: Proposed Traffic Regulation Order
Project Location: Johnstone Station and Associated Roads Amendment Order 2018

Drawing Title: General Layout

Director of Community Resources: Shona J. C. MacDougall
Head of Arnhem Services: Scott Allan: B.Sc., C.Eng., M.I.C.E.

Drawing No.: 1 - 323
File No. TRD 323
Scale: NTS
Date: 11-09-2016

Traffic Section
 DBS010297

Key:

- Proposed Restrictions
- No Waiting Line
- No Waiting Yellow Line
- Single Yellow Line
- No Waiting Mon-Fri 10am-2:00pm
- Existing Restrictions
- Dr. Jactor

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To: The Infrastructure, Land and Environment Policy Board

On: 30 August 2017

Report by: Director of Community Resources

**Heading: Proposed Restricted Roads (20mph Limit) (Scotland) Bill
Consultation Response**

1. Summary

- 1.1 Mark Ruskell MSP has issued a consultation on a proposal for a Bill to replace the current 30mph default speed limit on restricted roads within built up areas with a 20mph limit.
 - 1.2 The proposal introduces 20 mph speed limits in built up areas through a small national legislative change.
 - 1.3 In a report of 7 June 2017, the Infrastructure, Land and Environment Policy Board was recommended to delegate authority to the Director of Community Resources, in conjunction with the Convener of the Infrastructure, Land and Environment Board, to submit a response on behalf of Renfrewshire Council to the consultation by the 7 August 2017, stating that the response was subject to approval by the Infrastructure, Land and Environment Policy Board at its meeting on 30 August 2017.
 - 1.4 On the 15 May the Scottish Government announced that the consultation period had been extended to 15 September. This was to allow organisations such as local authorities time to respond formally to the consultation.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board approve the Renfrewshire Council response to the consultation on the Proposed Restricted Roads (20mph Limit) (Scotland) Bill, for submission to the Scottish Government thereafter, attached at Appendix 1.
-

3. Background

- 3.1 This consultation relates to a draft proposal lodged by Mark Ruskell MSP as the first stage in the process of introducing a Member's Bill in the Scottish Parliament. The purpose of this consultation is to provide a range of views on the subject matter of the proposed Bill, highlighting potential problems, suggesting improvements, and generally refining and developing the policy. The consultation process is being supported by the Scottish Parliament's Non-Government Bills Unit.
- 3.2 The national 30mph speed limit for urban areas was set back in the 1930s, at a time when our understanding of road safety was very different, and has never been changed.
- 3.3 Under current legislation the speed limit on restricted roads is 30mph. Restricted roads are defined as C class or unclassified roads which are lit by street lights that are no more than 185m apart. In effect this accounts for all the local roads in a built-up area. Currently local authorities are only able to set speed limits of 20mph by promoting specific Traffic Regulation Orders (TROs).
- 3.4 In June 2009 the Scottish Government set out its framework for road safety to 2020 in Go Safe on Scotland's Roads – It's Everyone's Responsibility. In the framework it sets out its vision as being:

“A steady reduction in the numbers of those killed and those seriously injured, with the ultimate vision of a future where no-one is killed on Scotland's roads, and the injury rate is much reduced.”

This framework was reviewed in 2015-16 with speed, age and vulnerable road users identified as key priority areas of action.

- 3.5 The Scottish Government supports 20mph speed limits in residential areas and in January 2015 published its Good Practice Guide on 20mph Speed Restriction, where it states that 20mph is the ideal speed limit for residential and built up areas in Scotland. Furthermore the document states that “The

Scottish Government is committed to encourage initiatives that cut speed, particularly near schools, in residential areas and in other areas of our towns and cities where there is a significant volume of pedestrian or cyclist activity. Renfrewshire Council has implemented 20 mph speed limits outside all its schools since 2005.

- 3.6 The roll out of 20mph areas in Scotland has been limited and piecemeal so far. The process for creating them within the current 30mph urban areas is complex and expensive for councils to administer.
- 3.7 Dropping the speed limit from 30mph to 20mph in residential areas delivers benefits from making it easier to cross the road to cutting air pollution. 20mph speed limits have been shown to reduce vehicle speed and that reducing speed saves lives. A Transport Research Laboratory study found that the number of accidents could be expected to fall by between 4% and 6% for each 1mph reduction in average speed.
- 3.8 While the creation of 20mph speed limits is achievable through TROs this is a very time consuming and expensive process for local authorities to take forward to cover all the relevant streets and areas. In practice some local authorities have taken this forward more than others and this has led to a patchwork collection of 20mph streets across Scotland which is potentially confusing for all road users.
- 3.9 The proposal is to change the default speed limit from 30mph to 20mph on restricted roads (covering the vast majority of residential and built-up areas). The proposals allow local authorities to maintain a 30mph speed limit where appropriate for through-roads.
- 3.10 The Bill intends to make it easier for local authorities to pursue and implement that 20mph policy for the benefit and safety of all road users. Lower speeds reduce the likelihood of accidents being fatal. Transport Scotland research indicates that a pedestrian hit by a car at 20mph has only a 1% chance of dying compared to a 5.5% chance for a pedestrian hit at 30mph.
- 3.11 Local authorities will continue to have the option to put in place additional traffic calming features to newly designated 20mph roads, particularly to tackle places where they judge there is a high risk to pedestrians. Roads currently forming 20mph zones will be unaffected by this Bill and their traffic calming features will remain in place.
- 3.12 The Bill will not make any changes to enforcement or the penalties for speeding. The range of sanctions for breach of the new 20mph limit will remain the same as currently provided for breaching the 30mph limit.

Enforcement will continue to remain a matter of operational discretion for the police.

- 3.13 The proposal recommends that a national 20mph awareness campaign is rolled out by the Scottish Government to coincide with the transition to a default 20mph limit. A national campaign should highlight the benefits of 20mph outlined above and help to bring about a cultural shift where 20mph becomes the new norm.

4 Consultation Response – Summary

- 4.1 Renfrewshire Council is fully supportive of the proposal to replace the current 30 mph default speed limit on restricted roads, with a 20 mph limit. It considers the following consequences of the proposal to be of particular benefit:

- accident savings,
- the creation of a more attractive street environment for pedestrians and cyclists,
- the consistency of a national message to avoid driver confusion,
- meeting the public's increasingly frequent aspirations for lower traffic speeds,
- fuel and maintenance savings for drivers.

- 4.2 It is important that a Scottish Government backed national advertising campaign should accompany the proposal and that Police enforcement is appropriately allocated at the outset.

- 4.3 It should be noted that the bill does not cover A and B roads because they are not restricted roads. The bill allows local authorities the ability to designate a restricted road as 30 mph, if appropriate, rather than the default 20 mph limit.

Implications of the Report

1. **Financial** – There are no financial implications. However, if the bill does progress there may be a cost associated with implementing this on restricted roads. At this stage of the bill there is no detail as to how this change would be funded.
2. **HR & Organisational Development** - None
3. **Community Planning**

Children and Young People – The young are more likely to be able to find an acceptable gap in the traffic to cross the road more easily

Community Care, Health & Well-being - Pedestrians walking alongside the traffic and cyclists are less likely to be intimidated and more people may be attracted to these modes of travel

Empowering our Communities - The proposal meets the increasingly frequent aspirations of the public for 20 mph speed limits, and the attendant reduction in road accidents, and will provide benefits for everyone through a consistent nationwide approach

Greener - The free flowing traffic conditions likely to be created by a 20 mph limit will help prevent stop/start motoring which increases emissions. A more pleasant street atmosphere may advantage pedestrians

Jobs and the Economy – None

Safer and Stronger - Road accidents are likely to reduce or be less severe.

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. 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** - Road accidents are likely to reduce or be less severe.
9. **Procurement** – None.
10. **Risk** – The proposal has potential for abuse if not advertised thoroughly. There may be a need for more police enforcement at the start.
11. **Privacy Impact** – None
12. **CoSLA Policy Position** – None.

List of Background Papers - none

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RENFREWSHIRE COUNCIL'S RESPONSES ARE SHOWN IN CAPITALS BELOW

QUESTIONS

SECTION 1 - ABOUT YOU

1. Are you responding as:

- an individual – in which case go to Q2A
- on behalf of an organisation? – in which case go to Q2B

2A. Which of the following best describes you? (If you are a professional or academic whose experience or expertise is not relevant to the proposal, please choose "Member of the public")

- Politician (MSP/MP/Peer/MEP/Councillor)
- Professional with experience in a relevant subject
- Academic with expertise in a relevant subject
- Member of the public

2B. Please select the category which best describes your organisation:

- Public sector body (Scottish/UK Government/Government agency, local authority, NDPB)
- Commercial organisation (company, business)
- Representative organisation (trade union, professional association)
- Third sector (charitable, campaigning, social enterprise, voluntary, non-profit)
- Other (e.g. club, local group, group of individuals, etc.)

3. Please choose one of the following; if you choose the first option, please provide your name or the name of your organisation as you wish it to be published.

- I am content for this response to be attributed to me or my organisation
- I would like this response to be anonymous (the response may be published, but no name)
- I would like this response to be confidential (no part of the response to be published)

Please insert your name or the name of your organisation. If you choose the first option above, this should be the name as you wish it to be published. If you choose the second or third option, a name is still required, but it will not be published. Name/organisation:

RENFREWSHIRE COUNCIL

4. Please provide details of a way in which we can contact you if there are queries regarding your response. (Email is preferred but you can also provide a postal address or phone number. We will not publish these details.)

Contact details:

RENFREWSHIRE HOUSE
COTTON STREET
PAISLEY
PA1 1BR
TEL: 0300 300 0300
EMAIL: ES@RENFREWSHIRE.GOV.UK

SECTION 2 - YOUR VIEWS ON THE PROPOSAL

Aim and approach

1. Which of the following best expresses your view of the proposal to replace the current 30mph default speed limit on restricted roads with a 20mph limit?

- Fully supportive
- Partially supportive
- Neutral (neither support nor oppose)
- Partially opposed
- Fully opposed
- Unsure

Please explain the reasons for your response.

The following points express our support for the proposal:

- Studies have shown reducing speeds reduces accidents and their severity;
- It promote sustainable travel modes;
- It promotes a positive street atmosphere amongst residents;
- It provides national and local consistency with regard to speed limits and promote cultural change amongst drivers and other road users.

2. Could the aims of this proposal be better delivered in another way (without a Bill in the Scottish Parliament)?

- Yes (if so, please explain below)
- No
- Unsure

Please explain the reasons for your response.

The national coverage and consistency can only be achieved using a bill in the Scottish parliament. Individual traffic regulation orders for each roads authority have been inconsistently taken forward and are unattractive because of the resource requirements in terms of cost, people and time taken to implement.

3. What do you think would be the main advantages, if any, of the proposal?

- Studies have shown reducing speeds reduces accidents and their severity;
- Promote sustainable travel modes;
- Promotes a positive street atmosphere amongst residents;

- Provides national and local consistency and cultural change;
- Aligns with the public's desire for 20 mph speed limits in residential areas.

4. What do you think would be the main disadvantages, if any, of the proposal?

No disadvantages. However, it is a cultural change for Scotland and would require support to enable the change through advertising and enforcement. Bus companies and commuters if travelling for a period of time through restricted roads may feel impacted through longer journey times

5. What measures do you think would be needed to maximise compliance with the new national 20mph speed limit on restricted roads? (Examples might include advertising, signage or police enforcement.)

Collectively measures would be:

- A national advertising campaign;
- Police enforcement;
- Signage;
- Driver support.

Financial implications

6. Taking account of both costs and potential savings, what financial impact would you expect the proposed Bill to have on:

(a) the Scottish Government

- Significant increase in cost
- Some increase in cost
- Broadly cost-neutral
- Some reduction in cost
- Significant reduction in cost
- Unsure

(b) Local authorities

- Significant increase in cost
- Some increase in cost
- Broadly cost-neutral
- Some reduction in cost
- Significant reduction in cost
- Unsure

(c) Motorists

- Significant increase in cost
- Some increase in cost
- Broadly cost-neutral
- Some reduction in cost
- Significant reduction in cost
- Unsure

(d) Other road users and members of the public

- Significant increase in cost
- Some increase in cost
- Broadly cost-neutral
- Some reduction in cost
- Significant reduction in cost
- Unsure

(e) Other public services (e.g. NHS, Fire and Rescue Services etc)

- Significant increase in cost
- Some increase in cost
- Broadly cost-neutral
- Some reduction in cost
- Significant reduction in cost
- Unsure

Please explain the reasons for your response.

To introduce 20 mph limits on restricted roads will require financial resource to plan, promote, develop and implement the change. Costs will include signs, order preparation, advertising and promotion. These costs will apply to both and, or either Scottish Government or local authorities depending on how transition from 30 mph to 20 mph is taken forward. Motorists, other road users and members of the public are not likely to increase costs and may decrease costs due to less fuel and wear and tear on cars through reduced speeds.

For public services the NHS should see a reduction in the amount and severity of road accidents they require to support. The costs for Police Scotland should be broadly neutral as they are implementing the speed limit as they do at the moment. There may be an additional cost of introduction if there is an enforcement push to support the change.

7. Do you believe there will be any other benefits to reducing the speed limit from 30mph to 20mph?

- Pedestrians walking alongside the traffic and cyclists are less likely to be intimidated and more people may be attracted to these modes of travel.
- It supports the attractiveness of place and its development.

Equalities

8. What overall impact is the proposed Bill likely to have on equality, taking account of the following protected characteristics (under the Equality Act 2010): age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation?

- Positive

- Slightly positive
- Neutral (neither positive nor negative)
- Slightly negative
- Negative
- Unsure

Please explain the reasons for your response.

The aged, young and disabled are more likely to be able to find an acceptable gap in the traffic to cross the road more easily.

9. Could any negative impact of the Bill on equality be minimised or avoided?

Sustainability of the proposal

10. Do you consider that the proposed bill can be delivered sustainably, i.e. without having likely future disproportionate economic, social and/or environmental impacts?

- Yes
- No
- Unsure

Please explain the reasons for your response.

Environmental

- Free flowing traffic conditions, likely to be created by a 20 mph limit, will help prevent stop/start motoring which increases emissions.
- Slower speeds create fewer emissions from diesel engines.

Social

- A more pleasant street atmosphere will advantage pedestrians and cyclists.

Economic

- The potential negative impact of slower speeds on public transport, deliveries and the journey to work are offset by not implementing the 20 mph limit on major A & B roads.

General

11. Do you have any other comments or suggestions on the proposal to establish a 20mph default speed limit on restricted roads?

None.



To: Infrastructure, Land and Environment Policy Board

On: 30 August 2017

Report by: Director of Finance & Resources

Heading: Disposal of land adjacent to 1 Woodside Avenue, Bridge of Weir

1. Summary

- 1.1 The purpose of this report is to declare the area of land adjacent to 1 Woodside Avenue, Bridge of Weir shown on the attached plan, as surplus to requirements.
-

2. Recommendations

It is recommended that the Board:

- 2.1 Declare the area of land located adjacent to 1 Woodside Avenue, Bridge of Weir shown on the attached plan, as surplus to requirements, with a view to disposing to the adjacent owner.
-

3. Background

- 3.1. The area of land, which is held on the General Services Account, comprises a total of 340 sq m and is part of a larger area of amenity space which is covered by a Tree Preservation Order. The applicant proposes to incorporate the land within their garden ground and create a new access route into their property, as detailed in planning consent 16/0898/PP, which was granted subject to conditions on the 21 February 2017.

- 3.2. 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.
- 3.3. The purchaser obtained planning consent for their proposal 16/0898/PP on the 21 February 2017, which proposes the demolition of an existing garage, construction of a new garage with garden room with an access over in part the land he seeks to acquire. This will involve the felling of one tree.
- 3.4. The purchasers will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.
- 3.5. The Head of Amenity Services has confirmed that the area of land has no operational requirement and would not be opposed to the land being declared surplus.
- 3.6. 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** – The General Services Account will benefit from a small 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 legal terms of the sale contract.

5. **Property/Assets** – Conclude negotiation and completion of the property disposal.
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.

List of Background Papers

- (a) None

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Proposed Disposal - Woodside Avenue, Bridge of Weir Disposal Plan Ref. E2613



User: howardhaughj2

Date: 10/05/2017



Notes:

Legend

 Proposed disposal to proprietor of 1 Woodside Avenue (340sqm or thereby)



To: Infrastructure, Land & Environment Policy Board

On: 30 August 2017

Report by: Director of Development and Housing Services and Director of Finance & Resource

Heading: City Deal Glasgow Airport Investment Area Cycleway: Compulsory Purchase Order

1. Summary

- 1.1 To submit details for land required to implement this Project and to be included in a Compulsory Purchase Order (CPO) to facilitate the proposed City Deal infrastructure development.
-

2. Recommendations

- 2.1 The Board is asked to approve the making of a Compulsory Purchase Order to acquire the titles and interests in the land shown on Plans GAIA Cycleway CPO Plans 1,2,3 and 4 required to implement this Project where voluntary acquisition has not been achieved. A list of owners and interests currently identified is included in the GAIA Cycleway CPO Land Schedule.
- 2.2 Note that voluntary acquisition discussions will continue with all affected parties concurrently with the publication of the Compulsory Purchase Order and voluntary acquisition will be progressed wherever practicable.

3. Background

- 3.1 Scottish Ministers encourage authorities to recognise that in some cases acquiring all interests by agreement will not be possible or practicable in a reasonable time or at a reasonable cost. Ministers encourage authorities to use CPO proactively and positively to promote sustainable economic growth, improve the quality of life and bring real benefits to Scotland's Communities¹
- 3.2 The 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.
- 3.3 The Leadership Board approved the Outline Business Case (OBC) for the Glasgow Airport Investment Area (GAIA) on 30 November 2016. The City Region Cabinet approved the OBC on 12 December 2016 and authorised further funding of £6.64m to progress the Project and develop the Final Business Case (£2.720m was previously authorised to develop the OBC), including funding for land acquisition.
- 3.4 Two planning applications were submitted for the GAIA Project in July 2017. The first comprises the Abbotsinch Road Realignment, a new bridge over the White Cart at Wright Street (the Wright Street Link) together with associated walking and cycling infrastructure improvements, including the Abbotsinch Cycleway and is the subject of a separate paper. The other application to which this report relates comprises the Inchinnan Cycleway which includes a new pedestrian / cycle bridge over the Black Cart.
- 3.5 The two planning applications were preceded by the submission of 'Proposal of Application Notices' (PAN) in March 2017. This was followed by a statutory engagement process involving public exhibitions and presentations to community councils. This third phase of public engagement followed two previous phases of non-statutory engagement held in May and December 2016, outcomes of which will be reflected in the published CPO.
- 3.6 The main public benefits that the GAIA project will deliver include the following:
- investment in road infrastructure enabling the development of additional key business sites in the vicinity of the airport

¹ Circular 6/2011 compulsory Purchase Orders,

- the continued growth of Glasgow Airport
 - improved conditions for existing businesses
 - improvements to walking and cycling links will be incorporated in to the project to promote active travel
 - it is estimated that the implementation of the long term vision for the Airport Investment Area has the potential to deliver up to 10,600 new jobs and an additional 365 construction jobs.
- 3.7 The application for the Inchinnan Cycleway comprises a segregated cycleway / footway, that will run parallel to Greenock Road between Abbotsinch Road and Inchinnan Business Park, and a new pedestrian / cycle bridge over the Black Cart. It will link with the other GAIA active travel infrastructure and with new and improved infrastructure being provided by the complementary City Deal Project, Clyde Waterfront Renfrew Riverside.
- 3.8 In order to further progress the Project it is necessary to progress land assembly. Voluntary negotiations are ongoing with the owners where possible.

Compulsory Purchase Powers

- 4.1 Scottish Government guidance (Planning Circular 6/2011) recommends a “twin track” approach to land acquisition in order to provide a greater degree of certainty on programme should voluntary negotiations falter and to resolve any defects in the title in the land to be acquired and the Infrastructure, Land and Environment Board approved the use of CPO in Principle on 6 June 2017. The Council therefore continues to adopt this approach i.e. pursuing acquisition of land required on a voluntary basis while at the same time progressing with the preparation of a compulsory purchase order (“CPO”). The CPO would be used as a fall back in the event of failure to reach agreement with the affected parties. Authority to proceed with voluntary acquisition of a key site for this Project is the subject of a separate report.
- 4.2 The use of CPO powers is considered appropriate for this Project on the basis that the land interests to be acquired are restricted in nature (as can be seen from the accompanying Plans) and the Project, once completed, will provide significant improvements to walking and cycling links and relieve the “bottleneck” at the junction of Abbotsinch Road / Inchinnan Road. As such the public benefits outweigh these remaining interests.
- 4.3 The Council, as Roads Authority, will use powers of compulsory purchase under the Roads (Scotland) Act 1984 in order to assemble the land required

for this Project. As the land being acquired is solely to construct the infrastructure this is the appropriate power for the Council to use.

- 4.4 The planned infrastructure referred to in 3.7 above requires the acquisition of property, titles and interests, identified on the attached schedule.
- 4.5 It is likely that not all of these interests will need to be acquired using CPO powers and the Council will continue, where possible, to reach agreement with these parties. It may also be the case that as the Council proceeds with the CPO and voluntary discussions other, as yet, unidentified, titles or interests may come to light which are not listed within the schedule which would form part of the CPO.

Implications of the Report

1. **Financial** –The Project team are looking externally for funding for the GAIA Cycleway.
2. **HR & Organisational Development** – N/A
3. **Community Planning** –
 - Children and Young People** – The Cycleway encourages children, young people as well as adults to use active travel
 - Community Care, Health & Well-being** - The overall GAIA development will facilitate new development opportunities and business growth with both projects 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 infrastructure will provide segregated provision for walking and cycling. The cycle ways will link west between both Glasgow Airport Investment Area and Clyde Waterfront and Renfrew Riverside City Deal projects.
 - Jobs and the Economy** - The completed infrastructure of GAIA will provide connectivity and access to new and existing jobs for people in our communities. During the project construction period 365 new jobs will be created and as a result of new business creation it is estimated that up to 10,600 additional new permanent jobs will be created.
 - Safer and Stronger** – N/A

4. **Legal** - Acquisition of the affected land as outlined in the body of the report.
 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** - Should planning, overall land assembly and other statutory consents not be granted timeously then this would delay Project delivery and realisation of Project benefits.
 11. **Privacy Impact** - None
 12. **Cosla Policy Position** – N/A
-

Author: Barbara Walker, City Deal Depute Project Director
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Land Interest		Land Owner	
Reference	Acquisition Type	Owner Name	Owner Address
1A	Land to be acquired	Scottish Enterprise	Atrium Court, 50 Waterloo St, Glasgow, G2 6HQ
1B	Servitude right to be acquired	Scottish Enterprise	Atrium Court, 50 Waterloo St, Glasgow, G2 6HQ
2A	Land to be acquired	Hugh Holmes	Town Of Inchinnan Farm, Greenock Road, Inchinnan, Renfrew PA4 9LB
2B	Servitude right to be acquired (Temporary)	Hugh Holmes	Town Of Inchinnan Farm, Greenock Road, Inchinnan, Renfrew PA4 9LB
2C	Servitude right to be acquired	Hugh Holmes	Town Of Inchinnan Farm, Greenock Road, Inchinnan, Renfrew PA4 9LB
3A	Land to be acquired	David Johnston	Chalk Autos, Inchinnan, Renfrew, PA4 9NH
3B	Servitude right to be acquired	David Johnston	Chalk Autos, Inchinnan, Renfrew, PA4 9NH
4A	Land to be acquired	John Ritchie	Old Mains Farm, Greenock Road, Inchinnan, PA4 9PB
4B	Servitude right to be acquired	John Ritchie	Old Mains Farm, Greenock Road, Inchinnan, PA4 9PB
5A	Land to be acquired	Peter Johnson	38 Cloch Road, Gourock, PA19 1AT
5B	Servitude right to be acquired	Peter Johnson	39 Cloch Road, Gourock, PA19 1AT
6A	Land to be acquired	Glasgow Airport	Glasgow Airport, Paisley, Renfrewshire, PA3 2SW

Land Interest		Land Owner	
Reference	Acquisition Type	Owner Name	Owner Address
6B	Servitude right to be acquired (Temporary)	Glasgow Airport	Glasgow Airport, Paisley, Renfrewshire, PA3 2SW
6C	Servitude right to be acquired	Glasgow Airport	Glasgow Airport, Paisley, Renfrewshire, PA3 2SW
8	Servitude right to be acquired	Church of Scotland	121 George Street Edinburgh EH2 4YN
8	Land to be acquired	Blythswood Estates	Blythswood Estates 160 West George Street Glasgow G2 2HQ



To: Infrastructure, Land & Environment Policy Board

On: 30 August 2017

Report by: Director of Development and Housing Services and Director of Finance & Resource

Heading: City Deal Glasgow Airport Investment Area Project: Compulsory Purchase Order

1. Summary

- 1.1 To submit details for land required to implement this Project and to be included in a Compulsory Purchase Order (CPO) to facilitate the proposed City Deal infrastructure development.
-

2. Recommendations

- 2.1 The Board is asked to approve the making of a Compulsory Purchase Order to acquire the titles and interests in the land shown on Plans GAIA CPO Plans 1,2,3,4 and 5 where voluntary acquisition has not been achieved. A list of owners and interests currently identified is included in the GAIA CPO Land Schedule.
- 2.2 Note that voluntary acquisition discussions will continue with all affected parties concurrently with the publication of the Compulsory Purchase Order and voluntary acquisition will be progressed wherever practicable.
-

3. Background

- 3.1 Scottish Ministers encourage authorities to recognise that in some cases acquiring all interests by agreement will not be possible or practicable in a reasonable time or at a reasonable cost. Ministers encourage authorities to use CPO proactively and positively to promote sustainable economic growth, improve the quality of life and bring real benefits to Scotland's Communities¹
- 3.2 The 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.
- 3.3 The Leadership Board approved the Outline Business Case (OBC) for the GAIA on 30 November 2016. The City Region Cabinet approved the OBC on 12 December 2016 and authorised further funding of £6.64m to progress the Project and develop the Final Business Case (£2.720m was previously authorised to develop the OBC), including funding for land acquisition.
- 3.4 Two planning applications were submitted for the GAIA Project in July 2017. The one to which this report relates comprises the Abbotsinch Road Realignment, a new bridge over the White Cart at Wright Street (the Wright Street Link) together with associated walking and cycling infrastructure improvements, including the Abbotsinch Cycleway. The other application comprises the Inchinnan Cycleway which includes a new pedestrian / cycle bridge over the Black Cart and which is the subject of a separate report.
- 3.5 The main public benefits that the GAIA project will deliver include the following:
- investment in road infrastructure enabling the development of additional key business sites in the vicinity of the airport
 - the continued growth of Glasgow Airport
 - improved conditions for existing businesses
 - improvements to walking and cycling links will be incorporated in to the project to promote active travel

¹ Circular 6/2011 compulsory Purchase Orders,

- it is estimated that the implementation of the long term vision for the Airport Investment Area has the potential to deliver up to 10,600 new jobs and an additional 365 construction jobs.
- 3.6 The two planning applications were preceded by the submission of 'Proposal of Application Notices' (PAN) in March 2017. This was followed by a statutory engagement process involving public exhibitions and presentations to community councils. This third phase of public engagement followed two previous phases of non-statutory engagement held in May and December 2016, outcomes of which will be reflected in the published CPO.
 - 3.7 The realigned Abbotsinch Road runs north from Arran Avenue roundabout, before extending east, passing through agricultural fields around Netherton Farm, before connecting into an upgraded A8 Greenock/Inchinnan Road junction. New shared cycleway/ footways will be constructed along each side of the realigned Abbotsinch Road.
 - 3.8 The Wright Street Link includes a new bridge with a shared cycleway across the White Cart Water linking Wright Street and adjacent areas east of the river with the proposed Abbotsinch Road Realignment, west of the river. The link utilises the existing road corridor on Arran Avenue and Wright Street, minimising land take on developable plots on the east side of the river. Wright Street will remain a 'no through road' with no direct connection from Paisley Road to the west of the river. This is to ensure that the new link does not create a 'rat run' through residential areas. Accordingly, use of the new bridge and link road will effectively be restricted to traffic accessing and egressing Westway and existing business on Wright St west of the River. The residential areas of Wright Street will continue to be accessed via Paisley Road.
 - 3.9 The Abbotsinch Cycleway will extend the new cycleway / footways being provided with the realigned Abbotsinch Road and Wright Street Link southwards to Sanderling Road.
 - 3.10 The Inchinnan Cycleway comprises a segregated cycleway / footway, that will run parallel to Greenock Road between Abbotsinch Road and Inchinnan Business Park, and a new pedestrian / cycle bridge over the Black Cart. It will link with the other GAIA active travel infrastructure and with new and improved infrastructure being provided by the complementary City Deal Project, Clyde Waterfront Renfrew Riverside and is the subject of a separate report to this Board.
 - 3.11 In order to further progress the Project it is necessary to progress land assembly. Voluntary negotiations are ongoing with the owners of key sites, one of which is the subject of a separate report to this Board.

Compulsory Purchase Powers

- 4.1 Scottish Government guidance (Planning Circular 6/2011) recommends a “twin track” approach to land acquisition in order to provide a greater degree of certainty on programme should voluntary negotiations falter and to resolve any defects in the title in the land to be acquired and the Infrastructure, Land and Environment Board approved the use of CPO in Principle on 6 June 2017. The Council therefore continues to adopt this approach i.e. pursuing acquisition of land required on a voluntary basis while at the same time progressing with the preparation of a compulsory purchase order (“CPO”). The CPO would be used as a fall back in the event of failure to reach agreement with the affected parties. Authority to proceed with voluntary acquisition of a key site for this Project is the subject of a separate report.
- 4.2 The use of CPO powers is considered appropriate for this Project on the basis that the land interests to be acquired are generally limited / minor in nature (as can be seen from the accompanying Plans) and the Project, once completed, will enable / facilitate the delivery of a world class business and commercial offering located around the airport. Only one party faces significant acquisitions in terms of their overall ownership. Voluntary terms have been agreed with this party. As such the public benefits outweigh these remaining interests.
- 4.3 The planned infrastructure referred to in 3.2 above enabling the development of additional key business sites requires the acquisition of property, titles and interests, identified on the attached schedule.
- 4.4 The Council will utilise their powers of compulsory purchase as Planning Authority under the Town and Country Planning (Scotland) Act 1997 or as Roads Authority under the Roads (Scotland) Act 1984. The most appropriate powers will be used and will be finalised when the outcome of specific voluntary negotiations are complete.
- 4.4 It is likely that not all of these interests will need to be acquired using CPO powers and the Council will continue, where possible, to reach agreement with these parties. It may also be the case that as the Council proceeds with the CPO and voluntary discussions other, as yet, unidentified, titles or interests may come to light which are not listed within the schedule which would form part of the CPO.

Implications of the Report

1. **Financial** – Project budget of £39.1m for Glasgow Airport Investment Area funded through City Deal. Cabinet authorisation of £6.64m includes for land acquisition for this project.

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

3. **Community Planning** –
Children and Young People – N/A
Community Care, Health & Well-being - The GAIA development will facilitate new development opportunities and business growth with both projects 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 infrastructure will include segregated provision for walking and cycling. It will also enable improved public transport links. The cycle ways will link west between the Projects
Jobs and the Economy - The completed infrastructure will provide connectivity and access to new and existing jobs for people in our communities. During the project construction period 365 new jobs will be created and as a result of new business creation it is estimated that up to 10,600 additional new permanent jobs will be created.
Safer and Stronger – N/A

4. **Legal** – Acquisition of the affected land as outlined in the body of the report.

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** - Should planning, overall land assembly and other statutory consents not be granted timeously then this would delay Project delivery and realisation of Project benefits.
 11. **Privacy Impact** – None.
 12. **Cosla Policy Position** – N/A
-

Schedule of interests attached

Plans attached

Author: Barbara Walker, City Deal Depute Project Director
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Land Interest		Land Owner	
Reference	Acquisition Type	Owner Name	Owner Address
9	Land to be acquired	Inchinnan Cruising Club	Inchinnan Rd, Bridge Isle, Renfrew, Renfrewshire, PA4 9EE
10	Land to be acquired	John Murdoch	Netherton Farm, Abbotsinch Rd, Renfrew, PA4 9PA
11	Land to be acquired	Westway Business Park	Westway Business Park, Westway, Porterfield Road, Renfrew, PA4 8DJ
12	Land to be acquired	ForFarmers UK Limited	Horizon House, Rougham Ind Estate, Bury St Edmunds, IP30 9ND
13	Land to be acquired	Premier Inn Whitbread Group	Whitbread Court, Houghton Hall Business Park, Porz Avenue, Dunstable, Bedfordshire, LU5 5XE

14	Land to be acquired	AP30 Limited	International House, Castle Hill, Victoria Road, Douglas, IM2 4RB
15	Land to be acquired	Scottish Government	St. Andrew's House Regent Road Edinburgh EH1 3DG
16	Servitude right to be acquired	Crown Estates	6 Bells Brae, Edinburgh, EH4 3BJ
17	Land to be acquired	Renfrewshire Council	
18	Land to be acquired	Owner Unknown	