

Notice of Meeting and Agenda

Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 24 May 2023	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

MARK CONAGHAN
Head of Corporate Governance

Membership

Councillor Michelle Campbell (Convener): Councillor Stephen Burns (Depute Convener):

Councillor Jennifer Adam: Councillor Jacqueline Cameron: Councillor Carolann Davidson:
Councillor Audrey Doig: Councillor Chris Gilmour: Councillor John Gray: Councillor James
MacLaren: Councillor Janis McDonald: Councillor Iain McMillan: Councillor John McNaughtan:
Councillor Will Mylet: Councillor Iain Nicolson: Councillor Ben Smith:

Hybrid Meeting

Please note that this meeting is scheduled to be held in the Council Chambers. However, it is a hybrid meeting and arrangements have been made for members to join the meeting remotely should they wish.

Webcasting of Meeting

This meeting will be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed. To find the webcast please navigate to

<https://renfrewshire.public-i.tv/core/portal/home>

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.

Further Information

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

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email
democratic-services@renfrewshire.gov.uk

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 | Community Asset Transfer Sub-committee | 5 - 6 |
| | Minute of the meeting of the Community Asset Transfer Sub- committee held on 15 March 2023. | |
| 2 | Community Asset Transfer Review Sub-committee | 7 - 9 |
| | Minute of the meeting of the Community Asset Transfer Review Subcommittee held on 22 March 2023. | |
| 3 | Operational Performance Report | 10 - 16 |
| | Report by the Director of Environment, Housing & Infrastructure. | |
| 4 | Environment & Infrastructure Service Improvement Plan
2022/23-2024/25 Outturn Report | 17 - 48 |
| | Report by the Director of Environment, Housing & Infrastructure. | |
| 5 | Environment, Housing & Infrastructure 2023-2026 Service
Improvement Plan | 49 - 78 |
| | Report by the Director of Environment, Housing & Infrastructure. | |
| 6 | Roads Enforcement Policy | 79 - 100 |
| | Report by the Director of Environment, Housing & Infrastructure. | |
| 7 | Roads Adoption Policy | 101 - 115 |
| | Report by the Director of Environment, Housing & Infrastructure. | |
| 8 | Cemeteries & Streetscene Related Fees and Charges | 116 - 119 |
| | Report by the Director of Environment, Housing & Infrastructure. | |
| 9 | Garden Waste Permit Collection Scheme | 120 - 124 |
| | Report by the Director of Environment, Housing & Infrastructure. | |
| 10 | Renfrewshire Council – Strategic Property Review | 125 - 136 |
| | Report by the Director of Environment, Housing & Infrastructure. | |

11	Robertson Centre, 16 Glasgow Road, Paisley	137 - 140
	Report by the Chief Executive.	
12	Community Asset Transfer Annual Return (1st April 2022 – 31st March 2023)	141 - 145
	Report by the Chief Executive.	

Minute of Meeting

Community Asset Transfer Sub-committee

Date	Time	Venue
Wednesday, 15 March 2023	13:00	Microsoft Teams Meeting,

Present: Councillor Jacqueline Cameron, Councillor Michelle Campbell, Councillor Chris Gilmour, Councillor James MacLaren, Councillor Iain Nicolson

Chair

Councillor Campbell, Convener, presided.

In Attendance

A Morrison, Head of Economy & Development Services and S Inrig, Programme Manager – Community Asset Transfer & Regeneration (both Chief Executive's Service); and N Young, Assistant Managing Solicitor (Litigation & Advice), E Gray, Senior Committee Services Officer and D Cunningham, Assistant Committee Services Officer (all Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Sub-committee would be filmed for live or subsequent broadcast via the Council's internet site.

Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

1 **Community Asset Transfer Request – Whitehaugh Barracks, Whitehaugh Avenue, Paisley PA1 3SS**

There was submitted a report by the Chief Executive relative to a Community Asset Transfer request submitted in respect of Whitehaugh Barracks, Paisley by the Western Desert Recce Group (WDRG). The application was set out in full as an appendix to the report.

The report provided an overview to Community Asset Transfer (CAT) legislation, the site, the applicant and the Council's process for determining applications.

The WDRG submitted the CAT request on 14 December 2022 with a view to taking ownership of the site and restoring the barracks, adjacent land and outbuildings into a living museum of military history during both world wars in order to support all armed forces veterans, related military associations and support networks and to create a community hub. Details around the community engagement which had been undertaken, plans for further funding and restoration work were set out in the application and summarised in the report.

Following submission of the application, interested parties were entitled to provide written representations. No representations were received.

The application was initially considered by the Council's CAT Officer Panel on 21 February 2023 where it was agreed to recommend that this Sub-committee approve the request.

The application sought ownership of the site for £1. The report set out the terms and conditions of the proposed sale in full and included a requirement for the WDRG to secure the resources for the full restoration of the site within five years of ownership. The Council would reserve the right to reclaim the asset for the price of £1 if funding was not secured and renovations commenced within the five-year period.

DECIDED:

(a) That the transfer of the Whitehaugh Barracks, Paisley to the Western Desert Recce Group for the discounted price of £1 and subject to the Terms and Conditions set out in Paragraph 7 of the report be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to conclude the sale with the Western Desert Recce Group at the price offered in the Community Asset Transfer request, and on such terms as required to protect the Council's interest.

Minute of Meeting

Community Asset Transfer Review Sub-Committee

Date	Time	Venue
Wednesday, 22 March 2023	14:00	Microsoft Teams Meeting,

Present: Councillor Michelle Campbell, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor James MacLaren, Councillor John McNaughtan

Chair

Councillor Campbell, Convener presided.

In Attendance

A Morrison, Head of Economy & Development Services, S Inrig, Assistant Manager (Employability), T Morlan, Social Enterprise Officer, and E Shearer, Economic Regeneration Officer, (all Chief Executive's); G McNeil, Director (Environment & Infrastructure); and N Young, Assistant Managing Solicitor (Litigation & Advice), E Gray, Senior Committee Services Officer, and D Cunningham, Assistant Committee Services Officer.

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Sub-committee would be filmed for live or subsequent broadcast via the Council's internet site.

Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

1 Review Request by Kelburne Hockey & Community Sports Club Re: Ralston Community Sports Centre

Under reference to item 1 of the Minute of the meeting of this Sub-committee held on 20 January 2023, there was submitted a report by the Director of Finance & Corporate Services relative to a Community Asset Transfer (CAT) review request which had been submitted by Kelburne Hockey and Community Sports Club (KHCSC) in relation to their transfer request for Ralston Community Sports Centre (RCSC).

The report provided a background to the review request, detailing that a CAT request had been submitted by KHCSC for the transfer of RCSC and had subsequently been rejected by the Council's Community Asset Transfer Panel as set out in a decision notice dated 30 August 2022. The Community Empowerment (Scotland) Act 2015 prescribed that an applicant whose transfer request was rejected was entitled to request a review of the decision. KHCSC submitted a review request on 29 September 2022 which had to be determined by 28 March 2023. Members were provided with a copy of the procedure to be followed when considering a CAT review request, a note of general legal advice and a pack containing the original application and review documentation.

The review request was initially considered at the meeting of this Sub-committee held on 20 January 2022 and members decided that they did not have enough information to determine the request. Further information was requested from KHCSC, OneRen, Ralston Community Centre and Paisley East and Whitehaugh Community Council. Following receipt of the further information, each party was given the opportunity to provide comments on the submissions. Comments were received from KHCSC and Ralston Community Council. Copies of the letters sent to each party were appended to the report together with the responses and further comments.

The Sub-committee members considered whether there was sufficient information available to determine the review without a requirement for further proceedings. It was unanimously agreed that there was sufficient information to determine the review.

Councillor Campbell, seconded by Cllr Audrey Doig, moved that the asset transfer request be refused because the reasons for refusal determined by the Council's CAT Panel on 30 of August 2022, as set out below, remained valid and had not been adequately addressed throughout the review process and that the lack of availability at the facility for members of the public at evenings and weekends was of detriment to the local community and that this was not outweighed by the benefits of the proposal.

- "(i) Uncertainty of funding available to carry out works detailed in the CAT Request; and
- (ii) Impact of the significant degree of community opposition to the CAT Request on community cohesion.

The final paragraph of section 82(3) of Part 5 of the Community Empowerment (Scotland) Act 2015, requires the Council to consider "such other matters (whether or not included in or arising out of the request) as the authority considers relevant". One aspect recommended that relevant authorities consider under this heading is community support for proposals and any potential impact on other community groups.

One of the intended benefits of Community Asset Transfer is to increase community cohesion and resilience. In the case of KHCSC's request for Ralston Community Sports Centre, the Panel considers the impact of opposition to the transfer on community cohesion, to be detrimental to the net benefit(s) of the transfer."

This was agreed unanimously.

DECISION: That the asset transfer request be refused because the reasons for refusal determined by the Council's CAT Panel on 30 of August 2022, as set out below, remained valid and had not been adequately addressed throughout the review process and that the lack of availability at the facility for members of the public at evenings and weekends was of detriment to the local community and that this was not outweighed by the benefits of the proposal.

- "(i) Uncertainty of funding available to carry out works detailed in the CAT Request; and
- (ii) Impact of the significant degree of community opposition to the CAT Request on community cohesion.

The final paragraph of section 82(3) of Part 5 of the Community Empowerment (Scotland) Act 2015, requires the Council to consider "such other matters (whether or not included in or arising out of the request) as the authority considers relevant". One aspect recommended that relevant authorities consider under this heading is community support for proposals and any potential impact on other community groups.

One of the intended benefits of Community Asset Transfer is to increase community cohesion and resilience. In the case of KHCSC's request for Ralston Community Sports Centre, the Panel considers the impact of opposition to the transfer on community cohesion, to be detrimental to the net benefit(s) of the transfer."



To: Infrastructure, Land and Environment Policy Board

On: 24 May 2023

Report by: Director of Environment, Housing & Infrastructure

Heading: Operational Performance Report

1. Summary

- 1.1 This report provides an overview of key service activities since the last Policy Board report on 15 March 2023 and an operational performance update on the services and key projects delivered during this period.

2. Recommendations

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

- 2.1 Approves the operational performance update detailed within this report.

3. Background

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

Updates for Infrastructure, Land and Environment Policy Board

4. Fleet, Roads and Transportation

4.1 Fleet Services

4.1.1 Fleet services continue to trial the alternative fuel source HVO (Hydrotreated vegetable oil) and have now expanded this trial by adding in additional vehicles. HVO is stable, renewable, sustainable, high quality and significantly reduces greenhouse gas emissions.

4.1.2 Over 2,000 litres of HVO have been used. Thus far, the trial has reduced greenhouse gas emissions by 5.05 tonnes of CO₂e. 2,000 litres of HVO have cost £936 more than the cost of diesel for the same volume of fuel.

4.2 Roads Capital Investment Programme

4.2.1 The Roads Capital Investment Programme for 2023/24 has recently commenced. This programme consists of 44 carriageway resurfacing schemes and 74 footway resurfacing schemes. The programme will also include large carriageway patching and surface dressing schemes.

4.2.2 The Drainage Improvements Programme for 2023/24 has also commenced. This includes 12 capital drainage schemes as well as a ditching programme.

4.3 Winter Maintenance

To the 1 May 2023, the Winter Maintenance programme for 2022/23 has used a cumulative total of 4,465 tonnes of salt gritting Renfrewshire roads. The service has gritted primary network routes 95 times and our secondary network on 30 occasions over the winter period.

4.4 #YouDecide

Five of the fifty #YouDecide projects are now complete. These have included: upgrading the paths within Howwood Park, installing a tarmac path and benches in front of West Porton Farm in Bishopton, upgrading the Erskine Walkway, upgrading the path along the river at Abbey Road, Elderslie and installing a tarmac surface at Queens Road Park, Elderslie. The remaining projects will be delivered throughout 2023.

4.5 Safe Road Crossings

New Pedestrian Crossings have been installed on Dimity Street and Walkinshaw Street, Johnstone and Barhill Road, Erskine as part of an SPT funded capital programme to improve road safety. The service has secured a further £200,000 of funding from SPT to continue this programme through 2023/24 and are in the process of developing proposals which will be shared with members.

4.6 Active Travel & Infrastructure Improvement Update

4.6.1 Environment, Housing & Infrastructure, in partnership with colleagues in City Deal, have been notified of the successful application for over £2million from Transport Scotland's Active Travel Transformation Fund. This means that Renfrewshire has secured 10% of the total £20million fund available for 2023/24.

The projects awarded cover a range of capital infrastructure funding for construction ready projects in 2023/24 including;

- Erskine - Red Smiddy roundabout to Southholm roundabout (£516,000),
- Hawkhead Estate to Seedhill Road active travel link (£200,000),
- AIMDS South Gallowhill link to existing Paisley to Renfrew active travel route (£827,000) and
- Completion of Paisley to Renfrew active travel route (£500,000).

4.6.2 The next element of the Paisley to Renfrew active travel route, McClue Lane, Renfrew has been widened and resurfaced to accommodate shared use by pedestrians and cyclists. Further works are planned on connections for Nethergreen Road and Kirklandneuk Primary School during summer holidays.

4.6.3 Work in association with Sustrans to improve accessibility to the National Cycle Route Network has upgraded the path connecting NCN7 to Miller Street, Johnstone and the connection from Hawkhead Road through Jenny's Well to NCN7.

5. Climate Change

5.1 Biodiversity

Seeding of eleven additional wildflower areas has commenced and will continue throughout May. As the soil temperatures start to increase, we expect to see growth through July as these areas of perennial wildflowers become established and flower.

6. Team Up to Clean Up

6.1 In 2022/23, over 9,500 volunteers took part in 3,750 clean ups.

6.2 Team Up to Clean Up member numbers and engagement levels continue to steadily grow with 4,344 group members now engaging, an increase of 43% in group activity with members posting, reacting, and commenting on volunteer's posts. One area of interest, reaching over 3.5k users, focused on the work of the Environmental Taskforce and seeks to educate on the responsible use of "white van man" companies, encouraging group members and the general public, to check uplift companies for SEPA registration and request recent receipts.

6.3 The Environmental Taskforce continue to proactively monitor Renfrewshire's flytipping hotspot locations. The volume of visits deployed to each site mirrors identified trends in offenders preferred locations, with over 450 visits taking place from February until mid-April.

6.4 331 reports of flytipping were received with each prompting an investigation. As a result of evidence found, information provided by reporters of flytipping or any witnesses, 19 Fixed Penalty Notices have been issued over this period.

6.5 The BBC's 'The One Show' focused on the work of the Taskforce and its core purpose of investigating flytipping. The interview, aired on 27 March, took place at 2 recognised hotspots, Harbour Road and Wilson Street, Renfrew where flytipping reports had been received. A Taskforce camera, deployed at the Harbour Road site, captured footage of

a vehicle entering the site with the same waste found in situ. The camera further captured the flatbed vehicle exiting the site empty. Investigations are ongoing to ensure the flytipper pays for the cost of the clean-up operation as well as the penalty issued.

- 6.6 The Taskforce's range of cameras are worthwhile in deterring/detecting flytipping in chosen hotspots. Footage captured has identified flytipping both from vehicles as well as from households. A review of locations is being undertaken to relocate cameras, where required, for maximum impact.
- 6.7 Linstone is the latest housing association to meet with the Taskforce and arrange to share information to build a more productive relationship. Each organisations obligations and responsibilities have been agreed.
- 6.8 The Environmental Taskforce has further met with one of Renfrewshire's largest van rental companies to raise awareness of the work involved within the Team to reduce flytipping in Renfrewshire. The Company agreed to share tracking information for hired vans where flytipping has been witnessed.
- 6.9 The table below offers the Environmental Taskforce's KPI's from the last board report to 3 April 2023:

Action	Feb – 3 April	Total from 1 December
Proactive visits to identified hotspot areas	453	679
Number of reports investigated	331	623
Tonnes of flytipping removed	173	215
Number of sites secured to prevent further flytipping	2	6
Letters to private landowners	20	34
Visits to businesses to ensure Waste Disposal Arrangements in place	23	46
Fixed Penalty Notices Issued	19	35

6.10 **Big Spring Clean in Renfrewshire Schools**

Twenty-two presentations have been delivered to secondary and primary schools in advance of the Big Spring Clean which launched on Monday 17 April, and ran until 16 May (statistics in next Board round). School presentations focus on creating civic pride by concentrating on the impact of litter on wildlife, the environment, climate change, as well as their local community.

- 6.10.1 Secondary school pupils were greeted on return from their Easter holiday with stencils sprayed close to school's gullies, re-enforcing the high-profile message to reduce plastics in our oceans. Public bins on the route to lunchtime take-aways have been visible, and an increased bin provision has been delivered to Johnstone High. The supply will be rotated around each of the schools to encourage positive behavioural change.



6.11 **Take the Lead**

The launch of the 'Take the Lead' Campaign took place on Sunday 14 May at Barshaw Park. Dog owners were invited to attend for a walk around the park and to sign 'The Pledge'. The images below illustrate the merchandise offered which promotes the Campaign; a lead, a poop bag dispenser and collar flashlights are offered to those signing the Pledge which sees participants agree to:

- Promote the message of the Campaign by using the branded items
- Always pick up after their dog
- Ensure anyone else walking their dog also picks up
- Recognise that wearing the merchandise indicates to other owners a bag will be offered if requested
- Never aggressively approach an owner who does not pick up



7. **Waste and Recycling Services**

- 7.1 Waste services have identified another eight candidates through the skills development Scotland upskilling programme. From the start of 2023/24, these eight collectors have started their training to become Large Goods Vehicle (LGV) drivers.
- 7.2 All infrastructure works at Household Waste Recycling Centres (HWRCs), including the installation of new compactors and static roller packers, have been completed on time. Project completion has included all signage. A formal launch will be arranged in conjunction with Zero Waste Scotland showcasing the new site facilities and layouts.

8. Street Scene

- 8.1 Following consultation and feasibility exercises conducted in Lochwinnoch in 2020, a pilot scheme launched in 2021 replacing smaller litter bins with 30 new larger bins. These bins increased waste collection capacity by 300% and were placed in existing bin locations or entrances/exit to parks. Placement of these bins near roads and kerbsides allowed them to be emptied by waste collection vehicles. Following the success of this pilot, an exercise is now underway to explore opportunities to extend this across other areas of Renfrewshire when bins are due for replacement.
- 8.2 We have commenced the cyclical grass cutting with hedge cutting to be provided twice a year and will operate in line with the grass cutting model, with communities seeing their first cut between May and July and their second cut between August and October.

9. Play Parks

- 9.1 The agreed and planned refurbishment of Howwood Park Toddler / Junior, Houston Public Park and Inchinnan Playing Field play areas is in the procurement phase with the works anticipated in Summer 2023. In addition to these projects, four further play areas will be renewed as part of the #YouDecide project. These are Jenny's Well, Paisley; South Candren Village Green, Paisley; Glebe Street, Renfrew and Station Road, Langbank. Installation of these sites is estimated to begin late in 2023.
- 9.2 It is proposed that a further 5 play areas will be renewed in 2023/24 and these are Miller Street, Johnstone; Anne Avenue, Renfrew; Netherhill Road, Paisley; Victory Gardens, Renfrew and Tannahill Crescent, Johnstone. One additional play area, Urquhart Crescent, Renfrew, will receive a part renewal / refurbishment. The next step for the 6 sites will be to conduct consultation surveys before progressing to Procurement. Based on current timescales, it is estimated that these sites will be installed late in 2023 or early 2024.
- 9.3 A specification is being prepared for the refurbishment of the Multi Use Games Area (MUGA) at Netherhill Road in Gallowhill and will soon proceed to a Procurement phase.
- 9.4 Works to repair the pond edge in Durrockstock Park are currently being investigated with a view to carrying out improvements later in the year.

10. Clyde Muirshiel

- 10.1 Countryside Rangers have educational programmes with schools, community networks, volunteers, and care home groups. Additional events and activities for visitor management have been introduced to promote responsible countryside access, nature restoration and biodiversity activities.
- 10.2 A Regional Park Osprey flew to Barbados! The story made it to the national news in March as this has been the very first record of a UK osprey migrating 4,000 miles across the Atlantic Ocean. More details on this partnership working can be found at <https://clydemuirshiel.co.uk/clyde-muirshiel-osprey-flies-to-barbados/> or <https://www.bbc.co.uk/news/uk-scotland-65089646>

Implications of the Report

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

List of Background Papers: None

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To: Infrastructure, Land and Environment Policy Board

On: 24 May 2023

Report by: Director of Environment, Housing & Infrastructure

Heading: Environment & Infrastructure Service Improvement Plan 2022/23-2024/25
Outturn Report

1. Summary

- 1.1 The Service Improvement Plan links to the Council Plan and Community Plan, alongside the Risk Management Plan and Workforce Plan to form a set of documents which provide the strategic direction for the service. This plan is also intended to complement the council-wide Economic Recovery Plan and Social Renewal Plan.
 - 1.2 A mid-year progress update on the Service Improvement Plan was submitted to the Infrastructure, Land and Environment Policy Board in November 2022.
 - 1.3 This outturn report, attached in Appendix 1, is presented to the Infrastructure, Land and Environment Policy Board for noting of the areas within this Board's remit only. The plan and covering report will also be submitted to the Finance, Resources and Customer Services Policy Board for the areas within that Board's remit.
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2. Recommendations

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

- 2.1 Notes the progress made in delivering the 2022/23-2024/25 Service Improvement Plan for Environment & Infrastructure attached as Appendix 1 and as specific to the areas of activity delegated to this Policy Board.
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3. Background

- 3.1 Environment & Infrastructure has remained aspirational throughout 2022/23 continuing to implement improvement through the service priorities, key tasks, actions and performance indicators.
- 3.2 This Service Improvement Plan outturn report for Environment & Infrastructure covers the year 2022/23. The priority actions set out in the attached Service Improvement Plan Outturn report (Appendix 1) detail the outcome of specific actions the service has progressed. These have and continue to be in support of the Council's immediate priorities and future direction, helping deliver improved outcomes for Renfrewshire's communities.

4. Key Achievements 2022/23

- 4.1 Despite the challenging financial operating environment, the service has been able to deliver its services and a wide range of achievements across the service.
- 4.2 A more detailed picture of achievements is included in the Service Improvement Plan outturn is appended to this report.

5. Monitoring progress

5.1 Areas where actions have been reviewed or delayed

- **Implement the requirements of the Transport (Scotland) Act 2019 including enforcement of restrictions on pavement parking** - target date has been revised to reflect changes to the deadlines in national legislation
- **Develop a new Open Space Strategy** – work continues to progress with the completion of a Play Park Strategy outlining how funding has had a positive impact across Renfrewshire in 2022/23. The overall strategy target completion date has now been revised from March 2023 to March 2024
- **Continue to develop a suite of digital solutions across the service** – the identification of additional digital opportunities has resulted in the target completion date being revised from March 2023 to September 2023
- **Deliver the objectives and requirements of the Scottish Household recycling charter, Circular Economy and Deposit Return and Extended Producer Responsibility schemes** - the target completion date has been revised from March 2023 to March 2024 due to delays in implementation at the national level.

- 5.2 The remaining actions have been progressing in line with anticipated timescales.

6. Progress against service scorecard

- 6.1 The performance scorecard contains 30 indicators, of which 8 are for information only and have no target. Of those indicators with targets, 16 are performing strongly, 3 are

slightly short of target and need monitoring, two are currently behind target and one value remains to be confirmed.

- 6.2 The full performance scorecard is included as part of Appendix 1 of this report.
- 6.3 Several performance indicators in the service scorecard are reported as part of the Local Government Benchmarking Framework (LGBF). The Improvement Service released the 2021/22 data in February 2023 and details can be found in the scorecard in appendix 1.
- 6.4 Some highlights of service performance and outcomes, with specific relevance to this Policy Board, include:
- The percentage of the road network considered for treatment has improved across all categories showing sustained improvement over the last few years;
 - The percentage of the vehicle fleet which uses alternative fuels, such as electricity, at 27% has exceeded its performance target of 25% for 2022/23;
 - Potholes - performance was 95%. This is significantly above the target of 80% for 2022/23;
 - The 2022 household waste recycling data (not yet verified by SEPA) confirms that Renfrewshire's recycling rate has improved to 53.7% in 2022, increasing from 51.7% in 2021.
 - The 2022 percentage of waste sent to landfill was 2.3% (not yet verified by SEPA). This is a significant improvement from the 8.2% landfilled in 2021.
 - Elected Member enquiry response rate of 92.6% continues to exceed the current 85% target;
 - Frontline resolutions response rate of 87% exceeds the 85% target for 2022/23;
 - Complaint investigation response rate of 91% exceeds the 85% target. Scrutiny of complaints data and performance is a key priority for the service. This focus continues to have a positive impact with response rates improving.
- 6.5 A few of the performance indicators are currently performing below target in the service scorecard and require improvement:
- The statutory inspections carried out on Category A and Category B roads both fell short of target in 2022/23, performing at 83% of an expected 95% and 86% of an expected 100% respectively. The roll out of City Fibre proved challenging for the service to respond to the continually changing programme with Inspectors arriving to carry out inspections and crews already moving onto the next location. There are no issues anticipated with meeting next year's targets now that the City Fibre programme is complete.

Implications of the Report

- 1. Financial** - The Service Improvement Plan highlights resourcing pressures arising from increasing demand for services and the current financial environment.





2. **HR & Organisational Development** – none
3. **Community/Council Planning** – the report details a range of activities which reflect local council and community planning themes.
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** – Service developments relating to information technology are key enablers of service improvement and modernisation and support service-level and corporate objectives.
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** – Risks related to the delivery and management of services are regularly monitored and included in Renfrewshire Council's Corporate and Strategic Risk Registers.
11. **Privacy Impact** - none
12. **COSLA Policy Position** – none.
13. **Climate Risk** – The priorities and actions outlined within the report will make a positive contribution to tackling climate change.

List of Background Papers:




Service Improvement Plan 2022/23 – 2024/25
Leadership Board Report 26 April 2023 Bus Partnership Funding





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Actions 2022-25


Status	
	Cancelled
	Delayed
	In Progress
	Completed








Priority Action: Place				Actions	
Code	Action	Status	Progress	Due Date	Update
01	Deliver the 2022/23 roads and footways capital investment programme - £10.984 million		<div><div>90%</div></div>	31 March 2023	<p>82 of the original 90 projects of the 2022/23 carriageways program have been completed.</p> <p>The remaining 8 were unable to progress due to conflicts within the Scottish Road Works Register and will be rescheduled into the 2023/24 program.</p> <p>For large area patching program, the surface treatment and pre-patching in advance of 2023/24 surface dressing contract was also completed during 2022/23.</p>
02	Continue to develop and upgrade the Council's traffic light infrastructure from analogue to digital		<div><div>100%</div></div>	31 March 2023	The refurbishment of five signalised junctions from analogue technology to more efficient LED systems was completed during 2022/23.
03	Update the Winter Maintenance Policy		<div><div>100%</div></div>	30 September 2022	The new Winter Maintenance Policy for 2022-2027 was approved at the Infrastructure, Land and Environment Policy Board in August 2022.


Priority Action: Place				Actions	
Code	Action	Status	Progress	Due Date	Update
04	Update Road Safety Policy		<div><div>100%</div></div>	31 December 2022	The approved Policy has been reviewed with no substantial changes required at the current time. The Policy will be reviewed as part of the implementation of the new Local Transport Strategy.
05	Develop and implement Unadopted Roads Policy		<div><div>95%</div></div>	31 March 2024	The Unadopted Roads Policy has been drafted and is presented in the agenda for this Board's approval.
06	Implement the requirements of the Transport (Scotland) Act 2019 including enforcement of restrictions on pavement parking		<div><div>30%</div></div>	31 March 2024	<p>Initial work in this area has focussed on implementation of 20mph zones across Renfrewshire. Initial survey work has been carried out to look at converting our previous advisory zones to permanent mandatory zones. Funding was received from Transport Scotland to assess Renfrewshire's roads for conversion from 30mph to 20mph speed limits. The results were sent to Transport Scotland on 24 March 2023.</p> <p>Scottish Government is currently working on secondary legislation and parking standards guidance that will underpin the enforcement of these parking prohibitions. This is not anticipated to be in place until the end of 2023 with enforcement not likely to begin until 2025.</p>
07	Continue to develop a suite of digital solutions across the service including: <ul style="list-style-type: none"> - develop the digital application software 		<div><div>75%</div></div>	30 September 2023 (Revised Target)	<p>A fit for purpose assessment of the Council's fleet management system was carried out and evaluated by Information and Communication Technology services during 2022/23. Options are being considered for a Cloud based system that will present the operational departments with a digital solution for vehicle defects and walk around checks.</p> <p>Grass cutting at rural roads and path networks are completed and in use.</p>



Priority Action: Place					Actions
Code	Action	Status	Progress	Due Date	Update
	for Waste Management system - Grass cutting at rural roads and path networks - Digital scheduling and real time recording of service activities - Gully Cleaning - Waste Collection				The new waste management information system was fitted in all waste vehicles during 2022/23. The majority of current routes have been uploaded to the new system and the remainder are currently being tested prior to going live.
08	Develop a new Cemeteries Policy		<div><div>70%</div></div>	31 October 2023	Following a process of consultation, the initial draft of the new policy has been made recommendations received. Further work on clarifying the legalities of ownership of deeds and subsequent right to bury are being considered. Discussions are ongoing with legal services and updates will be developed throughout 2023/24.
09	Deliver improvements in the Council's Cemeteries estate		<div><div>90%</div></div>	30 September 2023	The contract for the remainder of the 2022/23 capital spend has been awarded. Work on this investment began on 1 May 2023. It is estimated to finish in June 2023.



Priority Action: Place					Actions
Code	Action	Status	Progress	Due Date	Update
10	Implement schedule for grass cutting and vegetation cutback in rural areas and on core path network		<div><div>100%</div></div>	31 March 2023	The scheduling of grass cutting and vegetation cutback in rural areas and core path network has been successfully implemented.

Priority Action: Economy					Actions
Code	Action	Status	Progress	Due Date	Update
01	Continue to invest in infrastructure to support growth – from road and rail links to bridges, cycle and pedestrian routes		<div><div>100%</div></div>	31 March 2023	The service continues to pursue design and construction projects to fill identified gaps in the local transport network and to improve road user provision in line with its published strategies.
02	Develop a Local Transport Strategy supported by revised Active Travel and Public Transport Strategies		<div><div>15%</div></div>	31 March 2024	Strathclyde Partnership for Transport (SPT) has now published the draft Regional Transport Strategy (RTS) which is subject to final approval. The service has commenced a scoping exercise for a new Local Transport Strategy based on the principles included in the draft RTS and a tender for a consultant to take this forward is due to be published in May 2023.




Priority Action: Economy					Actions
Code	Action	Status	Progress	Due Date	Update
03	Continue to develop first phase design proposals for connectivity and transportation to enable application for external funding for project delivery economy		<div><div>100%</div></div>	30 September 2023	<p>Cycling Walking Safer Routes funding is now being used on an annual basis to prepare designs for relevant projects on an annual rolling programme, with design in year 1 and implementation in year 2. This will be an ongoing process in years ahead.</p> <p>Work on the current phase has included completion of the construction phase of the segregated shared pedestrian/cycle routes Designs for the future phases were completed in April 2023.</p>
04	Implementation of a revised approach to Car Parking in our town centres		<div><div>25%</div></div>	30 September 2023	<p>A review of car parking in Renfrewshire has commenced with a report due to be provided to a future policy board</p>
05	Provide employment, training and apprenticeship opportunities for identified groups of young people in Renfrewshire		<div><div>100%</div></div>	31 March 2023	<p>Work is ongoing across to ensure the service provides employment, training and apprenticeship opportunities:</p> <ul style="list-style-type: none"> - A new career pathway has been developed for apprenticeships in Roads. - Three trainee roadworkers have obtained full time roadworkers positions. Our Invest trainee has progressed into a Foreman position.





Priority Action: Economy					Actions
Code	Action	Status	Progress	Due Date	Update
					<ul style="list-style-type: none"> - Two graduate interns have been employed in Waste Strategy and in Parks and Open Spaces. - Two interns from Waste Strategy and Parks and Open Spaces have been awarded permanent positions within the Council. - Waste Operations have had 5 Invest programme trainees working in frontline operations. Three were successful in gaining full time positions. - An Invest trainee has been placed with the StreetScene team assisting with office-based duties.
06	Deliver Paisley Town Centre junction improvements as part of the Bus Partnership works.		<div><div>50%</div></div>	31 March 2024	Final designs for each of the junctions have been completed and will be subject to a consultation exercise during 2023.



Priority Action: Fair				Actions	
Code	Action	Status	Progress	Due Date	Update
01	Implement the preferred options from the #YouDecide participatory budget programme for infrastructure improvements		<div><div>60%</div></div>	31 March 2023	The successful #YouDecide projects were announced in early February 2023. Work is currently underway to deliver the 50 successful projects, with 4 of these projects completed in 2022/23.
02	Continue to work with existing and establish new 'Friends of' groups to support implementation of the Community Empowerment Bill		<div><div>100%</div></div>	31 March 2023	Active engagement with 'Friends of' groups continues to enhance the implementation of the Community Empowerment Bill. Further work on adoption of land and associated proposed improvements are being considered.







Priority Action: Green				Actions	
Code	Action	Status	Progress	Due Date	Update
01	Support of the Council's pledge to make Renfrewshire carbon neutral by 2030		<div><div>100%</div></div>	31 March 2023	<p>During 2022/23 the service has played an active role in the following focused outcome areas of Renfrewshire's Plan for Net Zero:</p> <p>Resilient Place Leads on the Environment and Place agenda, which continues to make a difference to the cleanliness of streets in Renfrewshire and improving the local environment. The service has continued to prepare identified areas for biodiversity development</p> <p>Sustainable Travel New active travel schemes have been launched, Beat the Street, School Active Travel Promotion, Scootability, Not Far? Leave the Car and a pilot HVO fuel in the Council fleet.</p> <p>Circular Economy Continue to promote and encourage waste minimisation through reducing, re-using and recycling</p>
02	Deliver a programme of enhanced operational environmental and community support activities for environment and place		<div><div>100%</div></div>	31 March 2023	<p>Engagement on the online platform continues to grow with over 4,300 members actively supporting the campaign. Team Up to Clean Up has developed a number of umbrella projects directed by the issues raised by those engaging on the forum.</p> <p>The Environmental Taskforce, a partnership of Community Wardens and StreetScene Operational staff, focuses solely on tackling flytipping and business waste. The number of Fixed Penalty Notices has seen a</p>




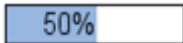


Priority Action: Green					Actions
Code	Action	Status	Progress	Due Date	Update
					<p>significant increase on the previous year. Cameras have been installed to detect and deter flytipping during the financial year.</p> <p>The Taskforce prioritises educating business and housing associations in relation to their duties and responsibilities.</p> <p>In keeping with the Team Up to Clean Up model, the Taskforce offer periodic updates to the online group on their achievements. This engagement is positively received by the community.</p> <p>Renfrewshire's appearance on The One Show celebrated the uniqueness of the Taskforce and its commitment.</p>
03	Continue to develop service delivery methods to improve customer experience and meet demanding recycling and Net Zero targets	Now included in action above see note in update column			
					<p>Following the publication of the Plan for Ren Zero it is recommended that these actions be removed and reported as part of the action, <i>Support of the Council's pledge to make Renfrewshire carbon neutral by 2030</i>, noted above.</p>
04	Work to meet the challenging targets set out in our carbon management plan – through our council fleet, street lighting, public	Now included in action above see note in update column			









Priority Action: Green					Actions
Code	Action	Status	Progress	Due Date	Update
	realm, waste and consumables				
05	Deliver the objectives and requirements of the Scottish Household recycling charter, Circular Economy and Deposit Return and Extended Producer Responsibility schemes.		<div><div>60%</div></div>	31 March 2024	<p>National policy changes may have an impact on the final objectives and legislation in relation to the Scottish Household Recycling Charter, Circular Economy Bill Deposit Return Scheme and Extended Producer Responsibility schemes.</p> <p>A timeframe has been requested from Scottish Government and it is anticipated that a new route map will follow from the Circular Economy Bill. A refreshed version of the Waste Strategy Document will be drafted based on the outcomes from the updated legislation.</p>
06	Prepare site at Linwood for improved bin store facility and consideration of the infrastructure required to fulfil the Deposit Return Scheme and future requirements for segregation of waste.		<div><div>100%</div></div>	31 March 2023	<p>Initial preparatory works were completed in July 2022. This included the site clearance of antiquated plant and machinery, litter, a reconfiguration of the site layout, levelling of site and bunding put in situ for security.</p>
07	Develop and implement a long-term sustainable leachate and surface		<div><div>90%</div></div>	30 June 2023	<p>The final dilution report has been submitted to SEPA. SEPA water quality experts will consider qualitative and quantitative information in</p>

Priority Action: Green					Actions
Code	Action	Status	Progress	Due Date	Update
	water management plan for Linwood Moss.				<p>the report. Following approval, there will be a directive issued to commence direct discharge at Linwood Moss.</p> <p>A period of monitoring at River Gryffe is required to ensure discharge consent levels are adhered to. A revised Closure Restoration and Aftercare Plan will be submitted to SEPA.</p> <p>The management equipment must remain on site until the site is deemed stable to permanently directly discharge.</p>
08	Develop a new Waste Strategy Policy			30 September 2023	<p>Existing policies have been updated in recent years, but it is recognised that further revision is required to reflect the service developments and upcoming legislative changes.</p> <p>A draft policy will be brought forward to this board in future.</p>
09	Install fixed and mobile cameras to deter or help identify fly tipping in hotspot areas			31 March 2023	<p>Active cameras have been installed at identified fly tipping hotspots across Renfrewshire.</p> <p>The Environmental Taskforce, established in November 2022, have been identifying further suitable sites, gathering information on type of fly tipping (commercial or domestic), volume and frequency. Cameras have been and will continue to be relocated periodically.</p>

Priority Action: Green				Actions	
Code	Action	Status	Progress	Due Date	Update
10	Development of Low Emissions / Electrification Strategy		 100%	31 March 2023	Renfrewshire Council as part of the Glasgow City Region wide partnership has worked with consultants to establish a Renfrewshire Public Electric Vehicle Charging Business Case. This included the identification of a new concession contract as the preferred delivery mechanism for expansion of the public vehicle charging network.

Priority Action: Living our Values				Actions	
Code	Action	Status	Progress	Due Date	Update
01	Provide our employees with the appropriate support to manage their attendance, health and wellbeing		 100%	31 March 2023	Absence management has been a key focus for the service during 2022/23. The service has also invested in mental health first aid training and the creation of mental health champions. Environment & Infrastructure continues to support delivery of the Corporate Health and Well Being Strategy.
02	Implement the Council's People's Strategy		 100%	31 March 2023	Environment & Infrastructure supported the development of this key Council priority.
03	Active participation in Council's Right for		 100%	31 March 2023	Operations & Infrastructure is participating in service reviews as part of the Right for Renfrewshire transformation programme. The service has




Priority Action: Living our Values					Actions
Code	Action	Status	Progress	Due Date	Update
	Renfrewshire Transformational Programme				been fully engaged in supporting the Council's strategy for financial sustainability through the portfolio approach which will be delivered alongside the main transformation programme and reviews undertaken by individual services.
04	Better use of data and technology to improve services performance and delivery			31 March 2023	The use of data analytics and technology developments has continued, throughout 2022/23, to be employed to support service improvement across each service area.
05	Deliver agreed operational efficiencies through fleet utilisation and rationalisation			31 March 2023	Fleet and Transport Services have met with other services across the Council and discussed the type, purpose and operational requirement of vehicles. The determination of type and purpose of vehicles, ensuring fit-for-purpose and identification of the right vehicle for each task has resulted in fleet rationalisation and improved utilisation across the fleet. Cognisance of agreed operational efficiencies has included the use of electric vehicles where appropriate, improving the sustainability of the fleet.
06	Support the Council to implement the Business World system			31 March 2023	Environment & Infrastructure has continued to participate and engage in the implementation of Business World.

Priority Action: Living our Values					Actions
Code	Action	Status	Progress	Due Date	Update
07	Embed new approaches to staff communication and engagement across all areas of the service		 100%	31 March 2023	<p>The service has been supporting the delivery of the corporate internal communications action plan for 2022/23 to enhance staff engagement and communications.</p> <p>The approach includes circulation of information, surveys, how internal policies affect staff and contributions to Ren Talks.</p>
08	Ensure robust and up to date business continuity arrangements are in place		 100%	31 March 2023	<p>The Environment & Infrastructure Resilience Management Team has continued to hold quarterly meetings, to review recent incidents and lessons learned, business continuity exercises and any training required, throughout 2022/23.</p>
09	Review and maintain continuous improvement frameworks		 100%	31 March 2023	<p>Operations & Infrastructure has maintained ISO 9001 accreditation. Internal audits were employed during 2022/23 to monitor the effectiveness of the Quality Management system.</p>
10	Review Health & Safety and Risk Assessments		 100%	31 March 2023	<p>The review of Health & Safety and Risk Assessments process is complete, adopted and is being rolled out across the service.</p>

11	Ensure robust financial monitoring is in place to support the COVID-19 recovery			31 March 2023	The Senior Leadership Team and service managers met on a period-by-period basis with finance colleagues to monitor budgets and to ensure the service was provided with the most up to date information to ensure robust financial systems were in place to support the service.
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Priority Action: Improving Outcomes for Children and Families

Actions

Code	Action	Status	Progress	Due Date	Update
01	Develop a new Open Space Strategy		<div><div>75%</div></div>	31 March 2024	<p>Based on the Scottish Government policy of better facilities for Young People, capital and revenue funding has been awarded and invested in play parks across Renfrewshire.</p> <p>A report on this matter is being discussed elsewhere in this agenda and outlines plans for 2023/24 and 2024/25.</p>
02	Work with colleagues in OneRen to improve access and opportunities to play tennis within Renfrewshire		<div><div>60%</div></div>	30 June 2023	<p>A project management framework is being set up to initiate the project. A paper will be submitted to Leadership board on 26 April seeking consent to progress the project.</p> <p>Following Leadership Board approval, the One Ren Board on 15 June will be approached for final ratification.</p>
03	Consult with local residents, especially children, on choice of equipment to be implemented for playpark		<div><div>100%</div></div>	31 March 2023	<p>100% of this action has been carried out for this year's funding of play parks.</p>

improvements throughout
Renfrewshire.




Scorecard









PI Status			
	Alert		Unknown
	Warning		Data Only
	OK		




Long Term Trends	
	Improving
	No Change
	Getting Worse

Short Term Trends	
	Improving
	No Change
	Getting Worse


Priority Theme: Place							Performance Indicators			
Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
01 (Maintenance) Carriageway Condition: % of road network considered for treatment										
(i)	A Class Roads		19.42%	22.5%	17.29%	22.5%	Data for 2022/23 will not be published until February 2024	22%	19%	Local Government Benchmarking Framework (LGBF) Indicators. This data is published by the Improvement Service on an annual basis as part of the LGBF. A final release has been published in late February 2023 and will be reported to the Audit Risk and Scrutiny Board in May 2023.
(ii)	B Class Roads		23.7%	24.5%	21.25%	24.5%	Data for 2022/23 will not be published until February 2024	24.5%	22%	
(iii)	C Class Roads		33.5%	36.5%	30.55%	36.5%	Data for 2022/23 will not be published until February 2024	36%	32%	






Priority Theme: Place							Performance Indicators			
Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
(iv)	Unclassified Roads		34.3%	36.5%	30.99%	36.5%	Data for 2022/23 will not be published until February 2024	36%	32%	These are annual LGBF Indicators and relate to financial year 2021/22. The 2022/23 data will not be published until February 2024.
02	(Maintenance) Carriageway Condition: % of road network considered for treatment Overall		32%	32.5%	28.9%	32.5%	TBC	32%	TBC	The figure provided in the table is provisional data taken from SCOTS. Performance has improved to 28.9% in 2021/22 and has exceeded the target of 32.5% for 2021/22. The figures for 2021/22 are provisional.
03 % of Statutory road inspections categories completed on target:										
(i)	Category A		100%	100%	100%	95%	83%	95%	95%	In 2022/23, 90% of the statutory road inspections were completed for all categories. The three categories of statutory inspections relate to the timing of inspections and are categorised as follows: A – Undertaken during the progress of the works, B – Undertaken within the six months following interim or permanent reinstatement, C – Undertaken within the three months preceding the end of the guarantee period. The inspection procedure
(ii)	Category B		100%	100%	100%	100%	86%	100%	100%	
(iii)	Category C		100%	100%	100%	100%	100%	100%	100%	


Priority Theme: Place							Performance Indicators			
Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
										<p>is designed to enable road work authorities to monitor statutory undertakers (Gas, electric, and telecom etc).</p> <p>Cat A : 256 out of 308 = 83%</p> <p>Cat B : 325 out of 376 = 86%</p> <p>Cat C : 376 out of 376 = 100%</p> <p>The roll out of City Fibre proved challenging for the service to respond to the continually changing programme with Inspectors arriving to carry out inspections and crews already moving onto the next location. There are no issues anticipated with meeting next year's targets now that the City Fibre programme is complete.</p>
04	% of pothole repairs completed within timescales		77%	75%	83%	80%	95%	80%	80%	<p>Data analytics continue to improve performance monitoring with weekly reports being used to quickly identify and resolve issues.</p> <p>Performance during 2022/23 has seen an improvement from 83% in 2021/22 to 95% in 2022/23.</p>

Priority Theme: Green							Performance Indicators			
Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
01	Street Cleanliness Score - % of areas assessed as clean		93.6%	92%	89.6%	92%	Data for 2022/23 will not be published until February 2024	92%	92%	The percentage of Renfrewshire's street assessed as clean was 89.6% for 2021/22. This figure is provisional and is awaiting verification by Keep Scotland Beautiful. The cleanliness score is based on 3 sample surveys carried out throughout the year by both the Council and Keep Scotland Beautiful (KSB). This score represents the percentage of areas assessed as acceptably clean (categories A and B) using KSB's Local Environmental Audit and Management System (LEAMS) methodology.
02	Amount of CO ₂ emitted by the public vehicle fleet		2,992	3,250	3,223	3,000	3,267	3,000	3,000	<p>The amount of CO2 emitted by the public vehicle fleet has increased from 3,223 in 2021/22 to 3267 in 2022/23. This is above target of 3,000.</p> <p>Fleet Services has seen an increase over the last 12 months in operational services coming back to work. In-turn there has been an increase in usage of vehicles in the fleet that use fossil fuels.</p> <p>Use of electric vehicles and the trial of using Hydrotreated Vegetable Oil in place of Diesel fuel will reduce CO2 emissions going forward.</p>
03	% of the vehicle fleet which uses		23.7%	22%	25%	25%	27 %	25%	25%	Renfrewshire Council have purchased 14 Electric Vehicles to add to our zero emissions fleet of cars, light vans, minibuses and large goods vehicles resulting in almost a quarter of the fleet now using alternative fuel sources. We






Priority Theme: Green											Performance Indicators			
Code	Performance Indicator		Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance			
				Value	Target	Value	Target	Value	Target	Target				
	alternative fuels, such as electricity										currently operate 117 electric vehicles up to and including two 5 tonne fully electric buses. There are electric bicycles at HQ. Pool fleet is 100% electric. The service continues to consider alternative fuels such as HVO, hydrogen and hybrid technology with HVO trial underway using a selection of vehicles.			
04	Reduce the amount of CO ₂ emitted from public space lighting	✔	1,368	1,700	1,246	1,500	1,138	1,500	1,500	The conversion of a small number of previously remaining 'conventional' lanterns transferring to LED will have positively impacted the reduction in amount of CO2. It is anticipated that emissions will level out year on year as the LED programme is substantially complete.				
05	% of bins uplifted first time	✔	99.8%	99.9%	99.8%	99.9%	99.8%	99.9%	99.9%	The percentage of bins uplifted first time in 2022/23 was 99.8%.				
Code	Performance Indicator (calendar year indicator)		Current Status	2020		2021		2022	2023		Explanation of Performance			
				Value	Target	Value	Target	Value	Target	Target				
06	% of Household Waste Recycled	✔	49.1%	54%	51.7%	50%	53.7% still to be verified by SEPA	50%	50%	This data relates to the calendar year 2022 (January to December). It is an estimate which is not yet verified by SEPA. The cumulative recycling rate for 2022 has been estimated to be 53.7%. This rate is an increase of 2% from 2021.				




Priority Theme: Green				Performance Indicators						
Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
										Awaiting verified Data from SEPA
07	% of Household waste collected which is landfilled		12.1%	16%	8.2%	5%	2.3% still to be verified by SEPA	5%	5%	<p>This data relates to the calendar year 2022 (January to December). It is an estimate which is not yet verified by SEPA. The cumulative rate for waste collected and landfilled has been estimated to be 2.3%. This rate is a decrease of 4.9% from 2021.</p> <p>Awaiting verified Data from SEPA</p>

Priority Theme: Living Our Values							Performance Indicators			
Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
01	Average number of work days lost through sickness absence per employee (FTE) (cumulative)		17.02	13.7	15.5	13.7	11.2 (to Q3)	13.7	13.7	<p>In Q1 the average number of work-days lost per FTE was 3.5, meeting the quarter 1 target of 3.5.</p> <p>In Q2 the average number of work-days lost per FTE was 3.6.</p> <p>In Q3 the average number of work-days lost per FTE was 4.1.</p> <p>Q4 Figures have not yet been finalised.</p>
02	% of members enquiries completed within timescale by E&I		86.4%	85%	86.7%	85%	93.1%	85%	85%	<p>Scrutiny of complaints data and performance is a key priority for the service and continues to be carried out on a regular basis at management team meetings. It and has been supported by improvements in both data analytics and access to management information. This investment and focus has had a positive impact with response rates improving.</p> <p>Environment & Infrastructure received 5,282 members enquiries in 2022/23, of which 92.6% were responded to within timescale.</p> <p>Environment & Infrastructure dealt with 349 Freedom of Information requests in 2022/23, of which 343 (98.5%) were responded to within timescale. 117 of these requests were cross departmental and 232 were departmental.</p>
03	% of FOI requests completed within timescale by E&I		96%	100%	99%	100%	98.5%	100%	100%	
04	% of front line resolutions dealt with within timescale by E&I		75%	100%	80.8%	85%	87%	85%	85%	
05	% of complaint investigations		58%	95%	64.8%	95%	91%	85%	85%	

Priority Theme: Living Our Values							Performance Indicators			
Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
	completed within timescale by E&I									<p>Environment & Infrastructure received 6,041 front line resolutions in 2022/23, of which 87% were responded to within timescale.</p> <p>In 2022/23, the service dealt with 459 complaint investigations, 91% of which were dealt with within the agreed timescale.</p>
06	Complete Inspection process for all headstones and burial grounds		6%	40%	38%	20%	85%	65%	100%	The inspection of memorials has been progressing. In addition to the initial inspections being carried out we are now carrying out re-inspections to the headstones that were identified as requiring to be monitored annually for any deterioration at their initial inspection.

Data Only Indicators

Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
01	Cost of Maintenance per Kilometre of roads		£17,495	N/A	£20,873	N/A	Data for 2022/23 will not be published until February 2024	N/A	N/A	<p>Local Government Benchmarking Framework (LGBF) Indicators. This data is published by the Improvement Service on an annual basis as part of the LGBF.</p> <p>A final release has been published in late February 2023 and will be reported to the Audit, Risk and Scrutiny Board in May 2023.</p> <p>These are annual LGBF Indicators and relate to financial year 2021/22. The 2022/23 data will not be published until February 2024.</p>
02	% of adults satisfied with parks and open spaces		83.5%	N/A	87.77%	N/A	Data for 2022/23 will not be published until February 2024	N/A	N/A	
03	Cost of parks and open spaces per 1,000 of the population		£28,240	N/A	£32,189	N/A	Data for 2022/23 will not be published until February 2024	N/A	N/A	
04	% of adults satisfied with refuse collection		70.63%	N/A	66.3%	N/A	Data for 2022/23 will not be published until February 2024	N/A	N/A	
05	Net cost of waste collection per premise		£66.66	N/A	£83.08	N/A	Data for 2022/23 will not be published until February 2024	N/A	N/A	

Data Only Indicators										
Code	Performance Indicator	Current Status	2020/21		2021/22		2022/23		2023/24	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	
06	Net cost of waste disposal per premise		£100.59	N/A	£101.09	N/A	Data for 2022/23 will not be published until February 2024	N/A	N/A	
07	% of adults satisfied with street cleaning		52.77%	N/A	47.77%	N/A	Data for 2022/23 will not be published until February 2024	N/A	N/A	
08	Net cost of street cleaning per 1,000 of the population		£6,472	N/A	£7,197	N/A	Data for 2022/23 will not be published until February 2024	N/A	N/A	



To: Infrastructure, Land and Environment Policy Board

On: 24 May 2023

Report by: Director of Environment, Housing & Infrastructure

Heading: Environment, Housing & Infrastructure 2023-2026 Service Improvement Plan

1. Summary

- 1.1 The Service Improvement Plan for Environment, Housing & Infrastructure is a three-year plan covering the period 2023-2026. The purpose of the Plan is to identify the priorities being addressed, the key tasks to be implemented, the implementation timetable and our measures of success.
 - 1.2 The Service Improvement Plan is part of a suite of documents which describe the strategic direction for the Service and the Council, and also includes the Council Plan, Community Plan, Risk Management Plan, and the Workforce Plan.
 - 1.3 Following the approval of the new Council Plan 2022-2027 in September 2022, work has been undertaken to review the format of Service Improvement Plans to make these more accessible, easier to understand and clearly demonstrate service contribution towards delivering the new Council Plan strategic outcomes.
 - 1.4 The Service Improvement Plan is appended to this report and includes Performance Indicators and an Action Plan grouped under the Council Plan themes. A mid-year progress update on the Service Improvement Plan will be submitted to the Infrastructure, Land and Environment Policy Board in the Autumn of 2023.
-

2. Recommendations

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

- 2.1 approves the attached Service Improvement Plan; and
 - 2.2 notes that mid-year progress of this Service Improvement Plan will be reported to this Board in the Autumn of 2023, with updates to the Performance Indicators and Action Plan.
-

3. Background

- 3.1 The new Environment, Housing & Infrastructure Services came into effect at the beginning of April 2023 and brings our colleagues in Housing Services and Public Protection together with the teams in what was Environment & Infrastructure. The revised structure is directly influenced by and designed to respond to the updated Council plan.
- 3.2 Environment, Housing and Infrastructure Services delivers universal services for over 180,000 Renfrewshire residents, helping to run our schools and care homes, providing homes for approximately 12,200 tenants, ensuring the local environment, pathways and roads are accessible, clean and green and our villages and towns are safe and connected.
- 3.3 Our services are delivered by a diverse, skilled and committed workforce of around 1,900, who are out and about every day in Renfrewshire, delivering services 24/7, to people at every stage of life.
- 3.4 We drive the council's commitment to NetZero, manage the council's property portfolio, deliver waste services, neighbourhood services, housing and homelessness services, road infrastructure, transportation services, community safety, parks and green spaces, regulatory services and facilities management. We are proud to deliver the essential services that matter to people's daily lives and make Renfrewshire a great place to live, and work.

4. Service Improvement Plan 2023-26: What do we want to achieve?

- 4.1 We are ambitious for our communities, local businesses, and the environment and we place people at the heart of the services we provide. We want to make a difference to the lives of our employees too.
- 4.2 Environment, Housing & Infrastructure Service will continue to draw upon relevant insight to target its resources appropriately, and during the next twelve months, specific priorities for the service will be driven by:
 - Continuing the implementation of Renfrewshire's plan for Net Zero
 - Delivering the 2023/24 roads and footways capital investment programme

- Deliver the objectives and requirements of the Scottish Household recycling charter, Circular Economy and Deposit Return and Extended Producer Responsibility schemes. (Council Plan Action)
- Developing a Local Transport Strategy supported by revised Active Travel and Public Transport Strategies
- Deliver a programme of enhanced operational environmental and community support activities for environment and place
- Implement the preferred options from the #YouDecide participatory budget programme for infrastructure improvements which will empower local communities and involve them in improvements in their local area

4.3 The Council and Services remain ambitious for our people and our place, and the Service Improvement Plan process ensures a clear focus on continuous improvement, however, the organisation is experiencing a challenging operating context and sustaining improvement may not always be possible. Within this context, the Service Improvement Planning process allows the organisation to describe where activity is targeted, and through the 6-monthly updates described below, provide a balanced view on progress.

5. Monitoring progress

- 5.1 Progress on the implementation of the Service Improvement Plan is regularly monitored by the extended Senior Leadership Team and will be reported to the Infrastructure, Land and Environment Policy Board on a six-monthly basis. A mid-year review of progress will be brought to this Board in the Autumn of 2023, with an annual outturn reported in Spring 2024.
- 5.2 This plan is presented to Infrastructure, Land and Environment Policy Board for approval of the areas within this Board's remit only. The plan and covering report will also be submitted to both the Finance, Resources and Customer Service Policy Board and the Communities and Housing Policy Board for approval of the areas within the respective remits of those Boards.
- 5.3 In recognition of the shared role across the Council, all services have identified actions and indicators from their respective Service Improvement Plans to be addressed through the Council Plan, contributing to the cross-cutting theme of *"improving outcomes for children and families"*.

Implications of the Report

- 1. Financial** – The Service Improvement Plan highlights resourcing pressures arising from increasing demand for services and the current financial environment.
- 2. HR & Organisational Development** – The Service Improvement Plan also highlights workforce development and wellbeing considerations.
- 3. Community/Council Planning** – The report details a range of activities which reflect Council and Community Planning themes and a direct link to the delivery of the Council Plan.
- 4. Legal** – none.
- 5. Property/Assets** – none.
- 6. Information Technology** – Service developments relating to information technology are key enablers of service improvement and modernisation and support service-level and corporate objectives.
- 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** – Risks related to the delivery and management of services are regularly monitored and included in Renfrewshire Council's Corporate and Strategic Risk Registers.
- 11. Privacy Impact** – none.
- 12. COSLA Policy Position** – none.
- 13. Climate Risk** – actions and indicators within the SIP cover the 'green' theme of Renfrewshire's Council Plan which highlights activities across the Council to tackle climate change.

List of Background Papers: None

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Appendix I: Service Improvement Plan 2023-26

Environment, Housing & Infrastructure

Service Improvement Plan 2023 - 26



Renfrewshire
Council

Welcome to our Service Improvement Plan

As Director of Environment, Housing & Infrastructure in Renfrewshire, I'm delighted to introduce our new Service Improvement Plan. This plan describes how our team will focus our efforts to deliver the strategic outcomes described in the Council Plan 2022 to 2027 of Place, Economy, Fair, Green and Living Our Values.



Environment, Housing & Infrastructure delivers a wide range of vital services to individuals, communities and businesses across the whole of Renfrewshire. This includes universal provision such as waste collection, road maintenance, environmental health services and facility management across our housing stock and public buildings. We manage over 12,200 Council houses and support vulnerable people experiencing homelessness and those threatened by homelessness. Our service has also played a critical role in supporting the Council's response to the asylum and refugee programmes over the last year.

We support strategic Council projects including the City Deal programme and town centre projects including Paisley Town Hall and the new museum and lead on the £100m Housing led regeneration programme, which forms part of our £400m investment in our housing stock over the next 30 years.

Although the existing structure was already well placed to support the Council to progress its strategic ambitions, the changes will provide a greater alignment to the growing strategic emphasis that is given within the new Council plan to priorities associated with the climate agenda and journey to net zero.

I know the dedication of our colleagues across all areas of the new service will ensure the ambitious agenda outlined within the Service Improvement Plan is delivered to support the people, communities and businesses across Renfrewshire to flourish.
Thank you

Our service



Net Zero

Deliver Renfrewshire's Plan for Net Zero.



Homeless and Housing Services

Supporting homeless people, those threatened with homelessness and refugee resettlement.



Community Safety

Helping to keep people safe through the Community Safety Hub.



Waste and Recycling

Management of Renfrewshire's waste and recycling services.



Streetscene

Ensuring our streets, town centres and communities are welcoming.



Housing Investment

We invest in existing homes and new build Council houses.



Safeguarding the public

Safeguarding the public and protecting consumers through Trading Standards and Environmental Health.



Roads and Transport

Supporting more than 849km of roads and transport infrastructure and promote healthier, more active lifestyles through the active travel network.



Council Homes

We support tenants in over **12,200** council houses, providing housing advice and support, repairs and maintenance.



Fleet & Social Transport

Fleet Purchase, Maintenance & Management and Transportation of ASN Children & Elderly.



Land & Asset Management

Grass, Grounds & Cemeteries Maintenance, Burials & Country Park Management.



Facilities Management

Provide integrated facilities management activities in public buildings, schools and HSCP premises. Healthy nutritious meal provision in all Council run schools.



Property Management

Managing the Council's capital projects and property portfolio.

About us

Environment, Housing & Infrastructure is responsible for the provision of every day essential services, directly to the public of Renfrewshire, to other services within the Council and to community planning partners.

- **Housing Services** responsibilities include managing and investing in our housing stock of approximately 12,200 properties and providing services to Council tenants, alongside housing advice and support, assisting homeless people and those threatened with homelessness and ensuring people have safe and healthy places to live.
- **Facilities Management & Property Services** covers four key service areas: soft facilities, hard facilities, support services and property services. Soft facilities cover janitorial, cleaning, catering, housekeeping and school crossing patrollers. Hard services cover building services operations, repairs and maintenance for housing and public buildings. Support services is responsible for compliance in schools and public buildings, life cycle maintenance in schools & public buildings and PPP contract management. Property Services is a multi-disciplinary design consultancy commissioned by Council Departments to deliver projects.
- **Operations & Service Development** responsibilities include: Waste Services, Fleet & Social Transport, Streetscene, Grass, Grounds & Cemeteries Maintenance, Burials & Country Park Management, Civil Contingencies and Service Development.
- **Climate, Public Protection & Roads** responsibilities include the Council's Roads, Public Transport, Parking & Active Travel services, as well as leading the response to Climate Change and Ren Zero, along with Energy Management, Regulatory & Public Protection services. This includes partnership working with police, fire and other multiagency partners.



Our resources and risks

BUDGET

For 2023/24, the revenue budget approved for General Services on 2 March 2023 was **£483m**.

The capital budget approved for General Services on 2 March 2023 was **£424m** for the period 2023/24 to 2027/28.

The Environment, Housing & Infrastructure revenue budget for 2023/24 is approximately **£54.353** million.

Income and expenditure in relation to a local authority's direct provision of housing must be recorded separately within a Housing Revenue Account (HRA). The [HRA Account Budget](#) was presented to Council on 2 March 2023 with total income for 2023/24 of **£54.655m**.

RISK MANAGEMENT

The Council's risk management arrangements are well established with all strategic, corporate and service risks being reported to the Audit, Risk and Scrutiny Board.

Environment, Housing & Infrastructure Services risks are detailed below:

Risks	Evaluations
Our strategic risks	
Climate sustainability and adaptability	High
Our corporate risks	
Cyber Attack (All Services)	High
Impact on Regulatory Services due to Covid-19 and EU withdrawal	High
Commercial vehicle & operator's license	High
Tree Fall and Ash Die Back & Larch Infection	High
Asset Management	High
Our top service-specific risks	
Headstones and Memorial safety	High
Housing led Regeneration and Renewal Programme	High

Transformation and financial sustainability

The Council's financial outlook remains subject to significant uncertainty. The most recent analysis reported to Council on 2 March 2023 suggests that Renfrewshire Council will experience a funding deficit in the range of £40m-£45m in the three years following 2023/24, unless mitigating action is taken.

The Council continues to explore ways to transform how we deliver our services – to improve the experience of our customers and service-users but also to ensure the Council's financial sustainability.

Environment, Housing & Infrastructure continues to support this through;

Delivering **Right For Renfrewshire** savings workstreams for Environment, Housing & Infrastructure Services

Supporting the cross-service **Financial Sustainability** workstreams led by the Corporate Management Team

Delivering **Ren Zero** embedded within financial planning

Workforce development and wellbeing

The Council launched its people strategy [“Our People, Our Future”](#) in 2021, which identifies three priority areas:



health and wellbeing

new ways of working

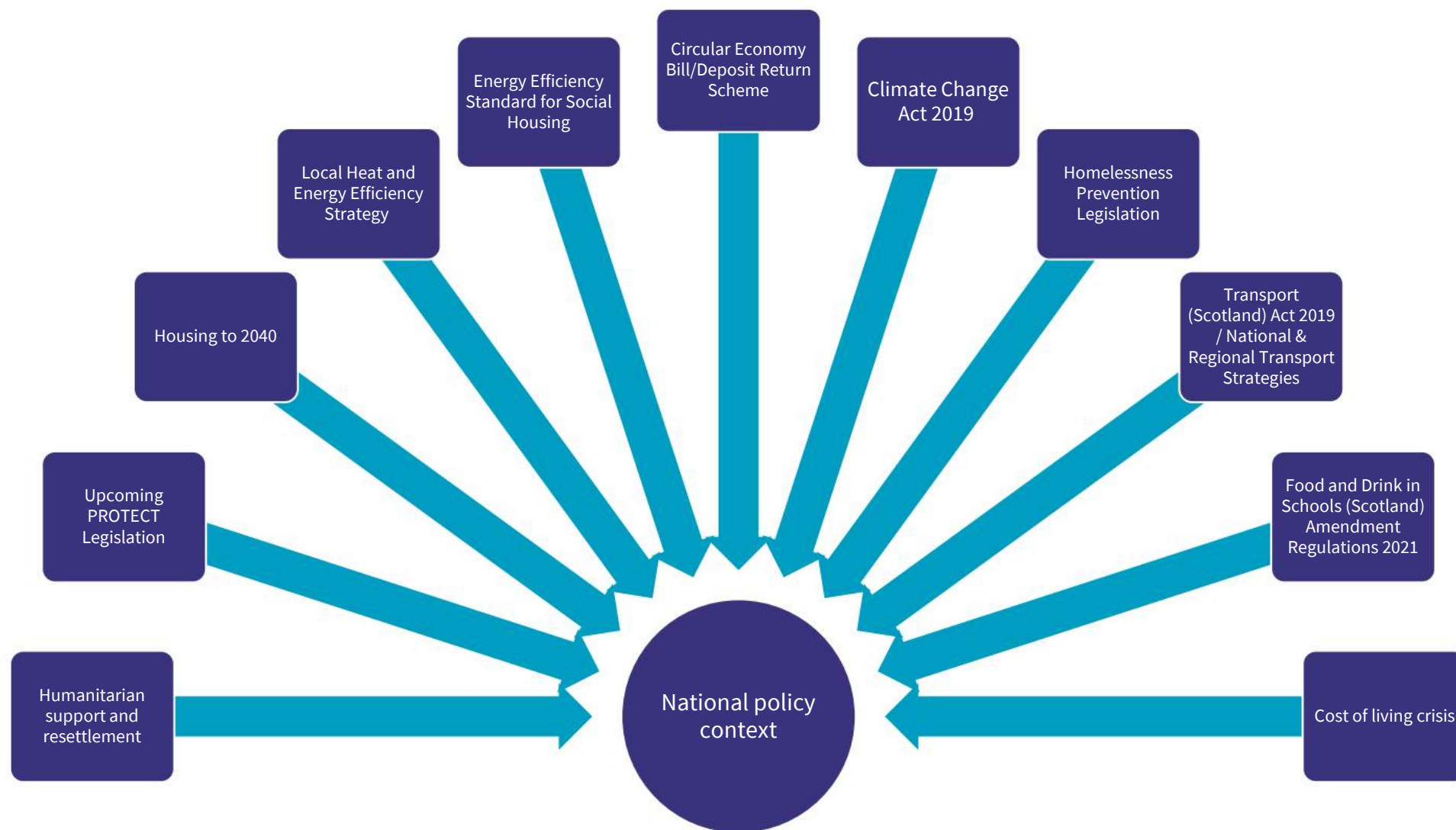


staff communication and engagement

The strategy also integrates the Council’s organisational development vision and workforce planning activities into three strategic outcomes - **our approaches improve; our skills strengthen; and our culture evolves.**

The strategy is aligned with the new Council Plan and ensures focus on supporting staff through service transformation, changing culture norms, embedding our values within decision making and improving staff and service user experiences of the Council.

Environment, Housing & Infrastructure will ensure these priorities are reflected in our workforce. High-level actions arising from the people strategy are embedded in our Service Improvement Plan and will be monitored through this.



Our local policy context

Our Values

- Our Values describe our promise to our communities, staff, and partners. They guide how we deliver services and make decisions.

Council and Community Plans

- Our Council Plan and Community Plan set the strategic framework for our organisation and describe what we want to achieve for Renfrewshire

Fairer Renfrewshire Programme

- Brings together existing programmes of work focused on achieving fairness and equity, and tackling the inequalities that exist across Renfrewshire's communities.

Economic Recovery

- sets the direction of travel for measures to support the local economy through coronavirus response, recovery and beyond.

Renfrewshire's Plan for Net Zero

- Support the Council's pledge to tackle climate change, working towards net zero by 2030

Alcohol and Drugs Change Programme

- Takes forward projects to deliver the recommendations from Renfrewshire's Alcohol and Drugs Commission to reduce drug and alcohol-related harms and promote recovery.

Transformation Programme

- Environment, Housing & Infrastructure will support this next phase of the Council's transformation programme.

Support for humanitarian schemes

- Supporting people who arrive in Renfrewshire through the UK and Scottish Governments' humanitarian resettlement schemes, including asylum and Ukrainian resettlement.

Housing pressures

- Renfrewshire is currently experiencing a range of significant supply and demand pressures across the housing sector, in common with the rest of Scotland.

Our key priorities

Deliver
Renfrewshire's
plan for Net Zero

Deliver the
objectives and
requirements of
the Scottish
Household
recycling charter
and Circular
Economy scheme

Helping to keep
Renfrewshire safe
through the
partnership
working of the
Community Safety
Hub

Improve uptake
and provide
healthy meals

£400 million
Housing led
investment – new
build and
maintenance of
existing properties
as part of our 30
year business plan

Deliver repairs and
maintenance to
around 12,200
Council housing
properties,
including re-
letting/void
properties

Better use of data
and technology to
improve services
performance and
delivery

Deliver the
2023/24 capital
investment
programme

Review of public
transport for
Renfrewshire

Supporting the
most vulnerable
members of our
communities,
including people
experiencing and
those threatened
by homelessness

Our focus for 2023/24

- Delivery the **Local Heat and Energy Efficiency Strategy (LHEES)** by the end of December 2023.
- Development of a Local Transport Strategy underpinned by **legislative and regulatory responsibilities** for delivery of the **Active Travel** and **Public Transport** agendas.
- Implementation of provisions of the Transport (Scotland) Act 2019 to enhance **social** and **economic wellbeing**, improve **environmental outcomes** and a focus on **health and wellbeing for all**.
- Lead on the “**new ways of working model**” across the Council's offices to give staff options to work best to deliver for communities.
- Ensure the proposed **Protect Duty** is delivered across the Council once it becomes law. The proposed legislation will ensure parties are prepared, ready to respond and know what to do in the event of a terrorist attack.
- Continue to support the Council's various **refugee and asylum programmes** including the provision of settled accommodation.
- Deliver the £400m Housing investment including a **£100m Housing-led regeneration programme** across 8 areas in Renfrewshire.
- Implement the final year of the **five-year Rapid Rehousing Transition Plan (RRTP)**. The RRTP details how those who are homeless will be provided with settled accommodation more quickly; spend reduced time in temporary accommodation and have more access to up-scaled support.
- Simplify access to specialist income advice for **Council Tenants experiencing financial issues** to ensure entitlement to benefits and other financial / household assistance schemes are maximised.
- Support the **economic regeneration** and revitalisation of town centres with the service having a specific focus on the public realm and transport access.
- Deliver the new road infrastructure to support the enhanced links between Paisley Town Centre, Glasgow Airport and the Advanced Manufacturing Innovation District Scotland (AMIDS) and new road bridge over the White Cart River, as part of the **£38million Levelling Up Fund**.
- Lead **modernisation** of business processes and more efficient use of management data, steering the focus of service delivery.

Other plans, strategies and reports



For Environment, Housing & Infrastructure, a wide range of reports are presented to the Infrastructure, Land & Environment Policy Board, the Communities and Housing Policy Board and the Finance, Resources and Customer Services Policy Board. Papers and access to video recordings of past meetings can be found [here](#).

Appendix:

Actions and Performance Indicators relevant to the remit of the Infrastructure, Land and Environment Policy Board

Delivering the Council Plan - PLACE

What will we do?	What difference will we make?	When will we do it by?
Deliver the 2023/24 roads and footways capital investment programme - £6.7 million	Improvements to the condition of roads and footways infrastructure	31 March 2024
Implement the requirements of the Transport (Scotland) Act 2019	The people of Renfrewshire will have transport provisions enhancing social and economic wellbeing, improved environmental outcomes and a focus on health and wellbeing for all.	31 March 2026

Delivering the Council Plan - PLACE

Performance Indicators	Frequency	2020/21 Value	Latest Update	Latest Value	2022/23 Target
(Maintenance) Carriageway Condition: % of road network considered for treatment					
(i) A Class Roads	Annual LGBF	19.4%	2021/22	17.3%	19%
(ii) B Class Roads	Annual LGBF	23.7%	2021/22	21.3%	22%
(iii) C Class Roads	Annual LGBF	33.5%	2021/22	30.5%	32%
(iv) Unclassified Roads	Annual LGBF	34.3%	2021/22	30.9%	32%
Performance Indicators	Frequency	2021/22 Value	Latest Update	Latest Value	2023/24 Target
(Maintenance) Carriageway Condition: % of road network considered for treatment Overall	Annual SCOTS	28.9%	2022/23	27.4%	30%
% of Statutory road inspections categories completed on target:					
(i) Category A	Annual	100%	2022/23	83%	95%
(ii) Category B	Annual	100%	2022/23	86%	100%
(iii) Category C	Annual	100%	2022/23	100%	100%
% of pothole repairs completed within timescales	Annual	83%	2022/23	95%	90%

Delivering the Council Plan - ECONOMY

What will we do?	What difference will we make?	When will we do it by?
Provide employment, training and apprenticeship opportunities for identified groups of young people in Renfrewshire	Young people and people with vulnerabilities will have opportunities to enhance their chances of employment	31 March 2024
Develop a Local Transport Strategy supported by revised Active Travel and Public Transport Strategies (Council Plan)	The service will have strategic documents outlining the legislative and regulatory responsibilities for delivery of the Active Travel and Public Transport agendas.	31 March 2025
Continue to invest in infrastructure to support growth – from road and rail links to bridges, cycle and pedestrian routes (Council Plan)	Improvements to accessibility and connectivity of the town centre and transport networks prioritising modal transport changes	31 March 2024
The Council is keen to promote a parking strategy which manages the supply and demand for parking, supports economic regeneration	Increase short stay parking provision, creating business churn and delivery of a more effective enforcement service. This will be aligned to the aspirations for meeting our ambitious climate change targets	31 March 2024
Conduct a review of Renfrewshire's public transport provision	The review sets out with the ambition to have an affordable, sustainable, modern, efficient, fit for purpose, and demand led public transport network. The aim is to meet the current and future needs of Renfrewshire's communities connecting with work, health, learning and social opportunities, whilst supporting and contributing to Renfrewshire's climate goals.	30 September 2025
Progress next stage of Paisley Town Centre junction improvements as part of the Bus Partnership works	Public transport offering in Renfrewshire will be improved	31 March 2024

Delivering the Council Plan - FAIR

What will we do?	What difference will we make?	When will we do it by?
Implement the preferred options from the #YouDecide participatory budget programme for infrastructure improvements	Local communities will feel empowered and involved in improvements in their local area	31 March 2024

Delivering the Council Plan - GREEN

What will we do?	What difference will we make?	When will we do it by?
Commence costed, targeted interventions and actions to support our net zero journey within the Council and working in partnership with key stakeholders (Council Plan)	Carbon emissions will be reduced and offset in Renfrewshire.	31 March 2026
Deliver a programme of enhanced operational environmental and community support activities for environment and place (Council Plan)	Carbon emissions will be reduced and offset in Renfrewshire.	31 March 2024
Build additional capacity for proactive tree asset management across Renfrewshire	The approach will build and enhance the current arboriculture process of tree assessment and tree surgeon activity, inspecting trees and undertake to resolve identified problems which will improve health of tree stock, reduce potential for tree failures and reduce corporate risk.	31 March 2026
Implementation of a Garden Waste Permit Scheme for householders to uplift and dispose of their garden waste	Implementation of the new permit scheme will allow the service to continue to provide a garden waste service to those who want one whilst continuing to provide our statutory services effectively.	31 July 2023
Prepare site at Linwood for improved bin store facility and consideration of the infrastructure required to fulfil the Deposit Return Scheme and future requirements for segregation of waste.	Improved security and stock control of bin stores. Establishment of a facility to provide sorting of waste in line with the requirements of the Deposit Return Scheme, reducing single use plastic and encouraging a circular economy.	31 March 2024

Delivering the Council Plan - GREEN

What will we do?	What difference will we make?	When will we do it by?
Review and consider the implications of the Circular Economy Bill and associated route map when published (likely summer 2023)	The quality and quantity of recyclate will be improved and levels of residual waste reduced. The service will be responsive to future legislative changes.	31 March 2024
Continue site management following statutory monitoring period of the leachate treatment at Linwood Moss.	The requirement for leachate treatment at Linwood Moss will be reduced in accordance with its waste management licence.	31 March 2024
Development of Low Emissions / Electrification Strategy (Council Plan)	The strategy will outline steps that the service will take to contribute towards Renfrewshire's achievement of Net Zero carbon emissions by 2030.	31 March 2024
Pilot and test the creation of active travel routes between neighbourhoods, town centres and business locations using these to test SMART travel solutions and evaluate benefits to biodiversity, air quality and access	Carbon emissions will be reduced and offset in Renfrewshire.	31 March 2024
Deliver the Local Heat and Energy Efficiency Strategy (LHEES) for Renfrewshire.	This strategy and action plan will allow Renfrewshire Council and partners to underpin an area-based approach to heat and energy efficiency planning and delivery	31 December 2023

Delivering the Council Plan - GREEN

Performance Indicators	Frequency	2020/21 Value	Last Update	Latest Value	2022/23 Target
Street Cleanliness Score - % of areas assessed as clean	Annual LGBF	93.6%	2021/22	89.6%	92%
Performance Indicators	Frequency	2021	Last Update	Latest Value	2023 Target
% of Household Waste Recycled	Quarterly	51.7%	2022	53.7%	55%
% of Household waste collected which is landfilled	Annual	8.2%	2022	2.3%	2%
Performance Indicators	Frequency	2021/22 Value	Last Update	Latest Value	2023/24 Target
Amount of CO ₂ emitted by the public vehicle fleet	Quarterly	3223	2022/23	3267	3000
% of the vehicle fleet which uses alternative fuels, such as electricity	Quarterly	25%	2022/23	25%	25%
% of bins uplifted first time	Quarterly	99.8%	2022/23	99.8%	99.9%
Reduce the amount of CO ₂ emitted from public space lighting	Annual	1,246	2022/23	1138	1100

Delivering the Council Plan – LIVING OUR VALUES

What will we do?	What difference will we make?	When will we do it by?
Provide our employees with the appropriate support to manage their attendance, health and wellbeing	Sickness absence levels and costs will be minimised	31 March 2024
Implement the next phase of transformation as part of Right for Renfrewshire (Council Plan)	The service will play its role in delivering cross cutting change	31 March 2024
Better use of data and technology to improve services performance and delivery	Service delivery is improved, and resources allocated more efficiently and effectively	31 March 2024
Engage and participate in trauma informed and responsive Renfrewshire programme.	We understand what trauma is, and how it affects people, so we will now work differently: Learning and working together to co-create fair and helpful collaborations to support healing and recovery with people affected by trauma. Progress towards and achievement of improvement outcomes for people, systems and services as detailed of five strategic themes and outcomes in trauma-informed and responsive Renfrewshire programme	31 March 2024

Delivering the Council Plan – LIVING OUR VALUES

What will we do?	What difference will we make?	When will we do it by?
Embed new approaches to staff communication and engagement across all areas of the service	Staff will have greater opportunities to input to the future operation of the service	31 March 2024
Ensure robust and up to date business continuity arrangements are in place	Services will be able to identify critical functions and the resources required to recover from disruptive events.	31 March 2024
Embed the enquiry systems for public and elected members across Environment, Housing & Infrastructure services	Services will be able to identify emerging issues and provide an efficient and timeous enquiry system	31 March 2024
Review Health & Safety and Risk Assessments	Health and Safety and Risk Assessment are managed more effectively	31 March 2024
Ensure robust financial monitoring	Services will be able to monitor and plan their resources more efficiently	31 March 2024
Conduct a strategic fleet review of all Council vehicles to assess vehicle specifications considering fit for purpose and net zero targets -	The number of vehicles in the Council's fleet will be reduced and its effectiveness maximised	31 March 2024
Review and maintain continuous improvement frameworks	Quality assurance will be undertaken; actions from the Best Value Audit report delivered, health & safety, staff and customer service accreditations maintained	31 March 2024
Support the Council in developing New Ways of Working (Council Plan)	This will improve the accessibility and equipment in our workspaces and meeting rooms, as well as improvements in technology to improve collaborative working	31 March 2024

Delivering the Council Plan – LIVING OUR VALUES

Performance Indicator	Frequency	2021/22 Value	Latest Update	Latest Value	2023/24 Target
Average number of work days lost through sickness absence per employee (FTE) (cumulative)	Quarterly	This is a new indicator for 2023/24 covering the new service			
% of members enquiries completed within timescale	Quarterly	N/A	2022/23	92.6%	90%
% of front line resolutions dealt with within timescale	Quarterly	N/A	2022/23	82.5%	85%
% of complaint investigations completed within timescale	Quarterly	N/A	2022/23	91.6%	85%
% of FOI requests completed within timescale	Quarterly	N/A	2022/23	97.7%	100%
Complete Inspection process for all headstones and burial grounds	Annual	38%	2022/23	85%	100%

Delivering the Council Plan – Cross cutting theme

IMPROVING OUTCOMES FOR CHILDREN AND FAMILIES

‘Across all of our work and all of our efforts, we hope for loving and happy lives for Renfrewshire’s **children** – working together to get it right for children, families and communities – protecting, learning, achieving and nurturing. Every priority of this Council Plan will contribute to improving the lives of Renfrewshire’s children and their families. It is our fundamental duty as an organisation and our shared responsibility as citizens of this place to ensure that our children inherit a Renfrewshire where their wellbeing is nurtured, their futures are bright, and their environment is safe and healthy.’

What will we do?	What difference will we make?	When will we do it by?
EH&I will work towards keeping The Promise	By creating a team of Promise keepers we will ensure that care experienced children and young people grow up loved, safe and respected	31 March 2024
Develop a Play Parks Strategy	Improving access and facilities to play parks for children, families and communities	31 March 2024

Environment, Housing & Infrastructure

Service Improvement Plan 2023 – 26



Renfrewshire
Council



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 24 May 2023

Report by: DIRECTOR OF ENVIRONMENT, HOUSING AND INFRASTRUCTURE

Heading: Roads Enforcement Policy

1. Summary

- 1.1 The Council has a vision to create a road network that is safe for all users, provides benefit to health and wellbeing as well as being a fundamental driver of economic regeneration through provision of access to employment, leisure and social activity.
- 1.2 This Enforcement Policy sets out the principles to be followed by officers when utilising these powers on behalf of the Council.
- 1.3 The key objectives of the Road Enforcement Policy are to:
- To ensure public safety;
 - To protect our assets on the public road;
 - To prevent unnecessary hindrance or obstruction to road users;
 - To change offender behaviour;
 - To undo any harm caused by non-compliance; and
 - To deter future non-compliance.
- 1.4 In many instances these objectives can be satisfactorily achieved through a softer initial approach rather than the immediate use of statutory powers, particularly in cases of genuine misunderstanding of the requirements, however, instances of wilful disregard should be dealt with appropriately.
- 1.5 This policy should help to ensure that infringements and infractions are dealt with proportionately, objectively and impartially across Renfrewshire.

2. Recommendations

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

- 2.1 Approves the Roads Enforcement Policy as attached at Appendix 1.

3. Background

- 3.1 As a Roads Authority under the Roads (Scotland) Act 1984, Renfrewshire Council is responsible for the management and maintenance of all non-trunk, public roads within its boundaries. To support this duty, the act provides the Authority with various powers of enforcement. In addition, Renfrewshire Council has a duty under the New Roads and Street Works Act 1991 to ensure those working on public road do so in a safe and timely manner.
- 3.2 The Roads (Scotland) Act 1984 also requires the council to manage and maintain a List of Public Roads for its area.
- 3.3 A road includes carriageways, footways, footpaths, cycle paths and verges and a public road is a road that the Council has a duty to maintain. In the current list the term carriageway refers to the road and can be assumed to include the adjoining footway or verge unless stated otherwise.
- 3.4 Public roads are those managed and maintained by Renfrewshire Council, no matter who owns the ground on which the road has been constructed

4. Review

It is recognised that the environment we operate in is continually evolving and as a result we must continue to evolve as well. We will review these policies on an ongoing basis to ensure they will continue to deliver the identified improvements for our communities.

Implications of this Report

1. **Financial** – none.
2. **HR and Organisational Development** – none
3. **Community Planning** - none

Empowering our Communities – none

Safer and Stronger Renfrewshire – The aim of this policy is to create a road network in Renfrewshire that is safer for all users.

A Greener Renfrewshire – none

Renfrewshire forum for Empowering Communities – 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. 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 and Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none
12. **CoSLA Policy Position** – none
13. **Climate Risk** – none

List of Background Papers - none

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ROADS ENFORCEMENT POLICY

Environment, Housing & Infrastructure

www.renfrewshire.gov.uk



Contents

1.	Introduction	4
1.1.	Legal & Policy Background.....	4
2.	Aim of this Policy.....	4
3.	Principles of Enforcement	5
4.	Application of this Policy	7
4.1.	Encroachment, Obstruction or Interference	7
4.2.	Significant Interference	7
4.3.	Prioritisation Criteria	7
5.	Risk Assessment.....	9
5.1.	Risk Impact.....	9
5.2.	Risk Probability.....	9
6.	Enforcement Measures	10
6.1.	No Action	10
6.2.	Advice and Education.....	10
6.3.	Warning Letter	11
6.4.	Statutory Notice	11
6.5.	Undertake Work Necessary to Rectify Infringement.....	11
6.6.	Fixed Penalty Notice.....	11
6.7.	Prosecution	12

7.	Illegal Erection of Signage on Street Furniture.....	13
8.	Legal Erection of Signage on Street Furniture.....	13
9.	Authorisation to Carry Out Enforcement.....	14
10.	Policy Review	15
11.	Appendix 1	16
11.1.	Infringements which may be subject to Enforcement Action.....	16

1. Introduction

1.1. Legal & Policy Background

As a Roads Authority under the Roads (Scotland) Act 1984, Renfrewshire Council is responsible for the management and maintenance of all non-trunk, public roads within its boundaries. To support this duty, the act provides the Authority with various powers of enforcement. In addition, Renfrewshire Council has a duty under the New Roads and Street Works Act 1991 to ensure those working on public road do so in a safe and timely manner. Infringements which may be subject to Enforcement Action are outlined in Appendix 1.

To ensure that our road network remains in a safe condition and is enjoyed by the public, and to prevent, so far as reasonably practicable, the unauthorised obstruction or encroachment on our network, this Enforcement Policy sets out the principles to be followed by officers when utilising these powers on behalf of the Council.

Compliance with this policy should help to ensure that infringements and infractions are dealt with proportionately, objectively, and impartially across Renfrewshire.

2. Aim of this Policy

Renfrewshire Council shall use the powers of enforcement to achieve the following outcomes:

- To ensure public safety;
- To protect our assets on the public road;
- To prevent unnecessary hindrance or obstruction to road users;
- To change offender behaviour;
- To undo any harm caused by non-compliance; and
- To deter future non-compliance.

In many instances these objectives can be satisfactorily achieved through a softer initial approach rather than the immediate use of statutory powers, particularly in cases of genuine ignorance or misunderstanding of the requirements, however, instances of recklessness or wilful disregard should be dealt with appropriately.

3. Principles of Enforcement

The guiding principles for the enforcement work undertaken by the Roads Authority are as follows:

STANDARDS – The Environment, Housing & Infrastructure Service Improvement Plan sets clear performance standards that the service is required to achieve in order to demonstrate our performance. The Office of the Scottish Road Works Commissioner also monitors performance and publishes an annual report on the performance of local authorities and utilities.

CONSISTENCY – The Roads Authority will exercise its duties in a fair, equitable, non-discriminatory and consistent manner. While Roads Enforcement Officers must be able to exercise professional judgement, they must also take in to account any local or national guidance available.

PROPORTIONALITY – At all times, Officers will take enforcement action proportionate to the level of risk presented. Our Roads Enforcement Officers will work with businesses and the public to ensure they can meet legislative requirements without unnecessary expense. In certain situations, enforcement penalties are set by legislation and as such these cannot be changed.

In relation to proportionality the following factors will be considered:

- The seriousness of the breach involved,
- Any steps taken to prevent the offence or minimise the impact,
- History of compliance,
- Likelihood of recurrence of the contravention, and
- The need to deter future breaches.

OPENNESS – The Roads Authority provide clear and transparent information in relation to the enforcement activities carried out. Where Road Enforcement Officers decide to take enforcement action, they will ensure that the reasons are made clear and any appeal procedures are explained.

HELPFULNESS – At all times Roads Enforcement Officers will be helpful and assist with enquiries where possible. In cases where Roads Enforcement Officers are not able to assist they will ensure service users are directed to the appropriate alternative service. There may be occasions whereby we may not be able to undertake action as requested by service users, and in these instances these decisions will be fully explained.

4. Application of this Policy

When deciding on the most appropriate action for an individual case, we will consider the following:-

4.1. Encroachment, Obstruction or Interference

Includes, but is not limited to, any disruption to the use of the road, e.g.:-

- Vegetation overhanging the road network;
- Objects placed on carriageways, footways and verges;
- Interference with light.

4.2. Significant Interference

When deciding what constitutes significant interference, consideration will be given to the following non-exhaustive factors:-

- Amount of road available for the use by the public;
- Location of the defect within the road;
- Type of road;
- Category of road;
- Amount of footfall;
- Amount of traffic;
- Nature of the interference.

4.3. Prioritisation Criteria

- a) the degree of risk arising from the non-compliance;
- b) the seriousness of the contravention;
- c) the different technical means of remedying the situation;

- d) the particular circumstances of the case and likelihood of its continuation or recurrence;
- e) the general attitude of the offender to his or her responsibilities;
- f) the past history of the person(s), company or premises involved;
- g) the willingness of owners of new businesses to carry out required work;
- h) the impact of the enforcement choice in encouraging others to comply with the law;
- i) the likely effectiveness of the various enforcement measures;
- j) any legal imperatives;
- k) any legal guidance;
- l) any guidance or protocols issued by Scottish Road Works Commissioner

5. Risk Assessment

In order to prioritise the enforcement of encroachments, obstructions and unlawful interference of the road network, a risk assessment will be carried out. The assessment will quantify the **impact** of a risk should it occur, against the **probability** of the risk actually occurring. Both assessments are on a scale of 1 – 4, where 4 is the highest impact or probability.

5.1. Risk Impact

Relates to assessing the extent of damage likely to be caused should the risk become an incident:

- 1. = minor or low impact
- 2. = noticeable impact
- 3. = major, high or serious impact
- 4. = extremely high or dangerous impact

5.2. Risk Probability

Assessing the probability of a risk occurring

- 1. = low probability (up to 40%)
- 2. = medium probability (41 to 60%)
- 3. = high probability (61 to 80%)
- 4. = very high probability (over 80%)

Considerations that we will take into account when making the risk assessment will include but are not limited to, the type of road; the category of road; the amount of footfall; traffic volume; surrounding environs; and the location of the defect within the road.

6. Enforcement Measures

Depending on the particular infringement or offence, a range of enforcement measures are available. These can include:

- No Action
- Advice and education
- Warning Letter
- Statutory Notice
- Fixed Penalty Notice
- Prosecution

6.1. No Action

No action could be appropriate in the following circumstances:

- where an investigation reveals no infringement has occurred;
- where the responsible person makes a ready admission of the infringement and takes immediate steps to rectify it;
- where there are strong mitigating circumstances; or
- where there is no jurisdiction to act.

6.2. Advice and Education

The provision of advice and education may be a sufficient response to very minor or technical infringements which have arisen in cases of genuine ignorance of or misunderstanding of the requirements. This approach would not be appropriate for cases of recklessness or wilful disregard.

6.3. Warning Letter

Warning letters may be issued in cases where the need to address the infringement remains, but which do not require immediate action. The letter shall explain the legal requirements for compliance, the timescale for compliance, and what action will be taken in the event of non-compliance.

6.4. Statutory Notice

The issuing of statutory notices shall be appropriate where there is:

- a clear breach of legislation;
- a history of non-compliance despite advice having been provided; or
- potential harm to the community or environment.

The notice will include any works which are required to be carried out and the specified timescale to complete the works.

6.5. Undertake Work Necessary to Rectify Infringement

There is provision in several sections of the Roads (Scotland) Act 1984 for the roads authority to carry out works necessary to address issues arising from non-compliance and Section 141 extends this power to all other works required by notice under this act. All reasonable costs incurred should be recorded and recovered from the responsible party.

6.6. Fixed Penalty Notice

Fixed penalty notices (FPNs) may be used as an alternative to bringing a prosecution for the following offences under of the *Roads (Scotland) Act 1984*.

Examples where a FPN maybe issued include:

- Failure to gain a permit to erect scaffolding over a road
- Failure to gain a permit to place a skip on the road.
- Failing to comply with any conditions specified in a permit

Paying the penalty imposed by a FPN discharges any liability for prosecution for the offence but does not, however, discharge the obligation to comply with the requirements to apply for permission or to comply with conditions of a permission.

A FPN for an offence may not be given more than 91 days after the commission of the offence beginning with the day of its commission.

6.7. Prosecution

Renfrewshire Council, as a specialist reporting authority, can report offences directly to the Procurator Fiscal. This approach will only be progressed, after discussion with the Council's Legal team, normally for cases where one or more of the following criteria apply:

- deliberate, negligent, or persistent breaches of legal obligations, likely to cause material loss or harm to others;
- deliberate or persistent ignoring of written warnings or formal notices;
- the endangering, to a serious degree, the health, safety or wellbeing of people, animals, or the environment; or
- when all other attempts to reach a satisfactory outcome have failed or stalled.

The decision whether to prosecute or not rests with the Procurator Fiscal who will consider, among other things, whether prosecution would be in the public interest and if the evidence is sufficiently robust to give a realistic prospect of conviction.

7. Illegal Erection of Signage on Street Furniture

In line with the Roads (Scotland) Act 1984, Section 100 the Council is introducing a charge for the removal and disposal of illegal signage on street furniture.

An advisory letter will be issued to the proprietor in the first instance advising that the signage should be removed within seven days.

Failure to remove the signage within the seven days will result in the signage being removed and disposed of by the Council, and a charge of £100 will be applied per unit removed.

8. Legal Erection of Signage on Street Furniture

There are some cases where erection of signage on street furniture will be permitted.

Not for profit organisations will be able to apply for consent to erect temporary signage for a maximum of 7 days. Approval to erect temporary signage on street furniture will be at the Officers discretion. For example, the location and size of the signage will be considered to ensure that it does not pose a danger to road users.

Applicants will be responsible for the removal of the signage at the end of the 7 day period. Failure to do so may result in £100 charge per unit to for removal.

9. Authorisation to Carry Out Enforcement

Under the Scheme of Delegated Functions the Head of Climate, Public Protection and Roads is authorised to

...exercise the functions of the Council as local roads authority under the Roads (Scotland) Act 1984, the Road Traffic Regulation Act 1984, the New Roads and Street Works Act 1991 and the Transport (Scotland) Act 2005 and any other relevant legislation. This includes the serving of any notices, withdrawal of any notices, issue of any licences, giving any consents and generally take any necessary action on behalf of the Council in terms of the Council's functions relating to roads.

The following have delegated authority to sign, issue and serve as appropriate statutory notices on behalf of the Council under all relevant legislation applicable to the functions of their service.

- Infrastructure, Transportation & Change Manager
- Infrastructure & Assets Manager
- Assistant Infrastructure & Assets Manager

Accordingly, while Inspectors may issue informal warning letters, all statutory notices shall be signed and issued by:

- Infrastructure, Transportation & Change Manager
- Infrastructure & Assets Manager
- Assistant Infrastructure & Assets Manager

10. Policy Review

This policy is a living document and will be reviewed and updated if/when statute or national standards or best practice requires it. This policy will be reviewed after 12 months of operation and then every 3 years.

11. Appendix 1

11.1. Infringements which may be subject to Enforcement Action

Table 5.1 lists the range of infringements and offences covered by the Policy.

R(S)A s.13	Failure to commence or complete works for making up and maintenance of a private road by date specified in notice.
R(S)A s.17	Starting construction where a road bond is required but not provided.
R(S)A s.18	Failure to make up footpath for adoption within agreed period
R(S)A s.21	Contravention or non-compliance with a condition imposed by a construction consent.
R(S)A s.22, 23	Constructing a new road or an extension of an existing road without construction consent; or contravening, or failing to comply with, a condition.
R(S)A s.31	Without consent, altering, obstructing or interfering with a drain or barrier.
R(S)A s.55C	Offences committed in relation to an environmental assessment of certain road improvement projects
R(S)A s.56	Works/excavation in public road without consent or in contravention of applied conditions
R(S)A s.57	Dangerous works
R(S)A s.58(1)	Deposit of building materials in or erection of scaffolding over road without or other than in accordance with permission.
R(S)A s.59	Obstruction in road without consent.
R(S)A s.60	Failures in fencing and lighting of obstructions and excavations.
R(S)A s.63	Unauthorised or unsatisfactory vehicular crossing.

R(S)A s.66	Failure to keep vaults, cellars etc under the road in good condition.
R(S)A s.67	Gates, doors etc. opening into the road.
R(S)A s.69	Stopping up of dangerous access from public road to land.
R(S)A s.83	Obstruction of view at corners, bends and junctions.
R(S)A s.85(3)	Deposit of builder's skip on road without permission of roads authority.
R(S)A s.85(3)	Failure of owner of skip or other person to ensure conditions of permission complied with.
R(S)A s.85(3)	Failure of owner of skip or other person to ensure conditions of permission complied with.
R(S)A s.87	Unauthorised structures in road.
R(S)A s.88	Projections which impede or endanger road users.
R(S)A s.89	Accidental obstructions
R(S)A s.90	Placing bridges, beams, rails etc. over roads.
R(S)A s.91	Prevention of danger to road from nearby vegetation and fences etc. or from retaining walls being inadequate.
R(S)A s.95	Deposits of mud from vehicles on roads.
R(S)A s.96	Extraordinary expenses in repairing roads damaged by heavy vehicles etc.
R(S)A s.99	Prevention of flow of water etc. onto roads.
R(S)A s.100	Damage to Roads etc.
NRSWA s.110	Prohibition of unauthorised road works.
NRSWA s.124	Safety Measures.
NRSWA s.125	Avoidance of unnecessary delay or obstruction.
NRSWA s.126	Qualifications of supervisors and operatives.
NRSWA s.131	Powers of road works authority in relation to reinstatement.
NRSWA Schedule 6A	Fixed penalties offences under part 4.

NRSWA Schedule 6B	Fixed penalties for certain offences under part 4.
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To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 24 May 2023

Report by: DIRECTOR OF ENVIRONMENT, HOUSING & INFRASTRUCTURE

Heading: Road Adoption Policy

1. Summary

- 1.1 The Council often receives requests to adopt lengths of carriageway and add to add them to our list of public roads. These requests are usually made by developers, following the completion of a housing development, although sometimes requests can come from private owners.
- 1.2 The Road Adoption Policy has been shaped to provide guidance to residents on how they can apply to have a private stretch of road added to the list of Public Roads managed and maintained by Renfrewshire Council (adopted). In many instances, residents may not even be aware that their footway / carriageway is private, and this may lead to confusion as to who maintains these roads.
- 1.3 The key objectives of the Road Adoption Policy are to:
- To ensure that the Council's policy is clear to both members and the public and is communicated effectively;
 - To ensure that the Council's policy is applied consistently, in accordance with legislation and for the greater benefit of the Renfrewshire public;
 - To ensure public safety on the road network;
 - To ensure that requests are dealt with in a fair and transparent manner;
 - To provide guidance for residents on a matter that they may not even be aware of;
 - To manage expectations.

2. Recommendations

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

- 2.1 Approves the Road Adoption Policy as attached at Appendix 1.
-

3. Background

- 3.1 As a Roads Authority under the Roads (Scotland) Act 1984, Renfrewshire Council is responsible for the management and maintenance of all non-trunk, public roads within its boundaries. To support this duty, the act provides the Authority with various powers of enforcement. In addition, Renfrewshire Council has a duty under the New Roads and Street Works Act 1991 to ensure those working on public road do so in a safe and timely manner.
- 3.2 The Roads (Scotland) Act 1984 also requires the council to manage and maintain a List of Public Roads for its area.
- 3.3 A road includes carriageways, footways, footpaths, cycle paths and verges and a public road is a road that the Council has a duty to maintain. In the current list the term carriageway refers to the road and can be assumed to include the adjoining footway or verge unless stated otherwise.
- 3.4 Public roads are those managed and maintained by Renfrewshire Council, no matter who owns the ground on which the road has been constructed

4. Review

It is recognised that the environment we operate in is continually evolving and as a result we must continue to evolve as well. We will review these policies on an ongoing basis to ensure they will continue to deliver the identified improvements for our communities.

Implications of this Report

1. **Financial** – Adding to the list of Public Roads managed and maintained by the Council does come at a financial cost as our road network will increase.

2. **HR and Organisational Development** – none

3. **Community Planning**

Empowering our Communities – The Road Adoption Policy provides a means for considering community requests to adopt private roads. This transfers the maintenance liability to the Road Authority

Safer and Stronger Renfrewshire – The aim of this policy is to create a road network in Renfrewshire that is safer for all users.

A Greener Renfrewshire – none

Renfrewshire forum for Empowering Communities – 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. 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 and Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none
12. **CoSLA Policy Position** – none
13. **Climate Risk** - none

List of Background Papers - none

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Road Adoption Policy

Environment, Housing & Infrastructure

May 2023

www.renfrewshire.gov.uk



Contents

1.	Introduction	3
1.1.	Legal & Policy Background	3
2.	Aim of this Policy	4
3.	Background.....	5
3.1.	What is Road Adoption?.....	5
3.2.	New Development	5
3.3.	Private Ownership.....	6
4.	Emergency Work in relation to Private Roads	8
5.	Applying for Private Road, not associated with new development, to be added to List of Public Roads (adoption)	8
6.	What the Council will do	9
7.	Adoption of private footpaths and cycle routes	9
8.	Large Housing Developments.....	10
9.	Private footpaths serving flatted developments	10
10.	Policy Review	11

1. Introduction

1.1. Legal & Policy Background

As a Roads Authority, under the Roads (Scotland) Act 1984, Renfrewshire Council is responsible for the management and maintenance of all non-trunk, public roads within its boundaries that it keeps on a List of Public Roads for its area. A road includes carriageways, footways, footpaths, cycle paths and verges.

Public roads are those managed and maintained by Renfrewshire Council, no matter who owns the ground on which the road has been constructed. At present, there are 855km of public carriageway and 1,213km of public footway in Renfrewshire. You can inspect the List of Public Roads at Renfrewshire House, Cotton Street, Paisley, PA1 1AN. Additionally, within the borders of Renfrewshire, there are 109km of unadopted / private carriageway and 155km of unadopted / private footway.

As a Council we receive requests to add lengths of carriageway to our list of public roads (adopt) and this policy will ensure that all such requests are dealt with in a consistent and transparent manner.

2. Aim of this Policy

Renfrewshire Council shall use this policy to achieve the following outcomes:

- To ensure that the Council's policy is clear to both members and the public and is communicated effectively;
- To ensure that the Council's policy is applied consistently, in accordance with legislation and for the greater benefit of the Renfrewshire public;
- To ensure public safety on the road network;
- To ensure that requests are dealt with in a fair and transparent manner;
- To provide guidance for residents on a matter that they may not even be aware of;
- To manage expectations.

Roads built after 1985 are subject to Construction Consent under section 21 of the Roads (Scotland) Act 1984 and may be adopted by the Council under section 16 on request by the person who was granted that consent, usually the housing developer.

Roads built before 1985 have sometimes been left unadopted. In many instances, residents may not even be aware that their footway / carriageway is private and this may lead to confusion as to who maintains these roads. This information is generally provided with the title deeds of a property, however, many buyers may not know to look for this. It can take a complaint regarding a defect being reported to the Council before the resident is made aware of the legal status of the road on which their property sits.

3. Background

3.1. What is Road Adoption?

Road adoption is a process where a road in private ownership becomes a public road, which is then managed and maintained by the council, as part of the public road network if it is constructed to adoptable standards in terms of layout and construction.

Generally speaking, there are two scenarios where a road can become adopted by the Local Authority.

3.2. New Development



The Council will follow the Roads (Scotland) Act 1984, The Security for Private Road Works (Scotland) Amendment Regulations 1998 and the SCOTS guide for the Road Construction Consent and Road Bond process for all matters pertaining to road adoption for new developments.

The National Development Guide states that a development with 6 or more houses requires a road.

Legislation states that any road which serves a housing development (with the exception of social housing) requires a road bond. A road bond is a sum of money or a security which must be lodged with the Council before the work starts and is set aside in case the road is

not completed (in the event of the developer's insolvency) or, when completed, is not built to the correct standard. The bond can be called in by the Council to do the work the contractor has failed to do.

Developers of large housing developments are often keen to release themselves of the burden of large sums of money held for long periods of time in Road Bonds. Therefore, Road Bonds can be released bit by bit for different phases of the work as and when they are completed satisfactorily.

The route to road adoption in new developments generally follows these steps;

- The developer enters into a Construction Consent agreement with Renfrewshire Council
- The Construction Consent sets down the extent of the adopted roads and the construction standards to which the road must be designed and built
- Once the developer has constructed the road to the required standards, we enter a 1-year maintenance period by the end of which the developer repairs any defects at their expense.
- The roads are added to the List of Public roads once the developer has presented the completed road to the Council using the Council's CC5 form.

3.3. Private Ownership



This applies to private/unadopted roads.

- Owners of roads or those whose land joins onto a road, can enter into an agreement to improve the road at their own expense to an adoptable standard agreed by Renfrewshire Council
- Once the road achieves this standard we enter a 1-year maintenance period by the end of which the owner repairs any defects at their expense.
- Following the 1-year maintenance period and its presentation to the Council using the CC5 form, the road can be added to the List of Public Roads.

The breakdown of requests to adopt private roads over the last 5 years breaks down as follows:

<u>Year</u>	<u>Requests to Adopt</u>
2022	6
2021	12
2020	4
2019	7
2018	8

4. Emergency Work in relation to Private Roads

Under the Roads (Scotland) Act 1984, the local roads authority may, if in their opinion work in relation to a private road is necessary because circumstances constituting an emergency have arisen, serve notice on the owners to fix the road.

If the private road owner does not comply with the notice or if an owner cannot be identified, the local authority may carry out that work; and they shall not require to give any notice of their intention in that regard to the owners. This allows the Local Authority to act in the interests of public safety without waiting for permissions.

5. Applying for Private Road, not associated with new development, to be added to List of Public Roads (adoption)

If you are responsible for an existing private road you can apply to have the Council add it to their list of public roads (adoption) under Section 16(1) of the Roads (Scotland) Act 1984.

Requirements for adoption

There are specific requirements regarding the adoption of a private road onto the Council's List of Public Roads.

- The road must meet 'the definition of a road' in terms of the Roads (Scotland) Act 1984
- An application for road adoption must be made by the owners of the properties which make up the majority of the length of frontage on both sides of the road being offered for adoption.
- The road must meet Renfrewshire Council's standards for adoption (pre 1985 this will require taking a core sample of the road construction, post 1985 the road should be constructed to RCC standards and a core will not be necessary)
- The road must join the existing public road network
- The road must offer safe passage for pedestrians and vehicles
- The road has an approved means of surface water drainage
- Any street lighting, where present, must conform with current local requirements and national standards.

For appropriate standards relating to road construction, carriageway widths, passing and turning provision and minimum visibility standards please contact Environment, Housing & Infrastructure at Mail In Environmental Services (ei@renfrewshire.gov.uk).

6. What the Council will do

Upon receipt of a request from a member of the public to adopt a private road, the Council will:

- Confirm that the road is indeed private
- Assign a roads inspector to carry out a survey of the road
- Identify the amount of work required to bring the road up to an acceptable standard and produce a cost estimate
- Write to each frontager seeking confirmation that they are willing to pay their share of the total cost
- Provide information on competent contractors to allow the residents to employ their own contractor to complete the works, or, if this is not possible, carry out the works in-house.
- Arrange for an inspection following the works to confirm that they have been completed to an adoptable standard and enter into the 1-year maintenance period.
- At the end of the maintenance period, carry out a further inspection of the road to ensure that the works have not deteriorated unduly and add the road to the list of public roads, managing and maintaining it from that point onwards

7. Adoption of private footpaths and cycle routes

Many remote footpaths and cycle routes in Renfrewshire, built before the importance of active travel as an alternative to the private car was realised, are not maintained by the Council. In line with the Council's carbon target of net zero by 2030, the Council will look into the steps needed to adopt the whole of Renfrewshire's remote footpath and cycle route network. The purpose being to ensure a safe and well maintained network for short journeys to help reduce emissions produced by short car trips. The proposal would not include the National cycle route network which is maintained by the cycling charity

Sustrans, but will consider the need to improve standards and set maintenance regimes to ensure the availability of a high quality network in future.

8. Large Housing Developments

Very large developments like Dargavel and the proposed Dykebar Hospital site sometimes have a network of primary roads built by an overseeing body, in advance of any housing, to serve individual developer's access needs. Many of these roads remain unadopted years later because individual developers and utilities continue to break into them to serve new phases of development and the main roads are never completed to a state where they could be offered for adoption. Residents rightly want an adopted road that the Council can manage for them in terms of street lighting, road safety and winter gritting and not be beholden to a private developer. The Council will consider whether we should implement a time limit on adoptable private roads by which time they must be adopted, regardless of future developer and utility operations.

9. Private footpaths serving flatted developments

Flatted developments are often set back from the road and are provided with a network of private footpaths through private landscaped grounds to connect the public footway to the flat's front door.

The Council will assess a set of rules about which private footpaths serving flatted development we are prepared to adopt. We have a duty to provide a route to the front door (the route the postman takes is a good proxy) but we don't want to duplicate adopted paths to the same place because of the unnecessary maintenance burden that would involve. Here is a list of draft rules that we will finalise and publish for developers as part of this policy:

1. Footpaths that link houses or flatted developments with the wider local facilities should be offered for adoption and allow for unrestricted access
2. Footpaths that link between two public places should be offered for adoption
3. Where properties are served by footpaths to the front and rear only one will be offered for adoption unless both paths form part of a general network of footpaths to serve the public

4. If two footpaths serve the same purpose only one will be offered for adoption.

10. Policy Review

This policy is a living document and will be reviewed and updated if/when statute or national standards or best practice requires it. This policy will be reviewed after 12 months of operation and then every 3 years.



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To: Infrastructure, Land & Environment Policy Board

On: 24 May 2023

Report by: Director of Environment, Housing & Infrastructure

Heading: Cemeteries & Streetscene Related Fees and Charges

1. Summary

- 1.1 Council has previously agreed the financial sustainability and outlook reports presented to Council, setting out the scale of the short and medium-term financial challenge facing the Council.
- 1.2 This report sets out as part of the Council's financial sustainability strategy charges for Cemetery and Streetscene services. The intention is for these charges to become effective from 1st June 2023.

2. Recommendations

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

- 2.1 Approves the cemetery charges set out as set out in section 3 of the report
 - 2.2 Approves the streetscene charges as set out in section 4 of the report
-

3. Background Information

Cemeteries

- 3.1 The Council undertakes approximately 550 interments within Renfrewshire cemeteries each year. This equates to around 26% of deaths annually in Renfrewshire using Council cemeteries for the burial of either coffins or cremated remains in caskets.
- 3.2 The Council has invested over £1M of capital funding to deliver improvements across the cemetery estate over the last 5 years, including drainage work and road and pathway repairs.
- 3.3 The annual cost to deliver the Cemeteries service currently stands at over £1.2M, with an improved specification in the day-to-day operation introduced since the last changes in the pricing structure agreed. This includes Memorial Safety checks, the provision of cyclical maintenance of roads and pathways as appropriate, and an enhanced winter maintenance regime.

Burial Fees & Charges

- 3.4 The Council charges for burial and lair sales to residents of Renfrewshire are currently amongst the lowest in Scotland. The service proposes the cemetery charges as set out in the table below. This brings the Council's charges in line with the Scottish average charges for burial fees, with these proposed charges.

Service	Proposed Cost
New Lair (Renfrewshire Resident)	£999.50
New Lair (Non-Renfrewshire Resident)	£2,998.50
Coffin Burial (Renfrewshire Resident)	£913.00
Coffin Burial (Non-Renfrewshire Resident)	£2,739.00
Cremated Remains (Renfrewshire Resident)	£258.00
Cremated Remains (Non-Renfrewshire Resident)	£774

Headstone Foundations

- 3.6 There is a statutory requirement under Health & Safety legislation for a suitable foundation to be in place for a headstone prior to its erection. The Council Cemeteries team currently offers a service to provide headstone foundations, along with stone masons who erect memorial headstones. The memorial safety inspections have shown many of the headstone failures are due to the condition of the foundations. The proposal is that the Council undertakes all future headstone foundations within the Council cemetery estate to ensure foundations are constructed to a suitable standard. The Council proposes a charge of £250 per foundation headstone.

Service	Proposed Cost
Headstone Foundations	£250

Woodland Burials

- 3.7 Renfrewshire has one woodland burial ground at Lochwinnoch Cemetery. This offers an alternative interment option for those wishing a more ecological burial. Operating in a different way to traditional cemeteries in that there is no headstone to mark the grave. The proposal is therefore to create a memorial sited at the entrance to allow families to affix a plaque to the memorial of their loved one. The proposal is to introduce a charge of £230 for each plaque to be erected.

Service	Proposed Cost
Plaque for Woodland Burials	£230

4. Land Management

- 4.1 StreetScene is responsible for maintaining the open space areas which belong to Renfrewshire Council. In addition to maintaining the areas in Council ownership, the Council receives requests to undertake land maintenance on land not owned by the Council. The following rates per hour have been proposed should a landowner request the Council to do work on their land.

Activity	Rate (£) per hour
Grass-Cutting	£35.00
Arboriculture	£50.00
Vegetation	£40.00

Implications of the Report

1. **Financial** – The proposals will generate additional income for the Council.
2. **HR & Organisational Development** - None
3. **Community/Council Planning** – None
4. **Legal** – None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and

human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

- 8. **Health & Safety** - None
- 9. **Procurement** - None
- 10. **Risk** - None
- 11. **Privacy Impact** - None
- 12. **Cosla Policy Position** - Not applicable.
- 13. **Climate Risk** - None

List of Background Papers

- (a) Background Paper- None

Author: Gavin Hutton, Head of Operations and Infrastructure
Email: gavin.hutton@renfrewshire.gov.uk



To: Infrastructure, Land & Environment Policy Board

On: 24 May 2023

Report by: Director of Environment, Housing & Infrastructure

Heading: Garden Waste Permit Collection Scheme

1. Summary

- 1.1 At the Council Meeting of 2 March 2023, the Council approved the introduction of a garden waste permit collection scheme, and a further report would be brought to the Infrastructure, Land & Environment Board which would set out the operational policy supporting the introduction of the scheme.
 - 1.2 This report sets out how the garden waste permit collection scheme will operate for residents and details the communications campaign that will support the introduction of the permit scheme to support elected members, communities and residents.
-

2. Recommendations

It is recommended the Infrastructure Land and Environment Policy Board:

- 2.1 Notes the content of this report and the introduction of a Garden Waste Permit Collection Scheme from 10th July 2023 for the uplift and dispose of garden waste from Households.
 - 2.2 Approves the operational policy as set out in sections 4 and 5 of this report
-

3. Background Information

- 3.1 Local authorities in Scotland do not have a statutory requirement to provide a household garden waste collection service under the general duty applicable to

local authorities, through the 'Environmental Protection Act' (1990) and the 'Waste (Scotland) Regulations' 2012.

3.2 Following the budget setting process for 2023/24, half of all Scottish Councils have now implemented or approved implementation of a permit scheme for the collection of household garden waste service. A further six Council's don't provide a discretionary household garden waste service.

3.3 Food waste will continue to be collected fortnightly from households in their brown bins. Key messaging within the communications leaflets being issued to householders will also encourage a greater and sustained uptake of food waste recycling.

4. Operational Policy

4.1 Households who wish their garden waste collected in their brown bin will require to have a valid waste collection permit displayed on their bin. Placement on the bin will indicate to collection crews that garden waste is entitled to be present in the bin for collection.

4.2 Any brown bin presented with garden waste within it that does not display a valid garden waste collection permit on the bin, will not be collected from the kerbside following a period of education and support to householders.

4.3 Residents who have a valid garden waste collection permit should continue to present their food waste along with their garden waste in their brown bin for collection on a fortnightly basis.

4.4 The permit system is based on one permit per brown bin, at a cost of £40 per brown bin.

4.5 The waste collection permit will be valid from 1st April to the 31st March year, with households required to apply annually for a garden waste collection permit if they wish garden waste collected from their household.

Food Waste

4.6 There is no requirement for a permit for households presenting food waste only for collection in their brown bin, as this is a statutory requirement for Council's to uplift food waste for recycling from households.

4.7 All brown bins presented at the kerbside that have food waste only in them will be collected as per the current arrangements on a fortnightly basis.

4.8 Garden waste should not be placed in the brown bin by householders without a permit on display.

Exemptions

4.9 The garden waste collection scheme will offer an exemption to payment for those householders entitled to Full Council Tax Reduction (FCTR) and/or Severe Mental Impairment (SMI).

4.10 Exempt households who wish to participate in the scheme, will be able for exemption through the application form, which will be then validated by the Council.

Household Waste Recycling Centres (HWRCS)

- 4.11 Householders who reside in Renfrewshire can continue to bring their household garden waste for disposal and recycling to one of Renfrewshire's 5 HWRCS at no charge to the householder.
-

5. Support for Residents

- 5.1 The waste advisor service will be supporting householders to understand the implications and to participate in the garden waste permit collection scheme if they wish to do so. At all times, this will be very much a supportive approach to help householders to comply with the Garden Waste Permit Collection Scheme.
- 5.2 Officers will be monitoring contamination levels within this waste stream and supporting collection crews to ensure garden waste is not being presented within other waste streams. In addition, officers will focus in areas of reported non-compliance.
- 5.3 The Council's Environmental Taskforce will also support the introduction of the garden waste collection permit scheme by investigating any incidences of fly-tipping of garden waste. That said, the evidence from other local authorities who have already implemented a Garden Waste Permit Scheme indicates that an increase in garden waste fly tipping hasn't been an issue across the country.
- 5.4 If the householder's bin contains garden waste and they don't have a Garden Waste Permit affixed, then they will receive one of 2 tags which will be attached by the Waste service to the bin. The tag used will depend on the circumstances presented to the service. The tags will detail the following:
- For the first collection following implementation from 10 July, if any garden waste has been put into the brown bin without a garden waste collection permit, it will be lifted. However, if you wish your garden waste to be uplifted thereafter, then please apply for a Garden Waste Permit;
 - Garden waste has been put into another household recycling bin (i.e., residual; plastic, glass & cans; or paper & card), this is now contaminated waste, and the bin will not be uplifted until the contamination has been removed.
-

6 Garden waste Collection Permit Service - Implementation

- 6.1 Week beginning the 29th May an information leaflet will be posted to households in Renfrewshire currently in receipt of a brown bin collection to inform them about the introduction of the garden waste permit collection scheme and how to apply.
- 6.2 On Thursday 25th May 2023, the Council's digital channels and website will start to promote the scheme and allow applications to be made by householders. The Council's website will be supported by a Frequently Asked Questions section.
- 6.3 Householders will be able to apply for a Garden Waste Permit from Thursday 25th May 2023.

- 6.4 From Monday 10 July 2023, the Garden Waste Permit Scheme will be implemented, when garden waste will only be collected from households with a valid garden waste collection permit affixed to their brown bin.
- 6.5 Information and engagement sessions have been arranged for elected members. Attendance at the Joint Community Council forum and contact has been made with all Community Councils and Local Partnerships for attendance. The service is happy to support any other community events that it is invited along too.
- 6.6 An application form has been developed that will allow customers to purchase their permit online or by phoning the customer contact centre. There will be paper application forms available for residents to submit to the customer contact centre available in Renfrewshire's libraries and customer contact centres in Paisley, Renfrew and Johnstone.
- 6.7 The permits themselves will be printed on a weatherproof material which to affix to their bins. The content of each permit will include the Council logo, the address of the householder and a unique identifying number to reduce potential incidences of fraud. Details of how and where to affix the permit will be on the back of the permit. The permit should arrive with households within 10 days of applying to participate in the garden waste permit scheme.
-

Implications of this report

1. **Financial** – The report reflects the decision taken at the budget meeting of March 2023
2. **HR and Organisational Development** – None
3. **Community/Council Planning** – Attendance at the Community Council meeting and contact has been made with all community councils and local partnerships for attendance.
4. **Legal** – Legal Services have approved the Terms and Conditions supporting the online application process.
5. **Property/Assets** – N/A
6. **Information Technology** – N/A
7. **Equality & Human Rights** – An Impact Assessment has been undertaken by the Council's Policy team which indicates that there are no significant negative impacts by implementing the policy.
8. **Health and Safety** – N/A
9. **Procurement** – A print contract has been procured to support garden waste permit collection permit for issue to householders.

- 10. **Risk** – A full risk assessment has been undertaken prior to and throughout the project lifecycle.
- 11. **Privacy Impact** – N/A
- 12. **Cosla Policy Position** – N/A
- 13. **Climate Risk** – None

List of Background Papers:

None

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To: Infrastructure, Land and Environment Policy Board

On: 26 May 2023

Report by: Director of Environment, Housing & Infrastructure

Heading: Renfrewshire Council – Strategic Property Review

1. Summary

1.1 In 2022, Renfrewshire Council commenced a Strategic Property Review (SPR). The objectives of the review are to assess the size of and shape of the Council's property estate, to provide a modern property estate that meets the current and future requirements to:

- Support learning,
- Support Service delivery outcomes,
- Support community needs,
- Reduce its carbon footprint (including energy consumption),
- Have a financially sustainable property portfolio to investment and maintain.

1.2 The review will identify, assess and propose options to rationalise the Council's property holdings and portfolio, to have a property estate of high quality that meets the current and future needs of services and communities, through optimum utilisation of the buildings. The school estate is clearly core property, present in every community and will form a key part of the future property model given their critical importance to communities and for learning.

1.3 The way our properties are used by services in the delivery of outcomes and by communities has changed significantly over the years. Our ways of working, current and future service delivery models and community demands for Council facilities has taken a step change in practice, habits and behaviours post COVID 19 pandemic, resulting in an associated lower demand for workspace, community usage etc. Collectively this leaves the Council with underused buildings no longer fit for their original purpose to meet service, workforce and community requirements and

demands. The review provides an opportunity to embed new ways of working and the role property will play in service delivery which matches the needs of both our workforce, service users and communities.

- 1.4 The review includes a presumption against leasing buildings wherever possible, and an intention to exit from current leases and rationalise the Council estate to maximise key properties. It also includes a presumption in favour of re-purposing buildings where advantageous and co-locating services or facilities where likely to be beneficial to both service users and providers.
- 1.5 This paper sets the proposed key principles that the strategic property review will be undertaken to guide discussion and support decision making:

Principles

- Council has a modern, good quality operational and community property portfolio that meets the needs of services and communities that we can sustainably maintain and invest in.
- Support reducing the carbon footprint across our sustainable property portfolio.
- Ensure there is access to good quality community facilities in all communities
- For property and land assets declared surplus, there will be regeneration plans to support the closure and development of the property asset and associated land.
- Develop a New School Asset Management Plan that looks at the replacement /refurbishment needs of schools for the next 20 years.
- Exit where possible from external leases.
- Council 'family partners' pay their fair share of property costs

2. Recommendations

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

- 2.1 Notes the update detailed within this report and agrees the principles in which the review will be taken forward as set out in paragraph 1.5 above

3. Background

- 3.1 The Strategic Property Review began in 2022 with an exercise to categorise and assess the existing portfolio of buildings owned or leased by Council. This includes operational, currently unused and surplus properties.

- 3.2 The scope of the Strategic Property Review has been broken down into two strands:
- Community & Operational Assets and
 - Commercial Assets
- 3.3 There are 236 community or operational property assets. This covers Schools, Civic buildings such as Town Halls, Operational buildings to deliver services (including Housing, One Ren & HSCP), Welfare facilities, Waste, Leisure, Cultural and Community Halls
- 3.4 The Commercial portfolio of Assets consists of around 60 x Industrial Units, 175 x Retail Units and 145 x Miscellaneous Sites (including land).
- 3.5 The initial focus has been on the community and operational strand. The total operating cost of our operational and community property is £15.3M annually, utilities cost account for around 40% of the spend, rates account for around 1/3 of the spend with the majority of the remaining costs spent on compliance, insurance, maintenance, and rental costs.
- 3.6 Council faces challenges in efficiently maintaining its current operational and community property portfolio: Rising staff and utility costs, statutory compliance, repair and maintenance requirements, as well as legislative requirements on properties, including Net Zero strategies for improving energy efficiency of the estate as a whole.
- 3.7 The Council has a 'wind and watertight' maintenance policy for its community and operational portfolio, whereby maintenance is carried out at the minimum level required to keep the building intact and protected from the elements. This policy position has been in place for close to 15 years, resulting in little cosmetic spend, for example on paintwork, carpets etc. With increased construction costs, greater compliance obligations and additional maintenance requirements of new assets, such as the refurbished Cultural Assets and a passive-haus school, the review will look to established the financial costs to sustainably maintain the property estate going forward.
- 3.8 Similarly, capital allocations are not currently sufficient to keep pace with the backlog of capital and lifecycle maintenance work. As set out later in the paper, condition surveys of our school estate and a number community and operational property will be undertaken over the course of the next year, including determining opportunities to improve the energy efficiency of properties. It is likely that the outcomes from these surveys will require capital investment costs to meet the life cycle requirements and energy efficiency targets as part of Council's Net Zero strategy.

4. Strategic Property Review

Phase 1

- 4.1 As part of Phase 1 of the Strategic Property Review, Officers undertook (and continue to undertake) a review of the following parts of the portfolio:

- External leases to exit and consolidate
- Renfrewshire partners property cost allocations: HSCP, HRA & One Ren properties
- Community and Self-Managed halls

External leases

- 4.2 Work has been undertaken to understand what externally leased properties the Council has and to seek where services can exit from the lease and consolidate within other Council-owned properties. At this point in the review, externally leased properties will be exited from when the leases expire over the next 2-3 years. Remove Renfrewshire Council from leases generating savings of around £600,000 over the next 5 years.
- 4.3 It is intended that, on exit from Abbey House, Social Work, Criminal Justice, HSCP and Children's Services staff will relocate to Renfrewshire House. Work is underway to determine the space and service requirements.

Community Halls

- 4.4 The review is currently gathering and examining information indicating the usage, condition and future investment requirements of the Community Hall portfolio.
- 4.5 The majority of community halls are run as community centres, available for public use, usually through a hire fee. Council provides caretaking staff to manage the buildings while meeting cleaning, maintenance and utility costs.
- 4.6 From the lifecycle and condition analysis held, a number of community halls require significant investment in their fabric and facilities in order to bring them up to an appropriate standard. Condition surveys are being carried out through 2023 to give a detailed position.
- 4.7 Work is also underway to understand provision of 3rd sector community spaces that are used within communities such as church and scout halls. Facilities such as these play an important role in many communities as community spaces. Appendix 1 sets out the community facilities including schools/Community Centres and Self Managed Halls identified so far within each community, this will be added as we continue with the review.

Self-Managed Halls

- 4.8 As part of the Strategic Property Review, Officers are working closely with colleagues in OneRen to understand the operation of Self-Managed Halls.
- 4.9 The self-managed hall contracts were put in place many years ago, before Community Empowerment legislation brought in the option of community asset transfer. Whilst self-managed by community volunteers and overseen by OneRen, Renfrewshire Council still undertakes cleaning, caretaking, repairs and maintenance for most self-managed halls. Costs, including utility costs, are not met by self-managed halls themselves but rather they are paid by OneRen and the Council. Any

income generated lets are kept by the self managed hall committees. In summary the Council pays all the property costs and the income generated is held by the self-managed hall committees. Costs to Council and OneRen associated with self-managed halls were around £300k for the last year.

- 4.10 This model requires to be reviewed and to that end, work is ongoing to meet with management committees to understand demand and usage at each facility.

Place-based/community property asset review – co-location

- 4.11 Work has begun to review the estate by geographical locations. Focussing on individual towns and villages across Renfrewshire, this will allow officers to consider service provision and requirements, capacity and demand within each locale for properties need in supporting service delivery, community space, sports and leisure facilities and so on. This analysis to support discussion and decisions of how services are best delivered and what property facilities are required in communities, villages and towns.
- 4.12 This approach will include office accommodation, such as Renfrewshire House. As other organisations look to rationalise their portfolios, opportunities may emerge for co-location of organisations and services within office space such as Renfrewshire House. As such, strategic discussions have been taking place with other organisations to understand their plans and the long-term viability of such options.
- 4.13 It is recognised that Renfrewshire Council requires to understand what a modern service looks like and what roles does a property play as part of this process. The Service and community needs are different, therefore the offer from Renfrewshire Council needs to be different.
- 4.14 The Council's response to the Covid-19 pandemic brought further investment in technology that allowed the adoption of 'working from home' for part of the working week as the default position for many Council employees. This change has reduced the capacity requirements of many of our offices and buildings used to deliver services. The review will look at opportunities to repurpose the building to ensure the most efficient use of the available space.

5. Property Condition Surveys

- 5.1 Every 5 years, Renfrewshire Council undertakes condition surveys of the school estate in order to understand their physical condition and any work needed to make good on disrepair. This allows for budget planning for preventative maintenance with a good indication of future costs.
- 5.2 Similar work is underway to undertake condition surveys on Community facilities, to gain a clear idea of future costs associated with each building and allow conclusions to be drawn around best value. This will assist in forming any rationale for change and future proposals as part of the Strategic Property Review.

- 5.3 Condition Surveys will help Officers understand the implications of a building's energy rating and the financial implications of bringing properties up to the appropriate level. Work will also be required to understand any issues with regards to fire prevention and protection within the properties.

Energy considerations and Net Zero

- 5.4 Renfrewshire Council declared a Climate Emergency in 2019, committing to work towards net zero by 2030. This approach recognises that 67% of Council's greenhouse gas emissions are associated with its property estate.
- 5.5 As previously detailed energy accounts for around 40% of the total costs associated with the operational and community estate. Any reduction in costs, through Council owning or operating fewer buildings, implies a reduction in Council emissions but does not necessarily represent a lowering of emissions in Renfrewshire as an area. The Council's approach to net zero recognises this difference.
- 5.6 The Council's approach to significantly reducing emissions from the property estate is reflected in the principles of this review and the approach to formulating proposals for the future purpose and use of its buildings. Refurbishing or repurposing buildings to improve efficiency and co-location with partner organisations are also reflective of the Net Zero Public Sector Buildings Standard (2021).
- 5.7 Work has also begun on undertaking a pilot at a school to understand the costs for making the property Net Zero rather than simply upgrading the fabric e.g., roof in a piecemeal fashion.
- 5.8 Energy and carbon reduction measure will be picked up as part of the condition surveys and a wider piece of work to identify opportunities to reduce energy consumption across the property estate and increase the use of renewables to and within properties.

6. Community Asset Transfer

- 6.1 Under the Community Empowerment (Scotland) Act 2015 there has been a right for community bodies to make requests to public bodies for property since 2017. Renfrewshire Council has dealt with a number of requests since that date and in 2022 formalised a policy and procedure for Community Asset Transfer (CAT).
- 6.2 Since mid-2021 there have been 2 completed Community Asset Transfers, 5 approved, 2 currently in process and 26 current enquiries and expressions of interest. The majority of enquiries have been for sports grounds and pavilions with land for growing grounds also of interest. Community centres are also beginning to attract some CAT interest.
- 6.3 The community Asset Transfer process will continue in parallel with this review with the CAT team working through the procedures for any applications that come in.

7. One Stop Shop for Property

- 7.1 As part of the Council's revised service and management arrangements, all strategic and property related matters have been brought together under the Head of Facilities Management and Property Services. For members and for communities it can often be a difficult landscape to navigate of whom to approach regarding a property related matter, for example approaching children's services regarding a school or One Ren regarding a community facility.
- 7.2 As an early decision of this review all property related queries should be directed to a single location, to ensure that communities and Elected Members have a central location when there are enquiries with regards to Renfrewshire Council properties. Whilst many different areas will have input into a property e.g. Hard FM/ Soft FM/ OneRen/ Street Scene/ Property Services/ Estates, having a central enquiry point will ensure this gets to the correct service to allow an appropriate response is made to members and communities. Where this crosses several services, a composite response should be drafted by the lead service. The central location will be propertyrequests@renfrewshire.gov.uk
-

Implications of the Report

1. **Financial** – As part of financial sustainability, Renfrewshire Council requires to review the property portfolio to maximise efficiencies and reduce costs. The cost of condition surveys detailed in the report are being undertaken within existing budgets
2. **HR & Organisational Development** – None
3. **Community/Council Planning** – the report details a range of activities which reflect local community and council planning themes.
4. **Legal** – Where required, discussion will be taken with Legal Services in regards to land and property.
5. **Property/Assets** – Everything detailed within this paper relates to Renfrewshire Council property and assets, including the future requirements for the Council portfolio.
6. **Information Technology** – Colleagues from ICT will be kept abreast of any changes to property to allow changes and feed into wider strategies e.g., Wi-Fi.
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.

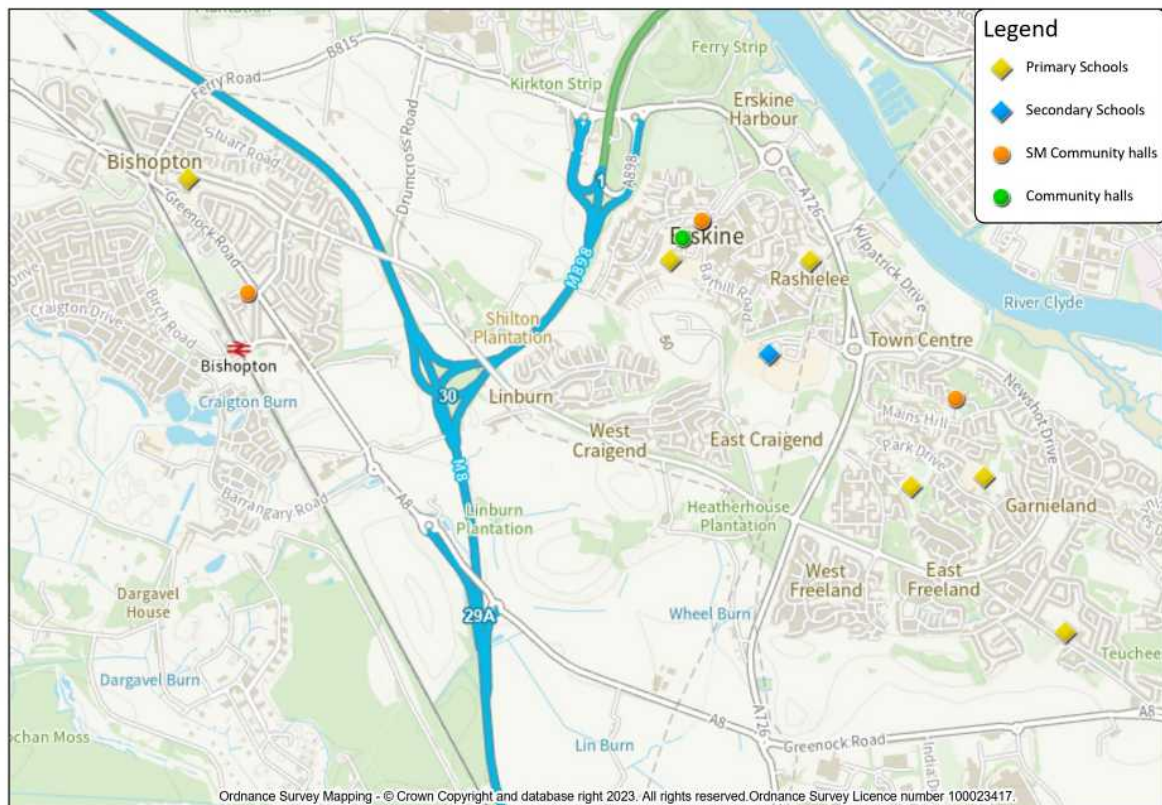
8. **Health & Safety** – Colleagues from Health and Safety are part of groups to ensure all legislation and guidance is being followed.
 9. **Procurement** – Work is currently being undertaken to procure condition surveys for both Community Buildings and the educational establishment. Colleagues in Procurement are assisting with appropriate tender specifications/Scotland Excel Frameworks.
 10. **Risk** – None
 11. **Privacy Impact** – None
 12. **COSLA Policy Position** – None
 13. **Climate Risk** – The aspirations of the review seek to support a reduction in carbon emissions to assist Renfrewshire in striving to meet the Net Zero Targets.
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List of Background Papers - None

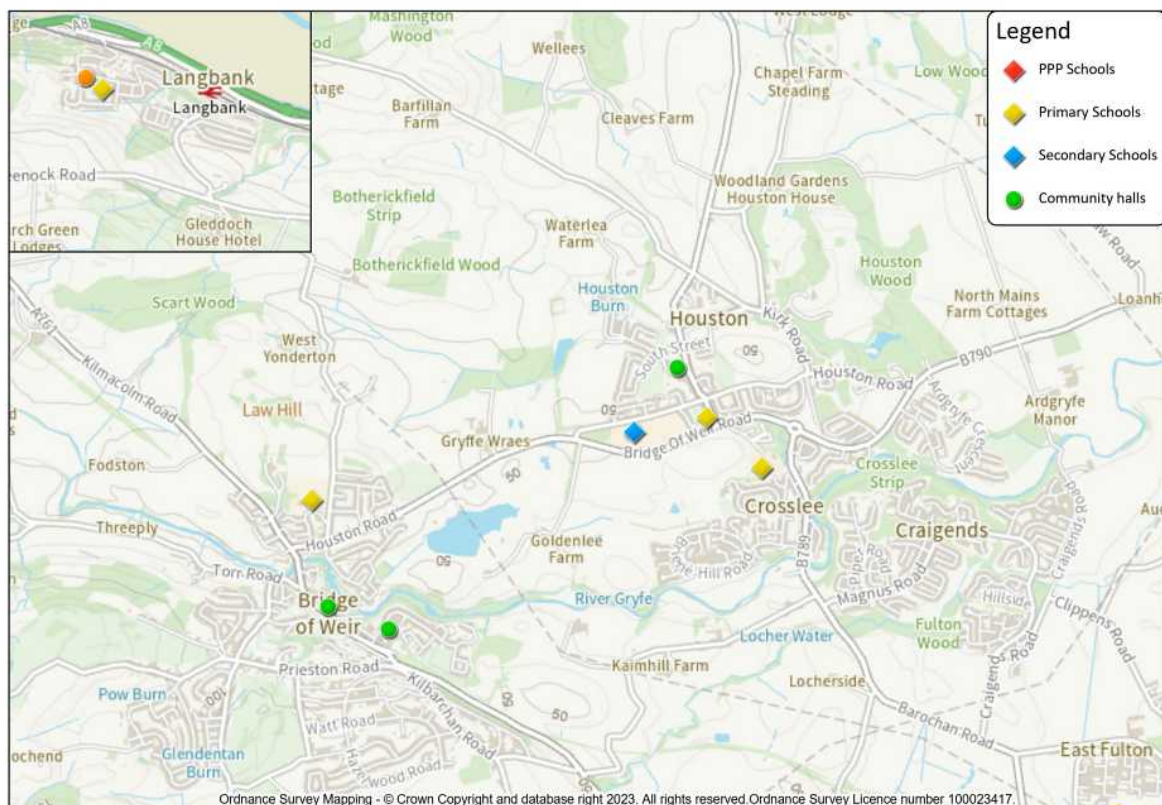
Author: Chris Dalrymple, Head of Facilities and Property Management

Email: chris.dalrymple@renfrewshire.gov.uk

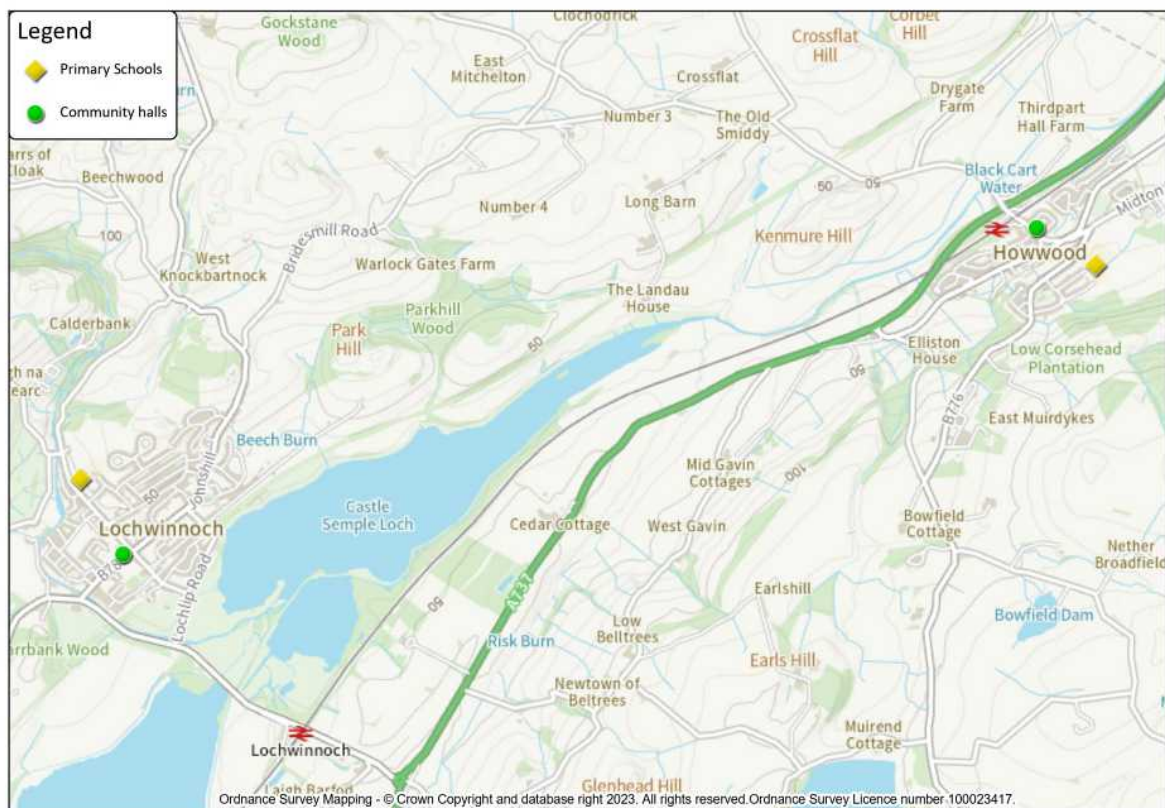
Appendix 1: Maps indicating local Community Halls, Self-Managed Halls and Schools Erskine and Bishopton



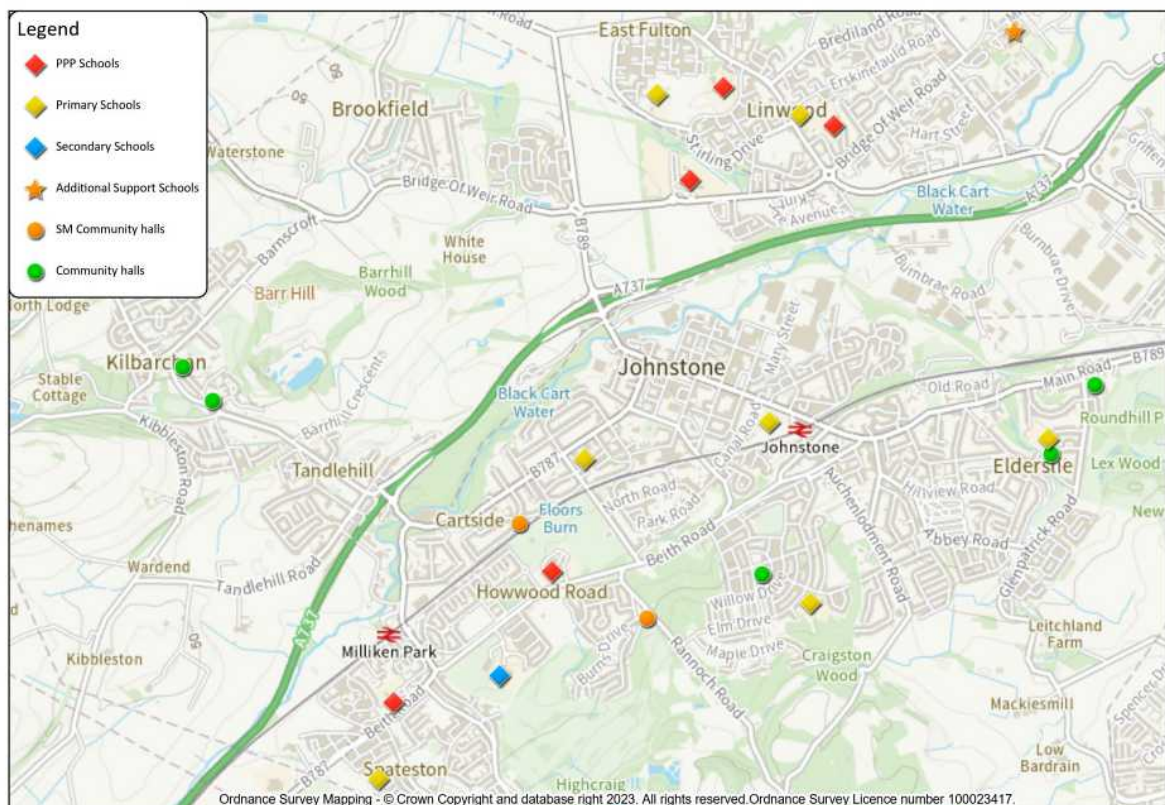
Bridge of Weir, Houston, Langbank



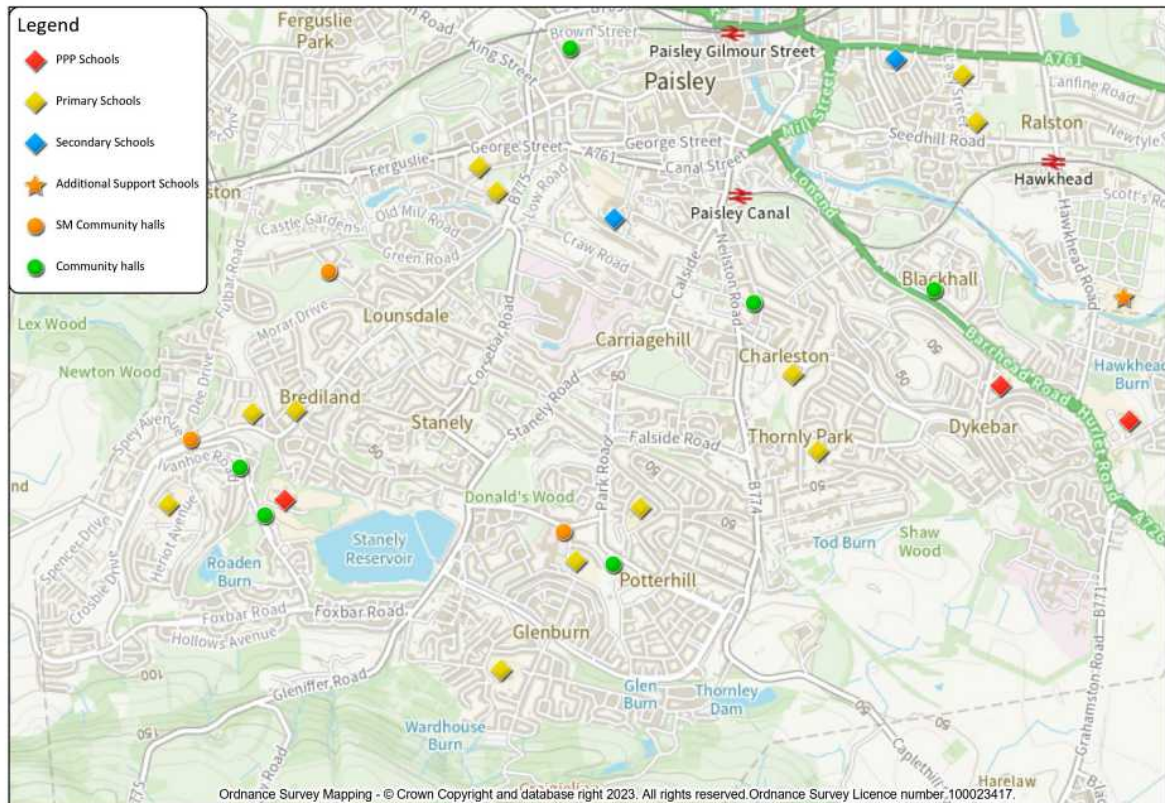
Lochwinnoch and Howwood



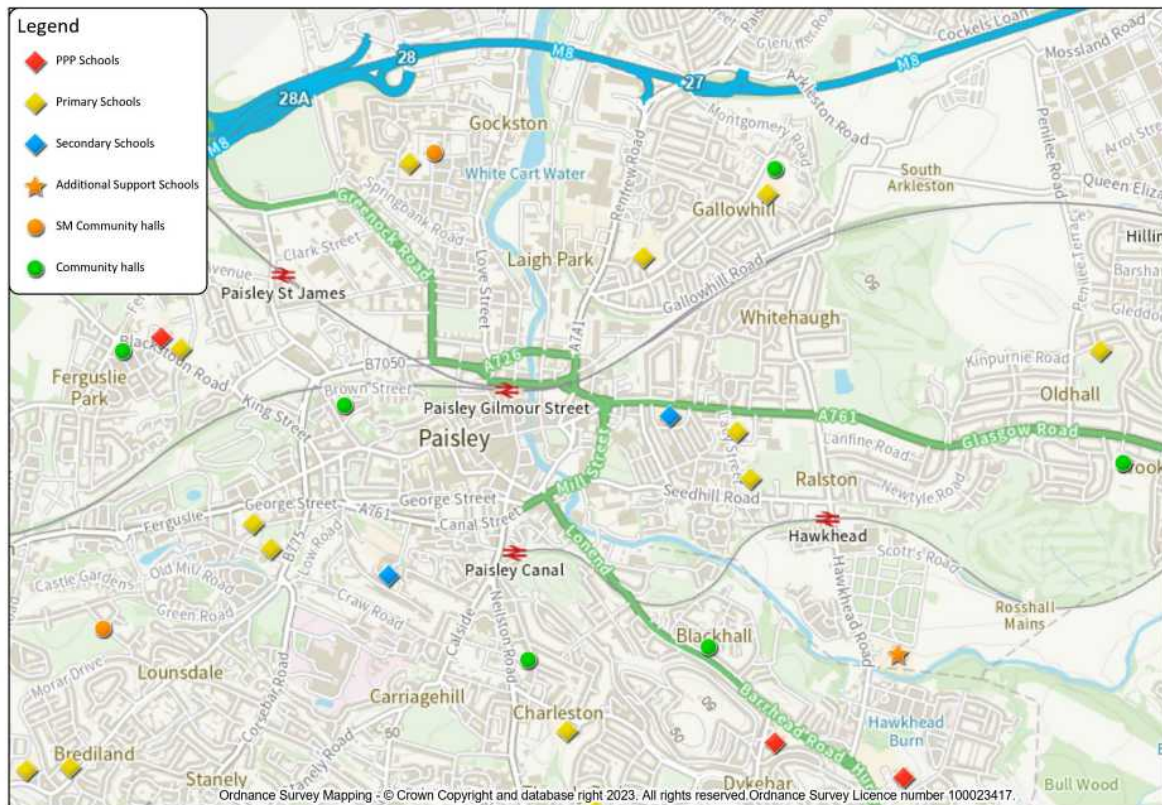
Linwood, Kilbarchan, Johnstone and Elderslie



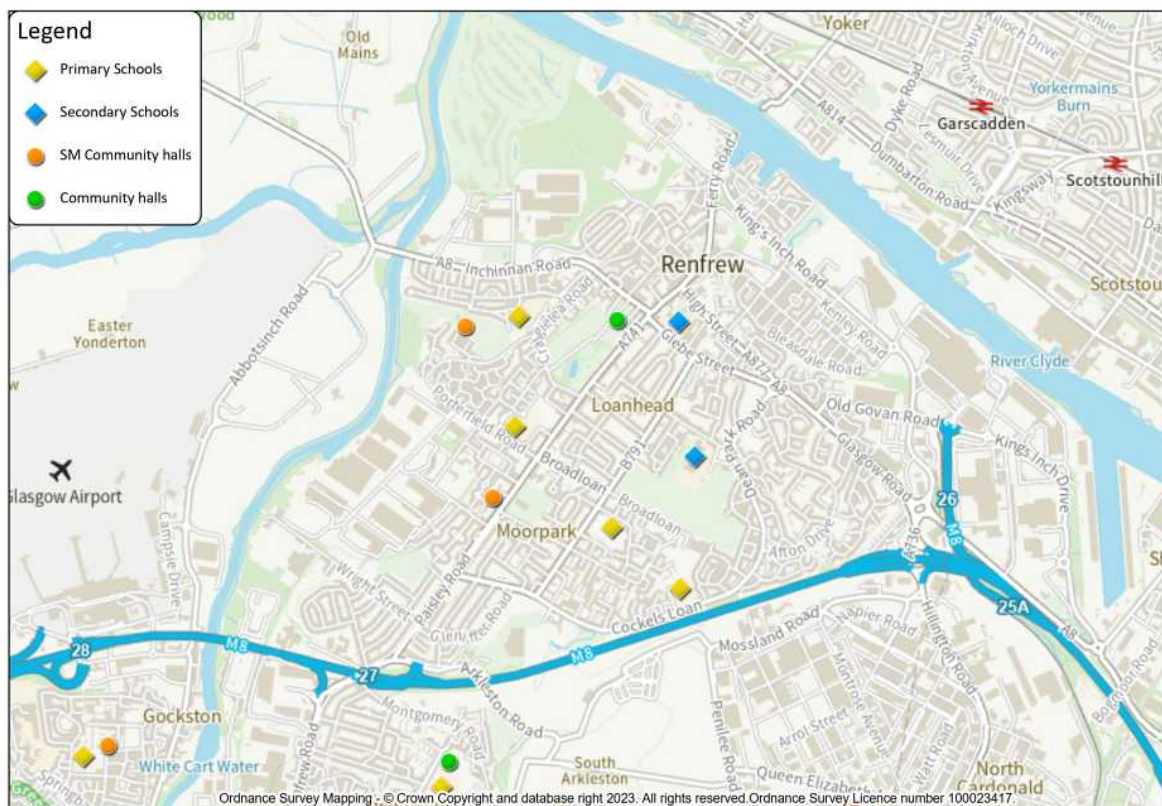
Paisley South



Paisley North



Renfrew





To: Infrastructure Land & Environment Policy Board

On: 24 May 2023

Report by: Chief Executive

Heading: Robertson Centre, 16 Glasgow Road, Paisley, PA1 3QG

1. Summary

- 1.1 The purpose of this report is to seek approval to declare Robertson Centre, Paisley surplus to operational requirements and to instruct the marketing for sale of the buildings and site.
 - 1.2 The building and associated car parking are located at 16 Glasgow Road, Paisley, in an area of mixed use, as per the attached plan in Appendix 1.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure Land & Environment Policy Board declares that the buildings and site, as indicated within Appendix 1 attached, are surplus to operational requirements to enable the marketing for sale of the buildings and site.
-

3. Background

- 3.1 The Robertson Centre is a two storey building of traditional construction, built in 1923 as the headquarters for the Renfrewshire Education Authority. The building was refurbished in 2010 and has been leased out since 2011. The building is not listed.
- 3.2 The Robertson Centre has been leased to the RVJB (Renfrewshire Valuation Joint Board) since 2011.

The Board will be aware that the RVJB consists of Renfrewshire, East Renfrewshire and Inverclyde Council's and is the body responsible for valuing properties for Council Tax purposes and Non Domestic Rates along with maintaining the Electoral Roll. Each Council makes a proportionate contribution to the running costs, with Renfrewshire Council being the lead authority.

- 3.3 In November 2018 authority was granted to extend the lease to the RVJB until March 2024 and alter the area leased from the whole building to the ground floor only.
- 3.4 The area vacated by RVJB on the first floor in 2018 was used to accommodate One Ren (Renfrewshire Leisure as was) during the period of the Museum's project. Due to the COVID 19 hiatus, the period of use has extended longer than expected however they will remove from the space by March 2024, sooner if possible, as the Paisley Museum refurbishment nears completion.
- 3.5 It is intended that the lease to RVJB will terminate in March 2024. There are on going discussions to accommodate RVJB thereafter within Renfrewshire House although they are at liberty to consider other locations in any of the relevant Council areas.
- 3.6 Due to changing working practices following the pandemic there is a surplus of office accommodation at Renfrewshire House resulting in no Council demand for the vacant space at the Robertson Centre.
- 3.7 In order to assist in rationalising Renfrewshire Council's property holding against a background of reduced budgets and in order to generate a capital receipt as well as attract new investment to the centre of Paisley, it is proposed to declare the Robertson Centre surplus and market for sale.

4. Next Steps.

- 4.1 A development brief is being prepared for approval in parallel with this report and this will be considered by the Council's Planning and Climate Change Policy Board. This brief will set out expectations in terms of any subsequent proposal for reuse of the site.
- 4.2 Discussion will continue with the RVJB regarding their accommodation within Renfrewshire House. It is intended RVJB will be accommodated at the Robertson Centre until they are accommodated in Renfrewshire House or elsewhere.
- 4.3 Marketing of the Robertson Centre to begin as soon as practically possible in order that the period it is vacant is kept to a minimum.

Implications of the Report

- 1. **Financial** – Savings on utilities, rates and repairs and maintenance. Future capital receipt.

2. **HR & Organisational Development** – None.
3. **Community Planning** – None.
4. **Legal** – Title search to be completed prior to sale. Formal termination of lease to RVJB at end date.
5. **Property/Assets** – As per this report.
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 no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – Not applicable.
10. **Risk** – None.
11. **Privacy Impact** – Not applicable.
12. **Cosla Policy Position** – Not applicable.

List of Background Papers – None.

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Renfrewshire
Council

Robertson Centre, Glasgow Road, Paisley

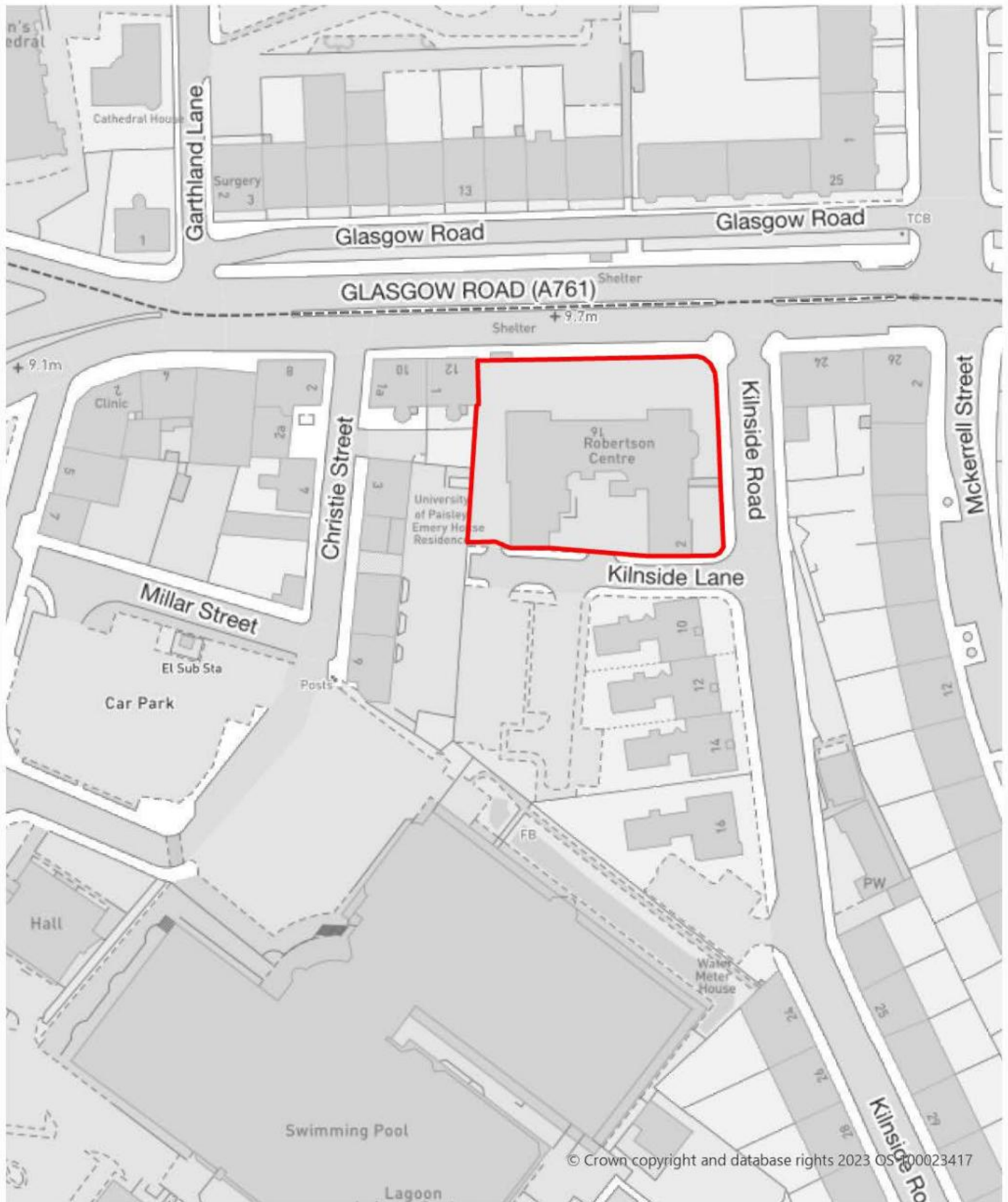
Report Plan Ref. E3360



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User: howardhaughj2

Date: 21/04/2023





To: Infrastructure Land & Environment Policy Board

On: 24 May 2023

Report by: Chief Executive

Heading: Community Asset Transfer Annual Return (1st April 2022 – 31st March 2023)

1. Summary

- 1.1 In accordance with Section 95 of the Community Empowerment (Scotland) Act 2015, the Council is required to complete an Annual Return to the Scottish Government of Community Asset Transfer requests in the foregoing year and to publish said return on the Council website.
- 1.2 In the year 1st April 2022 until 31st March 2023 the Council received 31 new applications, enquiries and expressions of interest. A total of 4 applications were validated in the period and 3 applications approved. Also within the period one application was refused and the decision upheld following an application for review. No requests were concluded within the period.
-

2. Recommendations

- 2.1 It is recommended that the Board: -
- i. Note and approve the contents of this report; and
 - ii. Authorise the Head of Economy and Development to submit the return to the Scottish Government and publish same on the Council's webpage.
-

3. Background

- 3.1. Part 5 of the Community Empowerment (Scotland) Act 2015 (“the Act”), which became effective from the 23rd of January 2017, allows for eligible community controlled organisations, known as Community Transfer Bodies, to apply to own, lease or manage any property or land owned or leased by Renfrewshire Council.
- 3.2. On the 15th of June 2022, the Infrastructure, Land and Environment Board approved a review of the Council’s Community Asset Transfer (CAT) policy and procedures.
- 3.3. On the 29th of September 2022, the Council approved a change to the Council’s Scheme of Delegation requiring all CAT applications after this date to be decided by a subcommittee of the ILE Board.
- 3.4. All CAT requests received by the Council are scrutinised by officers for completeness and eligibility before being formally acknowledged, a process referred to as ‘validation. Only fully validated applications are assessed by the CAT Panel and recommended to the CAT Subcommittee for determination.
- 3.5. Prior to consideration by the CAT Panel and recommendation to the CAT Subcommittee for determination, all validated applications are published on the Council’s website and notices displayed or issued to interested parties for a minimum of 20 working days.

4. Community Asset Transfer requests 2022/23

- 4.1. Within the period 1st April 2022 – 31st March 2023, the Council received 31 new applications, enquiries and expressions of interest.
- 4.2. Four applications were validated in the period and a total of 3 validated applications approved by the Subcommittee or under delegated approval (prior to 29/09/2022).
- 4.3. One validated application was refused under delegated approval and went to Review under the Act.
- 4.4. The list of full CAT Requests received, validated and determined in the period, are as follows:
 - Inchinnan Development Trust – 25 year lease of India Tyres Playing Fields, Inchinnan. Request validated on 13/01/2022; approved on 15/06/2022
 - Woodlands Community Bowling Club – full ownership of Woodlands Bowling Club, Linwood. Request validated on 20/05/2022; approved by delegated authority on 02/08/2022.
 - Kelburne Hockey and Community Sports Club (KHCSC) – 50 year lease of Ralston Community Sports Centre, Paisley. Request validated on 16/05/2022; refused by delegated authority on 29/08/2022.

- Western Desert Recce Group (WDRG) – full ownership of Whitehaugh Barracks, Paisley. Request validated on 12/12/2022; approved by the CAT Subcommittee on 15/03/2023.
- Lochwinnoch Community Development Trust – 10 year lease of vacant site on Lochhead Avenue, Lochwinnoch. Request validated on 01/03/2023. This application has still to be determined by Renfrewshire Council and will come before the CAT Sub-Committee on 24 May 2023.

4.5. No asset transfer requests concluded in 2022/23.

4.6. In addition to the applications received, validated and determined above, a further 11 applications have been progressed and are expected to conclude, be validated or be determined in 2023/24. These are:

- Renfrew Victoria Youth Football Club – 25 year lease of Kirklandneuk Playing Fields & Pavilion, Renfrew. Application approved on 20/03/2019 subject to separate of services from adjoining community centre; lease expected to be concluded in 2023.
- Friends of Howwood Park – 10 year lease of Howwood Park Pavilion, Howwood approved on 27/01/2021; offer not received within the 6-month timeframe; lease expected to be concluded in 2023.
- Spateston Community Development Trust – full ownership of site of former Spateston Nursery, Johnstone. Awaiting final business plan and expect to validate and present for determination in 2023.
- Renfrew Cricket Club – 30 year lease of cricket ground in KGV Playing Fields, Renfrew. Group seeking SCIO status; awaiting final business plan and expect to validate in 2023.
- Bee Happy Houston – Management rights and extension of the community orchard on Mansfield, Houston; awaiting final business plan and agreement of procedures for management rights.
- Linwood Community Council – Management rights or long-term lease of Linwood Community Garden; group to become incorporated.
- Linwood War Memorial Association – full ownership of site on Bridge Street, Linwood for erection of a war memorial; awaiting full application and expect to validate and present for determination in 2023.
- Erskine Community Allotments – full ownership of existing allotments site and extension and extension to adjacent vacant plot on Barhill Road, Erskine; group seeking status as a SCIO.
- 18th Paisley (Coats) Scouts Group – purchase of land adjacent to Brediland Road, Foxbar; expect to validate and present for determination in 2023.
- Ferguslie Community Development Trust and Ferguslie Community Council – long-term lease of St Ninian's Church Hall; awaiting final business plans and expect to validate in 2023.
- The Redeemed Christian Church of God, Zoe Parish – full ownership of Glenburn Community Centre, Paisley; group seeking SCIO status; awaiting full business plan.

5. Reviews and Appeals

- 5.1. During the reporting period, there has been one Local Authority Review under Section 86(1)(b)(i) of the Act.
- 5.2. The review, called for by Kelburne Hockey and Community Sports Club, was heard by the CAT Review Panel, a subcommittee of Members from the ILE Policy Board, on 20/01/2023 and 22/03/2023 in accordance with Section 86(2) and the decision confirmed in accordance with Section 86(5)(a) of the Act.
- 5.3. There have been no appeals of reviews under Section 86 of the Act.

6. Annual Return to Scottish Government

- 6.1 Based on the account of activity above, the figures to be reported to the Scottish Government for 2022/23 are:

Total number of applications received (validated) in 2022/23	4
Number of successful applications determined in 2022/23	3
Number of unsuccessful applications determined in 2022/23	1
Number received in 2022/23 and yet to be determined	1
Number received prior to 2022/23 and yet to be determined	None
Number of applications received which resulted in transfer of ownership, lease, or rights to a community transfer body in 2022/23	None

Implications of the Report

1. **Financial** – not applicable.
2. **HR & Organisational Development** – Not applicable.
3. **Community/Council Planning** –
 - *Our Renfrewshire is well* – community transfer applications will be considered for the benefit of our communities.
 - Working together to improve outcomes – we work across Council departments and with external agencies to enable our Community Transfer Bodies to be successful in their request for assets.
4. **Legal** – Legal Services are consulted in terms of advising on the title for the applications and reviewing Community Transfer Body's' constitutions, as well as the conveyancing for successful applications.
5. **Property/Assets** – Assets and Estates consulted in terms of asset availability and suitability for transfer.
6. **Information Technology** – not applicable.

7. Equality & Human Rights -

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights.

No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – Consideration given to individual applications where applicable.
9. **Procurement** – Not applicable.
10. **Risk** – Not applicable.
11. **Privacy Impact** – not applicable.
12. **Cosla Policy Position** – not applicable.
13. **Climate Risk** – None.

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