

## Minute of Meeting Council

Date	Time	Venue
Thursday, 26 February 2015	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors B Brown, Murrin, Perrie, M Devine, Grady, McEwan, Lawson, Mylet, J Sharkey, M Sharkey, K MacLaren, M MacLaren, Williams, E Devine, Glen, Mack, McGurk, Cameron, Henry, M Macmillan, McCartin, Caldwell, Hood, McGee, I McMillan, Bibby, Andy Doig, Gilmour, Clark, Audrey Doig, Provost Hall, Councillors Noon, M Brown, Holmes, J MacLaren, Harte, McQuade, Mullin and Nicolson.

### CHAIR

Provost Hall presided.

### IN ATTENDANCE

M Crearie, Director of Development & Housing Services; P MacLeod, Director of Children's Services; S MacDougall, Director of Community Resources; A Russell, Director of Finance & Resources; D Leese, Chief Officer Designate (Renfrewshire Health & Social Care Partnership); K Graham, Head of Corporate Governance, M Conaghan, Legal & Democratic Services Manager, L Belshaw, Democratic Services Manager, and A McNaughton, Senior Committee Services Officer (all Finance & Resources); and R Naylor and A McMillan, Head of Resources (Children's Services).

### APOLOGIES

Councillor Kelly

### DECLARATION OF INTEREST

Councillor Mullin declared a financial interest in item 2 of the agenda and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

## **SEDERUNT**

Councillor J MacLaren entered the meeting during consideration of the following item.

### **1 MINUTES OF COUNCIL, BOARDS AND PANELS**

There were submitted the Minutes of meetings of the following Council, Boards and Panels on the dates specified.

Council 18th December, 2014  
 Special Council 12th February, 2015  
 Appointment Board 19th December, 2014  
 Social Work, Health & Well-being Policy Board 13th January, 2015  
 Regulatory Functions Board 14th January, 2015  
 Education Policy Board 15th January, 2015  
 Sport, Leisure & Culture Policy Board 15th January, 2015  
 Housing & Community Safety Policy Board 20th January, 2015  
 Planning & Property Policy Board 20th January, 2015  
 Environment Policy Board 21st January, 2015  
 Finance & Resources Policy Board 21st January, 2015  
 Personnel Appeals & Applied Conditions of Service Appeals Panel 22nd January, 2015  
 Appointment Board 22nd January, 2015  
 Economy & Jobs Policy Board 28th January, 2015  
 Appointment Board 29th January, 2015  
 Personnel Appeals & Applied Conditions of Service Appeals Panel 5th February, 2015  
 Renfrew & Gallowhill Local Area Committee 10th February, 2015  
 Paisley North Local Area Committee 12th February, 2015  
 Audit, Scrutiny & Petitions Board 16th February, 2015  
 Paisley South Local Area Committee 17th February, 2015  
 Leadership Board 18th February, 2015  
 Regulatory Functions Board 19th February, 2015  
 Johnstone & The Villages Local Area Committee 19th February, 2015  
 Houston, Crosslea, Linwood, Riverside & Erskine  
 Local Area Committee 24th February, 2015

**DECIDED:** That the Minutes be approved.

## **DECLARATION OF INTEREST**

Councillor Mullin, having previously declared a financial interest in the following item of business left the meeting.

### **2 INTEGRATION OF HEALTH AND SOCIAL CARE SERVICES IN RENFREWSHIRE**

Under reference to item 7 of page 266 of the Minute of the meeting of the Council held on 18th December, 2014 there was submitted a report by the Chief Executive relative to progress to prepare and deliver Integrated Health & Social Care Services in Renfrewshire, including, as an appendix, a proposed Integration Scheme for submission to the Scottish Government.

The report detailed working arrangements in respect of the appointment of the Chief Officer; the definition of the scope of the integrated services; the development and finalisation of the Integrated Scheme, being the formal legal partnership agreement between the Council and NHS Greater Glasgow and Clyde; the establishment of the Integration Joint Board (IJB); development of the strategic plan for approval by the IJB that would set out how services were to be planned in order to respond to the changing needs of the people of Renfrewshire; workforce planning; and performance information to support improvement in the line with the National Outcomes.

Councillor I McMillan, seconded by Councillor Bibby, moved:

- (a) that the draft Integration Scheme, as appended to the report, be approved for submission to the Scottish Government by 1st April, 2015;
- (b) that the Chief Executive be authorised, in consultation with the Chief Executive of the Health Board, to make minor amendments to the draft as may be required during the approval process;
- (c) that the appointment of Councillors B Brown, E Devine, Grady and Williams as substitute members of the Integration Joint Board in the event that any of the Council's elected members on the Board are unable to attend, be approved;
- (d) that progress on the implementation of the key aspects of the Public Bodies (Joint Working) (Scotland) Act 2014 as set out in the report, be noted; and
- (e) that it be noted that reports would be submitted to future Council meetings during 2015/16 to further update elected members on progress.

Councillor M Brown, seconded by Councillor Nicolson, moved as an amendment:

- (a) that the draft Integration Scheme, as appended to the report, be approved for submission to the Scottish Government by 1st April, 2015;
- (b) that the Chief Executive be authorised, in consultation with the Chief Executive of the Health Board, to make minor amendments to the draft as may be required during the approval process;
- (c) that it be agreed to appoint up to four elected members to be substitute members of the Integration Joint Board in the event that any of the Council's elected members on the Board are unable to attend;
- (d) that progress on the implementation of the key aspects of the Public Bodies (Joint Working) (Scotland) Act 2014 as set out in the report, be noted;
- (e) that it be noted that reports would be submitted to future Council meetings during 2015/16 to further update elected members on progress;
- (f) that Council note the appointment of 4 voting members to the Integration Joint Board. This appeared to be based on an allocation entitlement of 10% of all 40 of Renfrewshire's Councillors. Council recognises that 45% of all Renfrewshire Councillors are not members of the ruling Labour administration; therefore there is a democratic deficit in the composition of the Council's representation on the Integration Joint Board. Council agrees to review this situation at the earliest opportunity, in the spirit of meeting an

Integration Joint Board core value on 'transparency and fairness' and also recognises that the work of the Integration Joint Board should never be politicised; and

(g) that Council also agree that the Integration Joint Board papers and agendas shall be published and circulated in 'real time' in order to inform service users, elected members and their constituents.

Councillor I McMillan and Councillor Bibby, in terms of Standing Order 27, agreed to accept "that it be agreed that the Integration Joint Board papers and agendas be circulated in 'real time' in order to inform service users, elected members and their constituents" as part of their motion. Councillor I McMillan intimated that this would however, be a decision of the Integration Joint Board and as such would require to be a recommendation.

On the roll being called, the following members voted for the amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, McCartin, McGee, Andy Doig, Audrey Doig, Noon, M Brown, J MacLaren, McQuade and Nicolson.

The following members voted for the motion as amended: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes and Harte.

18 members having voted for the amendment and 20 members having voted for the motion, the motion was accordingly declared carried.

### **DECIDED:**

(a) That the draft Integration Scheme, as appended to the report, be approved for submission to the Scottish Government by 1st April, 2015;

(b) That the Chief Executive be authorised, in consultation with the Chief Executive of the Health Board, to make minor amendments to the draft as may be required during the approval process;

(c) That the appointment of Councillors B Brown, E Devine, Grady and Williams as substitute members of the Integration Joint Board in the event that any of the Council's elected members on the Board are unable to attend, be approved;

(d) That progress on the implementation of the key aspects of the Public bodies (Joint Working) (Scotland) Act 2014 as set out in the report, be noted;

(e) That it be noted that reports would be submitted to future Council meetings during 2015/16 to further update elected members on progress; and

(f) That it be agreed that the Council recommend that the Integration Joint Board papers and agendas be published and circulated in 'real time' order to inform service users, elected member and their constituents.

### **SEDERUNT**

Councillor Mullin returned to the meeting prior to consideration of the following item.

### 3 NOTICE OF MOTION (1) BY COUNCILLORS MCCARTIN AND MACK

There was submitted a notice of motion by Councillors McCartin and Mack in the following terms:-

“Renfrewshire Council calls on the First Minister to bring forward legislation to end the Police practice of “consensual Stop and Search” of children and young people”.

Councillor McCartin, seconded by Councillor Mack, then moved the motion.

Councillor M Macmillan, seconded by Councillor Bibby, moved as an amendment that Renfrewshire Council calls on the First Minister to bring forward legislation to end the Police practice of “consensual Stop and Search” of children and calls on Police Scotland to deliver its promise to end stop and search for children under 12 and regrets the broken promises from Police Scotland to the Scottish Parliament to do so.

Council further believes that stop and search has a contribution to make to public safety but that it must be proportionate, that Police Scotland must be held to account for its actions and that the Scottish Police Authority is failing to do its job in this matter.

Council therefore calls on the Scottish Government to review the effectiveness of the Scottish Police Authority in order to ensure there is proper and effective accountability of Police Scotland.

In terms of Standing Order 27, the amendment was accepted by the mover and seconder of the motion.

Councillor Nicolson, seconded by Councillor McEwan, moved as an amendment that this Council notes that the First Minister has announced on behalf of the SNP Government that “Stop and Search” should not apply to children under 12 years of age, and that the overall policy should be reviewed by the Justice Sub Committee of the Scottish Parliament.

On the roll being called, the following members voted for the amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, McGurk, Cameron, McGee, Andy Doig, Audrey Doig, Noon, M Brown, McQuade and Nicolson.

The following members voted for the motion as amended: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Williams, E Devine, Glen, Mack, Henry, M Macmillan, McCartin, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, Harte and Mullin.

The following member abstained: Councillor J MacLaren

15 members having voted for the amendment, 23 members having voted for the motion and one member having abstained, the motion was accordingly declared carried.

**DECIDED:** That Renfrewshire Council call on the First Minister to bring forward legislation to end the Police practice of “consensual Stop and Search” of children and calls on Police Scotland to deliver its promise to end stop and search for children under 12 and regrets the broken promises from Police Scotland to the Scottish Parliament to do so.

Council further believes that stop and search has a contribution to make to public safety but that it must be proportionate, that Police Scotland must be held to account for its actions and that the Scottish Police Authority is failing to do its job in this matter.

Council therefore calls on the Scottish Government to review the effectiveness of the Scottish Police Authority in order to ensure there is proper and effective accountability of Police Scotland.

#### 4 **NOTICE OF MOTION (2) BY COUNCILLORS NICOLSON AND ANDY DOIG**

There was submitted a notice of motion by Councillors Nicolson and Andy Doig in the following terms:-

“Council agrees that the failure of the Smith Commission to fully devolve Employment Law is a fundamental mistake in not providing the Scottish Government and Scottish Local Authorities the power to start addressing the issue of Zero Hour Contracts. Council instructs the Chief Executive to bring forwards a detailed report on the number of contracts that this council uses which utilises Zero Hour/Sessional Contracts”.

In terms of Standing Order 20, Councillor Nicolson, seconded by Councillor Audrey Doig, then moved the motion.

Councillor J Sharkey, seconded by Councillor B Brown, moved as an amendment, that the Council agrees that the practice of “Zero Hours Contracts” is not morally satisfactory and fails to sustainably address either economy or efficiency in the operation of any enterprise.

Council notes that “Zero” or “Casual” are not legal definitions of a contract.

Council believes in the creation of better employment by reducing the resilience on a casual part of the workforce, in collaboration with the trade unions in all workers’ contracts.

This Council does not have and will not introduce the practice of “Zero Hours Contracts”.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, Harte and Mullin

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, McGee, Andy Doig, Audrey Doig, Noon, M Brown, McQuade and Nicolson.

The following members abstained: Councillors McCartin and J MacLaren.

21 members having voted for the amendment, 16 members having voted for the motion and 2 members having abstained, the amendment was accordingly declared carried.

**DECIDED:** That the Council agrees that the practice of “Zero Hours Contracts” is not morally satisfactory and fails to sustainably address either economy or efficiency in the operation of any enterprise.

Council notes that “Zero” or “Casual” are not legal definitions of a contract.

Council believes in the creation of better employment by reducing the resilience on a casual part of the workforce, in collaboration with the trade unions in all workers’ contracts.

This Council does not have and will not introduce the practice of “Zero Hours Contracts”.

## 5 NOTICE OF MOTION (3) BY COUNCILLORS ANDY DOIG AND NICOLSON

There was submitted a notice of motion by Councillors Andy Doig and Nicolson in the following terms:-

“Council instructs the Chief Executive to carry out an audit and advise if Renfrewshire Council is receiving best value with regards to our membership of Strathclyde Partnership for Transport and the annual £3.3 million requisition cost to Renfrewshire Council. To ascertain and determine if Renfrewshire Council could achieve better outcomes by managing elements if not all the ‘services’ in house”.

In terms of Standing Order 20, Councillor Andy Doig, seconded by Councillor McGurk, then moved the motion.

Councillor E Devine, seconded by Councillor M Devine, moved as an amendment that the Council agrees that we should concentrate the efforts of all services on delivering integrated services that deliver results. Council believes that Strathclyde Partnership for Transport is an effective model for the delivery of an integrated transport system that would be further enhanced by the power to regulate bus services. Council will write to the Minister for Transport seeking his support for the re-regulation of bus services proposed in the Bus Regulation Bill.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, Harte and Mullin.

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, McCartin, McGee, Andy Doig, Audrey Doig, Noon, M Brown, J MacLaren, McQuade and Nicolson.

21 members having voted for the amendment and 18 members having voted for the motion the amendment was accordingly declared carried.

**DECIDED:** That the Council agrees that we should concentrate the efforts of all services on delivering integrated services that deliver results. Council believes that Strathclyde Partnership for Transport is an effective model for the delivery of an integrated transport system that would be further enhanced by the power to regulate bus services. Council will write to the Minister for Transport seeking his support for the re-regulation of bus services proposed in the Bus Regulation Bill.

## 6 NOTICE OF MOTION (4) BY COUNCILLORS NICOLSON AND ANDY DOIG

There was submitted a notice of motion by Councillors Nicolson and Andy Doig in the following terms:-

“Council condemns the expenditure of £4,000 incurred by the Poverty Commission to date on food and travel expenses talking about Food banks and Poverty and calls upon the chair to explain this crass and insensitive expenditure”.

In terms of Standing Order 20, Councillor Lawson, seconded by Councillor McEwan, then moved the motion.

Councillor M Macmillan, seconded by Councillor I McMillan, moved as an amendment that the Renfrewshire Tackling Poverty Commission was set up to assess the nature and impact of child poverty in Renfrewshire. The Commission, the first of its kind in Scotland, is made up of a range of independent experts in education, housing, the voluntary sector, the economy and people who work every day with residents in severe poverty. All of the commissioners gave of their time and expertise freely. The Commission was asked to make recommendations for the introduction of a strategic approach to tackle poverty for the Renfrewshire Community Planning Partnership. Council welcomes the work of the Commission and looks forward to the recommendations.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, Harte and Mullin

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, McGee, Andy Doig, Audrey Doig, Noon, M Brown, J MacLaren, McQuade and Nicolson.

The following member abstained: Councillor McCartin.

21 members having voted for the amendment, 17 members having voted for the motion and one member abstaining, the amendment was accordingly declared carried.

**DECIDED:** That the Renfrewshire Tackling Poverty Commission was set up to assess the nature and impact of child poverty in Renfrewshire. The Commission, the first of its kind in Scotland, is made up of a range of independent experts in education, housing, the voluntary sector, the economy and people who work every day with residents in severe poverty. All of the commissioners gave of their time and expertise freely. The Commission was asked to make recommendations for the introduction of a strategic approach to tackle poverty for the Renfrewshire Community Planning Partnership. Council welcomes the work of the Commission and looks forward to the recommendations.

## ADJOURNMENT

The meeting adjourned at 11.05 am and reconvened at 11.15 am.



## 7 NOTICE OF MOTION (5) BY COUNCILLORS NICOLSON AND ANDY DOIG

There was submitted a notice of motion by Councillors Nicolson and Andy Doig in the following terms:-

“This Council condemns the ongoing austerity cuts being implemented by the Tory/Lib Dem Government in Westminster and its impact on the poorest people of Renfrewshire. It further condemns the support of 28 Scottish Labour MPs who backed the Tory “Fiscal Charter” and who signed up to a further £30 billion of cuts which will have a direct impact on public services in Renfrewshire”.

In terms of Standing Order 20, Councillor Nicolson, seconded by Councillor Cameron, then moved the motion.

Councillor Holmes, seconded by Councillor M Macmillan, moved as an amendment that Council notes the SNP Holyrood Government are utilising “austerity plus” measures in their distribution of funding for education, social work, roads, environmental and other services delivered by local authorities in Scotland. Council calls on all Councillors in Renfrewshire to stand up on behalf of their constituents for a fair funding deal for Renfrewshire.

On the roll being called, the following members voted for the amendment: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Clark, Provost Hall, Councillors Holmes, J MacLaren, Harte and Mullin

The following members voted for the motion: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGurk, Cameron, McGee, Andy Doig, Audrey Doig, Noon, M Brown, McQuade and Nicolson.

The following member abstained: Councillor McCartin.

21 members having voted for the amendment; 16 members having voted for the motion, and one members having abstained, the amendment was accordingly declared carried.

**DECIDED:** That Council notes the SNP Holyrood Government are utilising “austerity plus” measures in their distribution of funding for education, social work, roads, environmental and other services delivered by local authorities in Scotland. Council calls on all Councillors in Renfrewshire to stand up on behalf of their constituents for a fair funding deal for Renfrewshire.



## Minute of Special Meeting Council

Date	Time	Venue
Thursday, 26 February 2015	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors B Brown, Murrin, Perrie, M Devine, Grady, McEwan, Lawson, Mylet, J Sharkey, M Sharkey, K MacLaren, M MacLaren, E Devine, Glen, Mack, McGurk, Cameron, Henry, M Macmillan, McCartin, Caldwell, Hood, McGee, I McMillan, Bibby, Andy Doig, Gilmour, Clark, Audrey Doig, Provost Hall, Councillors Noon, M Brown, Holmes, J MacLaren, Harte, McQuade, Mullin and Nicolson.

### CHAIR

Provost Hall presided.

### IN ATTENDANCE

M Crearie, Director of Development & Housing Services; P MacLeod, Director of Children's Services; S MacDougall, Director of Community Resources; A Russell, Director of Finance & Resources; D Leese, Chief Officer Designate (Renfrewshire Health & Social Care Partnership); K Graham, Head of Corporate Governance, M Conaghan, Legal & Democratic Services Manager, L Belshaw, Democratic Services Manager, and A McNaughton, Senior Committee Services Officer (all Finance & Resources); and R Naylor and A McMillan, Head of Resources (Children's Services).

### APOLOGIES

Councillors Kelly and Williams.

### DECLARATIONS OF INTEREST

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

## 1 **REVIEW OF THE SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS**

Under reference to item 13 of page 123 of the Minute of the meeting of the Council held on 9th October, 2014 there was submitted a report by the Director of Finance & Resources relative to the review of the Scheme for the Establishment of Community Councils 2010 (the Scheme).

The report explained that the Council had undertaken statutory consultation on the content and provisions of a Draft Scheme for the Establishment of Community Councils (the Draft Scheme) detailing the changes the Council proposed to make in order to keep the Scheme up-to-date.

The report detailed the consultation methodology, provided analysis of the five representations received at the conclusion of the statutory consultation period, the majority of which were supportive of the proposed changes, and provided guidance on the statutory process required to change the Scheme.

It was proposed that the Council note the representations made by interested parties and make no further changes to the Draft Scheme, conclude the review by adopting the Scheme for the Establishment of Community Councils 2015, a copy of which was attached to the report, and note that the Scheme for the Establishment of Community Councils 2015 would be subject to further review and representations to amend this Scheme could be made to the Council, in writing, at any time, by any interested party, for future consideration. This was agreed unanimously.

### **DECIDED:**

(a) That the representations made by interested parties to amend the content and provisions of the Draft Scheme for the Establishment of Community Councils be noted;

(b) That the Scheme be amended in accordance with the notified proposals in the Draft Scheme and the Scheme for the Establishment of Community Councils 2015, as contained within the report, be adopted by the Council; and

(d) That, it be noted that, the content and provisions of the Scheme for the Establishment of Community Councils 2015 was subject to review and representations to amend this Scheme could be made to the Council in writing, at any time, by any interested party, for future consideration.

## Minute of Meeting

### Social Work, Health & Well-being Policy Board

Date	Time	Venue
Tuesday, 03 March 2015	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors McEwan, J Sharkey, Glen, Cameron, Henry, McCartin, Hood, McGee, I McMillan, Bibby, M Brown and Harte.

#### CHAIR

Councillor I McMillan, Convener, presided.

#### IN ATTENDANCE

P Macleod, Director of Children's Services; D Leese, Chief Officer Designate (Renfrewshire Health & Social Care Partnership); D Hawthorn, Head of Childcare and Criminal Justice; A McMillan, Head of Resources and P McCulloch, Joint Services Manager, Renfrewshire Learning Disability Service (all Children's Services); and D Low, Senior Committee Services Officer, D Forbes, Finance Manager and E Currie, Committee Services Officer (all Finance & Resources); and S Strachan, Head of Adult Services.

#### APOLOGIES

Councillors Andy Doig and Gilmour.

#### DECLARATIONS OF INTEREST

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

## 1 REVENUE BUDGET MONITORING REPORT

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Children's Services for Social Work for the period 1st April, 2014 to 2nd January, 2015.

### **DECIDED:**

(a) That the budget position and the forecast year end overspend of around £400,000 (0.4%) be noted;

(b) That it be noted that monies used to help to mitigate the current budget position would be available in the current year only; and

(c) That it be noted that there had been net budget realignments of £1,231,208 processed since the last report related primarily to the agreed transfer of Social Work transport functions to Community Resources.

## 2 CAPITAL BUDGET MONITORING REPORT

There was submitted a capital budget monitoring report by the Director of Finance & Resources for Social Work for the period 1st April, 2014 to 2nd January, 2015.

**DECIDED:** That the report be noted.

## 3 SERVICE IMPROVEMENT PLAN OUTTURN REPORT 2014/17

There was submitted a report by the Director of Children's Services relative to the service improvement plan (SIP) outturn report for the service to February 2015.

The SIP detailed the key challenges facing the service and outlined the range of activities the service would aim to achieve during 2014/17. The plan also contained the service scorecard which detailed how the performance of the service would be monitored going forward. Progress on the implementation of the SIP was monitored and reported to the Board on a six-monthly basis to allow the Board to review progress. This report updated the progress which had been achieved with the implementation of the SIP to the end of February 2015.

The report referred to imminent structural changes to Social Work and intimated that the Council had agreed that the most appropriate governance arrangement for Social Work services for Children and Criminal Justice Services was within a new Directorate of Children's Services, which also included Education. An update on the Children's Services Service Improvement Plan for 2015/18 would be submitted to elected members in November 2015. Social work services for adults would be part of the new integrated health and social care partnership.

### **DECIDED:**

(a) That the progress made with the implementation of the 2014/15-2016/17 Service Improvement Plan actions be noted;

(b) That the performance of the service as detailed in the balanced scorecard attached to the report be noted; and

(c) That it be noted that an update on the Children's Services Service Improvement Plan for 2015/18 would be submitted to elected members in November 2015.

#### 4 **COMMUNITY JUSTICE CONSULTATION**

There was submitted a report by the Director of Children's Services relative to Scottish Government consultation on the redesign of community justice arrangements in Scotland.

The report intimated that on 15th December, 2014 the Scottish Government had published a response to its consultation 'Future Model for Community Justice in Scotland'. The response had identified that, to provide the strategic vision for community justice in Scotland, a new national strategy would be developed with local government and key partners, in consultation with stakeholders. The aim was to deliver against a set of long-term outcomes around reducing reoffending; increasing positive citizenship; increasing public safety; increasing public reassurance; reducing costs and reducing stigma.

The new model would deliver a community solution to improved outcomes for community justice; reoffending and offender management, building upon investment made by the Scottish Government and local government in community planning and utilising strengthened provisions expected under the Community Empowerment (Scotland) Bill. Local strategic planning and delivery of services through Community Planning Partnerships (CPPs) was central to the new arrangements. With this emphasis upon collective responsibility approaches could be developed to best meet the needs of the local community both in terms of victims and offenders.

The report advised that local authorities would continue to be responsible for the delivery of criminal justice social work. With the disassembling of the Community Justice Authorities the grant funding for criminal justice social work services would be allocated directly to the local authority.

#### **DECIDED:**

(a) That it be noted that strategic planning for community justice would become the responsibility of the Community Planning Partnership. The first plan was due to be produced by the Community Planning Partnership by December 2015;

(b) That it be noted that a new national strategy for offenders and a performance and improvement framework would provide the model against which partnerships would plan and report; and

(c) That it be noted that criminal justice social work would continue to be delivered by the local authority.

## 5 **DEVELOPMENT OF DAY AND EMPLOYABILITY OPPORTUNITIES FOR ADULTS WITH LEARNING DISABILITIES**

There was submitted a report by the Director of Children's Services relative to the development of day services and employability opportunities for adults with learning disabilities following the review of day services in November 2011.

The report intimated that to further improve the quality of Renfrewshire's day services for adults with learning disabilities action was required in a number of specific areas: young adults in transition from school who had particularly high levels of need; older adults with a severe to moderate learning disability who had additional needs; adults with learning disabilities who also had mental health issues; and employability, creating more opportunities for employment for adults with a learning disability who were capable of accessing a range of options around employment.

The report set out the various issues that required to be addressed and how services could be further developed in order to meet future needs. Under the delivery models detailed in the report it was intended that all centres and services involved in the delivery of day and employability opportunities for adults with learning disabilities would be retained.

The Joint Services Manager, Renfrewshire Learning Disability Service, gave a presentation which complemented the report.

### **DECIDED:**

- (a) That the report and the progress made since the day services review of November 2011 be noted;
- (b) That the model be approved as one which would deliver appropriate outcomes for people using day opportunities;
- (c) That the additional investment in the development of day services be noted;
- (d) That the proposals for the continued development of opportunities for employability using Project Search in partnership with Economic Development be agreed; and
- (e) That the change of name for the Intensive Support Service to "Gateway" be agreed.

## 6 **CONSULTATION ON DRAFT STATUTORY GUIDANCE FOR PART 9 (CORPORATE PARENTING) OF THE CHILDREN AND YOUNG PEOPLE (SCOTLAND) ACT 2014**

There was submitted a report by the Director of Children's Services relative to consultation on Draft Statutory Guidance for Part 9 (Corporate Parenting) of the Children and Young People (Scotland) Act 2014.

The report intimated that Draft Statutory Guidance for Part 9 (Corporate Parenting) had been issued to provide clarity on the duties of corporate parents. The Draft Statutory Guidance included sections on corporate parenting responsibilities; planning by corporate parenting; collaborative working among corporate parents; reports by corporate parents; relations between corporate parents and those holding parental rights and responsibilities for individual children and the outcomes which corporate parents were expected to deliver for looked-after children.



The response to the consultation, which had been submitted by the 2nd March, 2015 deadline was appended to the report.

In addition, the Scottish Government had issued consultation on draft Statutory Guidance for Parts 4, 5 and 18 (Section 96) of the Children and Young People (Scotland) Act 2014 on 6th February, 2015 which covered the provisions within the 2014 Act on Getting It Right For Every Child. This consultation would end on 1st May, 2015. In view of the timescales it had not been possible to provide a draft response for consideration at this meeting of the Board. A response would be sent to the Scottish Government and a report presented at the first meeting of the new Education and Children Policy Board on 14th May, 2015.

The report advised that the Scottish Government had indicated that draft Statutory Guidance on Parts 10 and 11 of the Act would be published in December 2014 covering aftercare and continuing care. This draft statutory guidance had not yet been published and a report would be presented to a future meeting of the Education and Children Policy Board.

### **DECIDED:**

(a) That the consultation on draft Statutory Guidance for Part 9 (Corporate Parenting) of the Children and Young People (Scotland) Act 2014 be noted;

(b) That the response appended to the report be homologated;

(c) That it be noted that a report would be presented to the first meeting of the Education and Children Policy Board on the draft Statutory Guidance for Parts 4, 5 and 18 (Section 96) of the Children and Young People (Scotland) Act 2014;

(d) That the Director of Children's Services be authorised to prepare a response to that consultation; and

(e) That the Director of Children's Services provide a report on the draft Statutory Guidance on Parts 10 and 11 covering aftercare and continuing care to a future meeting of the Education and Children Policy Board.

## **7 CARE HOME FEES 2015/16**

There was submitted a report by the Director of Children's Services relative to care home fees for 2015/16.

The report intimated that in accordance with the agreement between the Scottish Government, CoSLA and Scottish Care, care home fees were subject to annual negotiation. This year's fee negotiations were still ongoing and therefore the fees which would apply for financial year 2015/16 had not yet been set. The report sought approval to authorise the Director of Children's Services to implement the care home fees for 2015/16 once they had been agreed nationally.

### **DECIDED:**

(a) That the Director of Children's Services be authorised to implement the care home fees for 2015/16 once they had been agreed nationally; and

(b) That it be noted that the Director of Children's Services would report back to the Board if the upratings were not in line with the expected levels.

## **SEDERUNT**

Councillor M Brown left the meeting during consideration of the following item of business.

### **8 RESIDENTIAL AND NON-RESIDENTIAL CHARGING FRAMEWORK - DEPARTMENT FOR WORK AND PENSIONS (DWP) ANNUAL UPRATING 2015/16**

There was submitted a report by the Director of Children's Services relative to the Department for Work and Pensions (DWP) annual uprating for 2015/16 in respect of both residential and non-residential services such as care at home.

The report intimated that CoSLA issued guidance annually in relation to charging for non-residential services and that this guidance took into account the annual DWP upratings. At the time of writing the report the guidance had not yet been issued for 2015/16 and the report advised that all residential and non-residential charges would apply from 6th April, 2015 in line with anticipated DWP benefit increases. However, the Head of Resources advised that guidance had recently been agreed and issued and increases were in line with the expected annual levels. Given this development, it was agreed that recommendation (b) of the report, which related to the Director of Children's Services reporting back to this Board if the upratings were not in line with expected annual levels, was no longer required.

**DECIDED:** That the Director of Children's Services be authorised to update the Council's financial assessment frameworks for charging purposes to reflect the agreed DWP rates for 2015/16.

### **9 SECTION 10 GRANT APPLICATIONS 2015/16**

There was submitted a report by the Director of Children's Services relative to 10 applications received for funding for 2015/16 under Section 10 of the Social Work (Scotland) Act 1968. The report proposed that funding amounting to £17,050 be awarded to the organisations as detailed in the appendices.

The report intimated that this Board had sought approval previously to continue to make Section 10 payments to Renfrewshire Citizens Advice Bureau pending the implementation of alternative payment arrangements arising from the corporate review of advice services. A further payment to cover January 2015 had been paid through the Section 10 process to ensure funding continuity, and the report requested that the decision to make this payment be homologated.

#### **DECIDED:**

(a) That the funding in respect of the organisations detailed in the appendices, totalling £17,050 be approved; and

(b) That the award of Section 10 grant funding for January 2015 amounting to £3,917 to Renfrewshire Citizen's Advice Bureau to ensure continuity of funding pending completion of alternative payment arrangements arising from the corporate review of advice services be homologated.



## Minute of Meeting

### Regulatory Functions Board

Date	Time	Venue
Wednesday, 04 March 2015	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, M Devine, McEwan, E Devine, Hood and Audrey Doig, Provost Hall, and Councillors M Brown and Mullin.

#### CHAIR

Councillor Hood, Convener, presided.

#### APOLOGIES

Councillor Mullin.

#### IN ATTENDANCE

D Campbell, Assistant Managing Solicitor (Licensing); P Shiach, Committee Services Officer and K Whiteside, Licensing Officer (Paralegal) (all Finance & Resources).

#### DECLARATIONS OF INTEREST

Councillor Hood declared a non-financial interest in relation to item 2(c) of the agenda as the applicant was known to him and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

#### ORDER OF BUSINESS

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 2(c) of the agenda before item 1 of the agenda.

## **EXCLUSION OF PRESS AND PUBLIC**

The Board resolved that the press and public be excluded from the meeting during consideration of items 1, 2, 3, 4, 5, 6 and 7 as it was likely, in view of the nature of the business to be transacted that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

## **DECLARATION OF INTEREST**

Councillor Hood having declared an interest in the following item of business left the meeting and did not take part in any discussion or voting thereon.

Councillor B Brown, Depute Convener, took the chair.

### **1 RENEWAL OF PRIVATE HIRE CAR DRIVER'S LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for renewal of a Private Hire Car Driver's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted a representation to the application:-

Alisdair Connell, 32 Manuel Avenue, Beith

Mr Connell, the applicant, was invited into the meeting together with Chief Inspector Wright and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Depute Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of two years.

## **CHAIRPERSON**

Councillor Hood returned to the meeting and reassumed the chair.

### **2 GRANT OF PRIVATE HIRE CAR DRIVERS' LICENCES - PERSONAL APPEARANCES**

There were submitted the undernoted applications for the grant of Private Hire Car Drivers' Licences. The applicants had been asked to appear personally for the first time together with Police Scotland who had submitted a representation to application (a) and an objection received outwith the statutory timescale to application (b):-

(a) Mark Rush, 51 Lochinver Crescent, Paisley

Mr Rush, the applicant, was invited into the meeting together with Chief Inspector Wright and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of one year.

(b) Ian Kirkland, 45 Moorhill Road, Newton Mearns, Glasgow

There was no appearance by or on behalf of Mr Kirkland. Chief Inspector Wright and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application, were invited into the meeting. The Convener proposed that the application be considered in Mr Kirkland's absence and this was agreed unanimously.

On hearing the reason for the objection being received outwith the statutory timescale it was decided that the objection would be taken into account when the application was being considered. After consideration of all matters before the Board, the Convener proposed that the application be refused. This was agreed unanimously.

**DECIDED:** That the application be refused.

### 3 **RENEWAL OF PRIVATE HIRE CAR DRIVERS' LICENCES - PERSONAL APPEARANCES**

There were submitted the undernoted applications for renewal of Private Hire Car Drivers' Licences. The applicants had been asked to appear personally for the first time together with Police Scotland who had submitted representations to applications (a) and (b) and an objection to application (c):-

(a) Mohammed Younis, Flat 0/2, 24 Leven Street, Glasgow

There was no appearance by or on behalf of Mr Younis. Chief Inspector Wright and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application were invited into the meeting. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be refused. This was agreed unanimously.

**DECIDED:** That the application be refused.

(b) David McDonald, 15 Glen Court, Dalry

The Assistant Managing Solicitor (Licensing) advised that Mr McDonald had requested that consideration of his application be continued due to personal circumstances. The Convener proposed that consideration of the application be continued and that Mr McDonald be invited to a future meeting of the Board. This was agreed unanimously.

**DECIDED:** That consideration of the application be continued and that the applicant be invited to a future meeting of the Board.

(c) Michael Doherty, 89 Greenlaw Crescent, Paisley

The Assistant Managing Solicitor (Licensing) advised that Police Scotland had withdrawn their objection to the application and that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

**DECIDED:** That it be noted that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

## **DECLARATION OF INTEREST**

Provost Hall declared a non-financial interest in relation to the following item of business as the applicant was known to her, left the meeting and did not take part in any discussion or voting thereon.

## **4 RENEWAL OF PRIVATE HIRE CAR LICENCES - PERSONAL APPEARANCES**

There were submitted the undernoted applications for renewal of Private Hire Car Licences. The applicants had been asked to appear personally for the first time together with Police Scotland who had submitted representations to the applications:-

(a) Ian King, 24 Hillpark Rise, Kilwinning

Mr King, the applicant, and his Solicitor, Mr Coyle, were invited into the meeting together with Chief Inspector Wright and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of two years.

## **SEDERUNT**

Provost Hall re-entered the meeting prior to consideration of the following item of business.

(b) Christopher McBride, 16 Kinnaird Drive, Linwood

Mr McBride, the applicant, was invited into the meeting together with Chief Inspector Wright and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of two years.



## 5 GRANT OF TAXI DRIVER'S LICENCE - PERSONAL APPEARANCE

There was submitted the undernoted application for the grant of a Taxi Driver's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted an objection received outwith the statutory timescale to the application:-

James Gilmour, Flat 0/1, 3 Marjory Drive, Gallowhill, Paisley

There was no appearance by or on behalf of Mr Gilmour. Chief Inspector Wright and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted an objection received outwith the statutory timescale to the application were invited into the meeting. The Convener proposed that the application be considered in Mr Gilmour's absence. This was agreed unanimously.

On hearing the reason for the objection being received outwith the statutory timescale it was decided that the objection would be taken into account when the application was being considered. After consideration of all matters before the Board, the Convener proposed that the application be refused. This was agreed unanimously.

**DECIDED:** That the application be refused.

## 6 GRANT OF WINDOW CLEANER'S LICENCE - PERSONAL APPEARANCE

There was submitted the undernoted application for the grant of a Window Cleaner's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted an objection to the application together with a further letter:-

David Martin, 16 Claremount View, Carnbroe, Coatbridge

Mr Martin, the applicant, his brother and Miss Fulton, were invited into the meeting together with Chief Inspector Wright and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted an objection to the application together with a further letter.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be refused. This was agreed unanimously.

**DECIDED:** That the application be refused.

## ADJOURNMENT

The meeting adjourned at 12.45pm and reconvened at 1.30 pm.

## DECLARATION OF INTEREST

Provost Hall declared a non-financial interest in relation to the following item of business as the applicant was known to her, left the meeting and did not take part in any discussion or voting thereon.

## 7 RENEWAL OF PRIVATE HIRE CAR DRIVER'S LICENCE - PERSONAL APPEARANCE

There was submitted the undernoted application for renewal of a Private Hire Car Driver's Licence. The applicant had been asked to appear personally for the first time:-

Harry King, 24 Hillpark Rise, Kilwinning

Mr King, the applicant, was invited into the meeting. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of two years.

## SEDERUNT

Provost Hall re-entered the meeting prior to consideration of the following item of business.

## 8 GRANT OF LANDLORD REGISTRATIONS - PERSONAL APPEARANCES

There were submitted the undernoted applications for the grant of Landlord Registrations. The applicants had been asked to appear personally for the first time:-

(a) John Summerhill, 4A Cairn Drive, Linwood

The Assistant Managing Solicitor (Licensing) advised that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

**DECIDED:** That it be noted that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

(b) Haseeb Virk, 76 Greenend Avenue, Johnstone

The Assistant Managing Solicitor (Licensing) advised that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

**DECIDED:** That it be noted that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

## 9 GRANT OF LATE HOURS CATERING LICENCE

There was submitted the undernoted application for renewal of a Late Hours Catering Licence:-

**APPLICANT:** Malthurst Limited

**PREMISES:** Malthurst, Main Road, Elderslie

**ACTIVITY:** Petrol filling station with forecourt shop selling general convenience and refreshment

**OPERATING HOURS:** 7 days per week – 11.00 pm to 5.00 am

The Assistant Managing Solicitor (Licensing) advised that this application was for renewal of a Late Hours Catering Licence and not for the grant of a Late Hours Catering Licence as stated in the agenda.

The Convener proposed that the application be allowed to be an exception to the Board's policy on trading hours and that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application be allowed to be an exception to the Board's policy on trading hours and that the application be granted for a period of two years.

## 10 RENEWAL OF SECOND HAND DEALER'S LICENCE

There was submitted the undernoted application for renewal of a Second Hand Dealer's Licence:-

**APPLICANT:** Ramsdens Financial Limited

**AUTHORISED GOODS:** Jewellery

**TRADING FROM:** 8 Moss Street, Paisley

**OPERATING HOURS:** Monday to Saturday - 9.00 am to 5.00 pm

The Convener proposed that the application be granted for a period of two years and that standard condition 4 of the licence be varied to read 'The Dealer shall keep either a book or electronic record in respect of each article purchased, the name and address of the seller of the article, a description of the article, the date of sale, the name and address of the purchaser of the article and the date of that purchase. The books or electronic records are to be produced to any Police Officer on request. Such books or electronic records are to be kept on the premises for a period of one year from the date of sale of the article by the Dealer'. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of two years and that standard condition 4 of the licence be varied to read 'The Dealer shall keep either a book or electronic record in respect of each article purchased, the name and address of the seller of the article, a description of the article, the date of sale, the name and address of the purchaser of the article and the date of that purchase. The books or electronic records are to be produced to any Police Officer on request. Such books or electronic records are to be kept on the premises for a period of one year from the date of sale of the article by the Dealer'.



## Minute of Meeting Education Policy Board

Date	Time	Venue
Thursday, 05 March 2015	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors B Brown, Murrin, Perrie, J Sharkey, M Sharkey, Williams, Glen, Mack, Cameron, Henry, M Macmillan, I McMillan, Noon and M Brown and I Keith.

### CHAIR

Councillor Henry, Convener, presided.

### IN ATTENDANCE

P Macleod, Director of Children's Services; R Naylor, G McKinlay, Head of Service; M Dewar, Acting Head of Service; T McEwan, Education Manager (Planning & Performance); A Conboy, Acting Education Manager and S Allan, Head of Centre, Hugh Smiley Pre-5 Centre (all Children's Services); and D Forbes, Finance Manager, D Low, Senior Committee Services Officer and E Currie, Committee Services Officer (all Finance & Resources).

### APOLOGIES

Councillor Clark and J Nellaney.

### DECLARATIONS OF INTEREST

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

## 1 REVENUE BUDGET MONITORING REPORT

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Children's Services for the service for the period 1st April, 2014 to 2nd January, 2015.

### **DECIDED:**

(a) That the budget position be noted; and

(b) That it be noted that there had been net budget realignments of £182,765 processed since the last report primarily relating to £130,000 drawn down from Invest in Renfrewshire funds in relation to youth employability together with transfers to the corporate landlord and the realignment of non-domestic rates budgets.

## 2 CAPITAL BUDGET MONITORING REPORT

There was submitted a capital budget monitoring report by the Director of Finance & Resources for the service for the period 1st April, 2014 to 2nd January, 2015.

**DECIDED:** That the report be noted.

## 3 SERVICE IMPROVEMENT PLAN 2014/17 OUTTURN REPORT

There was submitted a report by the Director of Children's Services relative to the service improvement plan (SIP) outturn report for the service to February 2015.

The SIP detailed the key challenges facing the service and outlined the range of activities the service would aim to achieve during 2014/17. Progress on the implementation of the SIP was monitored and reported to the Board on a six-monthly basis to allow the Board to review progress. This report updated the progress which had been achieved with the implementation of the SIP to the end of February 2015.

Following the integration of education and leisure and social work services under a new directorate and the transfer of leisure services to an expanded trust, an integrated service improvement plan would be developed by May 2015.

**DECIDED:** That the progress that had been made with the implementation of the 2014/15 to 2016/17 SIP actions relating to the service be noted.

## **SEDERUNT**

Councillor Mack entered the meeting prior to consideration of the following item of business.

**4(a) RESPONSE TO PROPOSAL TO CONSULT ON A CATCHMENT REVIEW AFFECTING ST ANNE'S AND ST JAMES' (RENFREW) PRIMARY SCHOOLS**

Under reference to item 4 of page 28 of the Minute of the meeting of this Board held on 21st August, 2014 there was submitted a report by the Director of Children's Services relative to issues raised and comments made in the course of the consultation exercise and recommendations to progress the proposals.

The report intimated that, in line with legislative requirements, a formal consultation on the proposal to review catchment arrangements affecting St Anne's and St James' (Renfrew) Primary Schools had been held. Responses to the proposal to review the catchment area were detailed in Appendix 1 to the report. The outcome of this consultation demonstrated support for the proposal to alter the catchment areas to create a natural geographical boundary along the Black Cart river line, incorporating the village of Inchinnan and the surrounding outlying farmland areas into the catchment area of St Anne's Primary School.

**DECIDED:**

- (i) That the issues raised through the formal consultation detailed in Appendix 1 to the report be noted;
- (ii) That the comments made by Education Scotland in relation to the educational benefits of the proposals detailed in Appendix 4 to the report be noted;
- (iii) That the revised catchment arrangements affecting St Anne's and St James' (Renfrew) Primary Schools be approved; and
- (iv) That it be noted that the catchment changes would be implemented from August 2015.

**4(b) RESPONSE TO PROPOSAL TO CONSULT ON A CATCHMENT REVIEW AFFECTING ST FILLAN'S AND OUR LADY OF PEACE PRIMARY SCHOOLS**

Under reference to item 3 of page 28 of the Minute of the meeting of this Board held on 21st August, 2014 there was submitted a report by the Director of Children's Services relative to issues raised and comments made in the course of the consultation exercise and recommendations to progress the proposals.

The report intimated that, in line with legislative requirements, a formal consultation on the proposal to review catchment arrangements affecting St Fillan's and Our Lady of Peace Primary Schools had been held. Responses to the proposal to review the catchment area were detailed in Appendix 1 to the report. The outcome of this consultation demonstrated support for the proposal to alter the catchment areas to create a natural geographical boundary which would allow all denominational pupils the opportunity to attend the local denominational school in Houston.

**DECIDED:**

- (i) That the issues raised through the formal consultation detailed in Appendix 1 to the report be noted;

- (ii) That the comments made by Education Scotland in relation to the educational benefits of the proposals detailed in Appendix 4 to the report be noted;
- (iii) That the revised catchment arrangements affecting St Fillan's and Our Lady of Peace Primary Schools be approved; and
- (iv) That it be noted that the catchment changes would be implemented from August 2015.

**4(c) RESPONSE TO PROPOSALS TO CONSULT ON THE RELOCATION OF ST FERGUS' PRIMARY SCHOOL TO A NEW SCHOOL BUILDING AND A CATCHMENT REVIEW AFFECTING ST FERGUS' AND ST MARY'S PRIMARY SCHOOLS**

Under reference to item 5 of page 29 of the Minute of the meeting of this Board held on 21st August, 2014 there was submitted a report by the Director of Children's Services relative to issues raised and comments made in the course of the consultation exercise and recommendations to progress the proposals.

The report intimated that, in line with legislative requirements, a formal consultation on the proposal to relocate St Fergus' Primary School to a new school building and review catchment arrangements affecting St Fergus' and St Mary's Primary Schools had been held. Responses to the proposals were detailed in Appendix 1 to the report.

Based on site evaluations of the existing St Fergus' Primary School site; the former Ferguslie Primary School site; and the vacant site at the north west junction of Blackstoun Road and Bankfoot Road, Paisley and an assessment of the site in terms of its educational benefits; size and operational efficiency; ground conditions; and the Council's strategic land use objectives within the Ferguslie area of Paisley, the report recommended that the site at the north west junction of Blackstoun Road and Bankfoot Road, Paisley presented the most suitable location for the new school.

**DECIDED:**

- (i) That the issues raised through the formal consultation detailed in Appendix 1 to the report be noted;
- (ii) That the comments made by Education Scotland in relation to the educational benefits of the proposals detailed in Appendix 4 to the report be noted;
- (iii) That the relocation of St Fergus' Primary School to a new school building on the site of the north west junction of Blackstoun Road and Bankfoot Road, Paisley be approved;
- (iv) That the development of detailed project proposals, including project design, fully developed project costing, financial assessment and funding approach for the construction of a new school be approved;
- (v) That it be noted that the new facility would be delivered by the Council's property services section, augmented by external consultants as required, and that a main contractor would be appointed through an open tender process; and
- (vi) That the revised catchment arrangements affecting St Fergus' and St Mary's Primary Schools be approved and implemented from August 2015.



### 5(a) **HUGH SMILEY PRE-5 CENTRE PAISLEY**

There was submitted a report by the Director of Children's Services relative to the inspection by Education Scotland of Hugh Smiley Pre-5 Centre, Paisley.

The inspection report and quality indicator evaluations, published by Education Scotland on 6th January, 2015, were appended to the report. The inspection report had identified four key strengths and one area for further improvement. It was noted that Education Scotland would make no further visits in connection with the inspection. An improvement action plan had been developed, which would be shared with parents, indicating how the main findings of the inspection report would be addressed. In addition the centre would be supported by quarterly monitoring visits by the link education officer.

**DECIDED:** That the key strengths and the area for improvement in the Education Scotland report on the Hugh Smiley Pre-5 Centre, Paisley be noted.

### 5(b) **FOXLEA PRE-5 CENTRE PAISLEY**

There was submitted a report by the Director of Children's Services relative to the inspection by Education Scotland of Foxlea Pre-5 Centre, Paisley.

The inspection report and quality indicator evaluations, published by Education Scotland on 6th January, 2015, were appended to the report. The inspection report had identified two key strengths and four areas for further improvement. Education Scotland had concluded that Foxlea Pre-5 Centre needed additional support and more time to make necessary improvements. The area lead officer would discuss the most appropriate support in order to build capacity for improvement and Education Scotland would maintain contact to monitor progress. A progress report would be submitted to Education Scotland who would carry out a further inspection within 18 months of the publication of their report. This report would be submitted to a future meeting of this Board.

An improvement action plan had been developed indicating how the main findings of the inspection report would be addressed. In addition the centre would be supported by weekly monitoring visits by the link education officer.

**DECIDED:** That the key strengths and the areas for improvement in the Education Scotland report on the Foxlea Pre-5 Centre, Paisley be noted.

## 6 **ENGAGING WITH PARENTS (REPORTING ON PUPIL PROGRESS)**

There was submitted a report by the Director of Children's Services relative to improving the way in which education establishments engaged with parents on reporting progress on children's learning.

The report intimated that Building the Curriculum 5 (2011) provided guidance for all teaching staff on the main areas of the assessment strategy for Curriculum for Excellence. It set out key messages about principles of assessment, standards and expectations, ensuring consistency, CPD and support, reporting to parents, informing self-evaluation for improvement and monitoring standards over time.

A cross-sectoral working group had been set up within Renfrewshire Council to take forward the reporting to parents aspect of Building the Curriculum 5 (2011) and the work of the group was detailed in the report. An action plan had been developed to support the work of the group and this formed the appendix to the report.

**DECIDED:**

- (a) That the work of the group be noted; and
- (b) That the action plan, detailed in the appendix to the report, be approved.

## **7 HOME TO SCHOOL TRANSPORT - ELIGIBILITY LIST UPDATE**

There was submitted a report by the Director of Children's Services relative to the Home to School Transport Policy approved at the meeting of this Board held on 9th May, 2013. This policy document included a transport eligibility address list which identified those addresses that would be entitled to free school transport.

This list required to be amended as a result of the construction of the new St James' Primary School in Renfrew adjacent to the old school site. The impact of this school relocation was that some addresses which qualified previously for free school transport no longer did and some addresses which had not qualified previously for free school transport now did.

**DECIDED:**

- (a) That it be noted that in certain circumstances (eg construction of a new school building) there would be a requirement to adjust the Transport Eligibility Address List to reflect the relevant additions and removals of postal addresses;
- (b) That it be agreed that the amended Transport Eligibility Address List be published on the Council's website;
- (c) That it be agreed that those pupils currently receiving free school transport, but that were no longer entitled because of the change in the Transport Eligibility Address List would continue to do so while they attended the school. Siblings of these pupils would only be provided transport in instances where the pupil enrolled in the school at a time when their sibling attended the school and this would continue for the pupil until he/she leaves the school;
- (d) That it be noted that the new Transport Eligibility Address List would be effective for all other enrolments or pupils from the start of the school term in August 2015; and
- (e) That it be agreed that where future updates were required to the Transport Eligibility Address List these would be established by measuring distance using the Council's geographic information system (GIS) tools and Ordnance Survey large scale digital mapping in line with current policy. This list would be updated and maintained accordingly by Children's Services.

## 8 **DISTRIBUTION OF FUNDING TO SUPPORT SERVICES FOR CHILDREN AND FAMILIES - OUT-OF-SCHOOL CARE SUPPORT 2015/16**

There was submitted a report by the Director of Children's Services relative to the allocation of funding to voluntary organisations to support and develop independent out-of-school care services during 2015/16. This funding was used to support individual out-of-school care providers and play scheme services during the spring and summer holiday periods for children with additional support needs as detailed in appendix 1 to the report.

The report proposed that the system of allocating points for applications based on criteria, which subsequently translated into a sum of money, be continued and that the criteria be maintained at the current level of £200 per point. Appendix 2 to the report detailed the criteria employed for the disbursement of these funds.

### **DECIDED:**

(a) That the funding previously committed to Capability Scotland to deliver holiday playschemes, as outlined in paragraphs 4.1 and 4.2 of the report, be noted;

(b) That the proposals for the allocation of funding, as detailed in section 4 of the report and in the appendices to the report, be approved; and

(c) That it be agreed that the current criteria for disbursement of resources on a points basis be maintained at £200 per point.

## 9 **DISTRIBUTION OF FUNDING TO SUPPORT SERVICES FOR CHILDREN AND FAMILIES - PRE-FIVE VOLUNTARY SECTOR GRANTS 2015/16**

There was submitted a report by the Director of Children's Services relative to the distribution of funding to support services for pre-five voluntary sector providers.

The report proposed the allocation of £8,850 to support the delivery of playgroups and parent and toddler groups in the pre-five sector, with the balance of £1,150 to be disbursed at a later date. The appendix to the report outlined the grant allocation to specific pre-5 voluntary sector organisations.

**DECIDED:** That the proposals for grant funding, as detailed in the appendix to the report, be approved.

## 10 **DISTRIBUTION OF FUNDING TO SUPPORT SERVICES FOR CHILDREN AND FAMILIES - FUNDING ALLOCATION FOR 2015/16**

There was submitted a report by the Director of Children's Services relative to the distribution of funding to support services for children and families.

The report proposed the allocation of funding of £872,241 to partner providers to support a range of voluntary sector organisations in relation to the delivery of services for families with young children and day-care provision. The appendix to the report detailed the proposed allocation of resources to voluntary sector partner providers.

**DECIDED:**

(a) That the proposals for the allocation of funding, as detailed in the appendix to the report, be approved; and

(b) That it be noted that specific allocations in relation to pre-school voluntary sector grants and out-of-school care funding were the subject of separate reports to this meeting of the Board.

**11 SCHOOL HOLIDAY ARRANGEMENTS SCHOOL SESSION 2016/17**

There was submitted a report by the Director of Children's Services relative to the pattern of school holiday arrangements for school session 2016/17.

The report intimated that, in line with consultation arrangements, four possible proposals had been circulated to staff, parent councils, pupil councils, teaching and other trade unions for consideration. The school holiday proposal preferred by the majority of those consulted was detailed in appendix 1 to the report, with appendices 2, 3 and 4 showing the holiday patterns less favoured. The outcome of the consultation was detailed in appendix 5 to the report.

**DECIDED:** That the Director of Children's Services be authorised to set school holiday arrangements for academic year 2016/17 in line with appendix 1 to the report.

**12 WORKFORCE PLANNING**

There was submitted a report by the Director of Children's Services relative to workforce planning. The report intimated that effective workforce planning played an important role in ensuring appropriate provision of staff in order to continue to improve and sustain the quality of provision to the children and young people of Renfrewshire.

The context both nationally and locally in terms of workforce planning was challenging and over the last few years it had become increasingly difficult to attract a suitable number of candidates for head teacher positions. Children's Services had taken a number of proactive steps to improve the situation through a range of measures as detailed in the report.

Councillor Henry, seconded by Councillor M Macmillan, moved:

(a) That the challenging context both nationally and locally in terms of workforce planning be noted;

(b) That the current challenges in attracting suitable candidates for head teacher posts be noted; and

(c) That the proactive steps taken by Children's Services to improve the situation through a range of measures including leadership development strategy, head teacher assessment centres, JNC working groups and continuous monitoring of supply teacher availability be noted.

Councillor Cameron, seconded by Councillor Perrie, moved as an amendment that the Board moves consideration of item 12 to a future meeting of the Board. The report shall be brought back to members containing further information on potential school management arrangements.

On the roll being called, the following members voted for the amendment: Councillors Perrie, Mack, Cameron, Noon and M Brown.

The following members voted for the motion: Councillors Murrin, J Sharkey, M Sharkey, Williams, Glen, Henry, M Macmillan and I McMillan and I Keith.

5 members having voted for the amendment and 10 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:**

(a) That the challenging context both nationally and locally in terms of workforce planning be noted;

(b) That the current challenges in attracting suitable candidates for head teacher posts be noted; and

(c) That the proactive steps taken by Children's Services to improve the situation through a range of measures including leadership development strategy, head teacher assessment centres, JNC working groups and continuous monitoring of supply teacher availability be noted.

### 13 **VOLUNTARY SECTOR GRANTS 2015/16**

There was submitted a report by the Director of Children's Services relative to applications received for grant support to voluntary and independent organisations for 2015/16 totalling £75,500 as detailed in the appendices to the report.

**DECIDED:**

(a) That the recommendations for grant support to voluntary organisations, as detailed within the report and appendices be approved; and

(b) That it be noted that payment of grant awards would be made subject to organisations satisfying the Council's conditions of grant.

**VALEDICTORY**

The Convener advised that this was Robert Naylor's last Education Policy Board meeting before he took up his new post at Falkirk Council. She thanked him both personally and on behalf of the administration for his tireless work and advice. Councillor Cameron, on behalf of the SNP group also paid tribute.



## Minute of Meeting

### Sport, Leisure & Culture Policy Board

Date	Time	Venue
Thursday, 05 March 2015	15:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Perrie, M Devine, M Sharkey, Henry, M Macmillan, McCartin, McGee, Clark, Noon, Holmes and Harte.

#### CHAIR

Councillor Harte, Convener, presided.

#### IN ATTENDANCE

J McKellar, Acting Head of Service (Children's Services); and D Low, Senior Committee Services Officer, D Forbes, Finance Manager and E Currie, Committee Services Officer (all Finance & Resources).

#### APOLOGIES

Councillors Kelly and Cameron.

#### DECLARATIONS OF INTEREST

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

## 1 REVENUE BUDGET MONITORING REPORT

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Children's Services for the service for the period 1st April, 2014 to 2nd January, 2015.

### **DECIDED:**

(a) That the budget position be noted; and

(b) That it be noted that there had been net budget realignments of £11,832 processed since the last report relating to transfers to the corporate landlord and the realignment of non-domestic rates budgets.

## 2 CAPITAL BUDGET MONITORING REPORT

There was submitted a capital budget monitoring report by the Director of Finance & Resources for the service for the period 1st April, 2014 to 2nd January, 2015.

**DECIDED:** That the report be noted.

## 3 SERVICE IMPROVEMENT PLAN OUTTURN REPORT

There was submitted a report by the Chief Executive relative to the service improvement plan (SIP) outturn report for the service to February 2015.

The SIP detailed the key challenges facing the service and outlined the range of activities the service would aim to achieve during 2014/17. Progress on the implementation of the SIP was monitored and reported to the Board on a six-monthly basis to allow the Board to review progress. This report updated the progress which had been achieved with the implementation of the SIP to the end of February 2015.

Following the integration of education and leisure and social work services under a new directorate and the transfer of leisure services to an expanded trust, an integrated service improvement plan would be developed by May 2015.

**DECIDED:** That the progress that had been made with the implementation of the 2014/15 to 2016/17 SIP actions relating to the service be noted.

## 4 ARTS AND MUSEUMS RECOGNITION FUND APPLICATION

There was submitted a report by the Chief Executive relative to an award of £39,672 from the Museums Galleries Scotland Recognition Fund to digitise the Paisley shawls and pattern book collections.

The report intimated that the Paisley Museum and Art Galleries collections of Paisley shawls and pattern books were recognised by Museums Galleries Scotland as 'collections of national significance to Scotland' enabling the Council to apply for funding through the Museums Galleries Scotland Recognition Fund.



In December 2014, Museums Galleries Scotland announced the award of £39,672 to complete the project which began in February 2015 and would take 13 months to complete. The project would create digital images with associated interpretative information which would be made publicly accessible within Paisley Museum and Art Galleries, thereby improving access to the collection for visitors.

**DECIDED:** That the report be noted.

## **5 CHILDREN AND FAMILIES MOBILE LIBRARY SERVICE UPDATE**

There was submitted a report by the Chief Executive relative to progress made in the change of use of one of the existing mobile libraries into a children's play, read, discover and learn bus.

The report intimated that a temporary co-ordinator of the mobile service had been appointed in October 2014 to establish and manage the new service. Two permanent posts of children and families mobile library workers had been appointed from the library service and a temporary play worker had been appointed to provide skills and expertise to deliver quality play sessions and support the day to day running of the bus.

The bus was currently being re-designed to create a new family-friendly space which would accommodate Bookbug sessions, play activities, books and reading and learning activities using ICT. The bus would also feature the Families First in Renfrewshire logo and the library mascots the Skoobs. It was anticipated that this work would be completed by the end of March 2015.

A project plan was being created following the Council's Project Management Framework which would outline service aims and priorities including key milestones and an evaluation in March 2016. A marketing strategy was being developed with the Council's communications team to raise awareness of the service including a launch event.

The bus would be aimed at children aged 0 to 12 years and their families and would visit early years establishments and schools to promote reading and a love of books as well as providing opportunities for storytelling and play sessions for children, parents and carers.

**DECIDED:** That the report be noted.

## **6 LIBRARIES DIGITAL SERVICES DEVELOPMENT IN 2014 UPDATE**

There was submitted a report by the Chief Executive relative to digital developments in the library service in 2014. The report intimated that the provision of high-quality information and communication technology (ICT) had become an increasingly important aspect of the services provided by Renfrewshire Library Service to its customers. As the service aimed to improve efficiency and modernise practices it was important that customers continued to receive excellent service and improved flexibility in how they accessed these services.

The key objectives for the libraries digital services development in 2014 were to promote social and digital inclusion by enabling access to ICT facilities; to support the ICT learning needs of adults, children and communities; to maximise the availability of all library content for all users; and to improve customer communication and transactional channels.

**DECIDED:** That the report be noted.

## **7 RENFREWSHIRE SPORT SERVICES "YOUNG HUB LEADERS"**

There was submitted a report by the Chief Executive relative to the development of a Renfrewshire Young Hub Leaders programme in partnership with sportscotland. The report intimated that this was a fresh approach to ensuring that every community sport hub had the views and opinions of young people at the heart of the decision-making process and would be rolled out to Renfrewshire hubs before the end of March 2015. There would be two Young Hub Leaders for every sports hub.

Young Hub Leaders would be individuals aged between 16 to 25 years who would consult with other young people in their community, join the committee and lead on specific roles within the hub. This role would require the selected individuals to commit one hour per week to their local sport hub by consulting with young people, completing tasks set out by the sport hub members and ensuring that the voice of young people could be heard at sport hub meetings. These young leaders would be identified through local schools and clubs and would be supported through a training programme delivered by sports services. They would be given a toolkit which would involve them devising a personal development plan, an action plan, developing social media and assisting in the development of a marketing plan for their community sport hub.

**DECIDED:** That the report be noted.

## **8 GRANTS TO VOLUNTARY CULTURAL ORGANISATIONS 2015/16**

There was submitted a report by the Chief Executive relative to applications received from voluntary cultural organisations for 2015/16 under the provisions of the Education (Scotland) Act 1980 and the Local Government (Scotland) Act 1994.

The report provided information on voluntary cultural organisations and made a series of recommendations for grant support for 2015/16, as detailed in the appendix to the report, totalling £16,499.

**DECIDED:**

(a) That the recommendations, as detailed in the appendix to the report, be approved subject to satisfactory financial reports being received; and

(b) That it be noted that all grant awards were subject to the Council's conditions of grant scheme.

## 9 GRANTS TO VOLUNTARY LEISURE ORGANISATIONS 2015/16

There was submitted a report by the Chief Executive relative to applications received from voluntary leisure organisations for 2015/16 under the provisions of the Education (Scotland) Act 1980 and the Local Government (Scotland) Act 1994.

The report provided information on grants to voluntary leisure organisations and made a series of recommendations for grant support for 2015/16, as detailed in the appendix to the report, totalling £15,179.

### **DECIDED:**

- (a) That the recommendations, as detailed in the appendix to the report, be approved subject to satisfactory financial reports being received; and
- (b) That it be noted that all grant awards were subject to the Council's conditions of grant scheme.



## Minute of Meeting

### Housing & Community Safety Policy Board

Date	Time	Venue
Tuesday, 10 March 2015	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, Murrin, M Devine, Grady, McEwan, J Sharkey, Williams, E Devine, Henry, McCartin and Nicolson.

#### CHAIR

Councillor Williams, Convener, presided.

#### IN ATTENDANCE

S MacDougall, Director of Community Resources; M Crearie, Director of Development & Housing Services; D Leask, Head of Facilities Management and O Reid, Interim Head of Public Protection (both Community Resources); E MacLean, Head of Housing Services, J Lynch, Head of Property Services and S Muir, Financial & Resource Manager (all Development & Housing Services); and D Forbes, Finance Manager and A McNaughton, Senior Committee Services Officer (both Finance & Resources).

#### ALSO IN ATTENDANCE

Chief Superintendent J Downie (Police Scotland) and P Tanzilli, Local Senior Officer, (Scottish Fire and Rescue Service).

#### APOLOGY

Councillor McGurk.

#### DECLARATIONS OF INTEREST

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

## 1 POLICE SCOTLAND

There was submitted a report by the Chief Superintendent, K Division, Police Scotland, relative to service performance in the Renfrewshire area during the period 1st April to 31st December, 2014.

The report provided an analysis of key performance indicators for both recorded and detected crime and covered all local police plan priority areas as detailed in the local police plan. The report indicated overall that the number of victims of crime continued to fall.

**DECIDED:** That the report and information provided be noted

## 2 BRIEFING PAPER - STRENGTHENING LOCAL POLICING PROPOSED MERGE OF WEST DUNBARTONSHIRE AND ARGYLL & BUTE WITH RENFREWSHIRE AND INVERCLYDE DIVISIONS (L AND K DIVISIONS)

There was submitted a report by the Chief Superintendent, K Division, Police Scotland, relative to the proposed merger of West Dunbartonshire and Argyll & Bute with Renfrewshire and Inverclyde Divisions (L and K Divisions).

The aim of the proposed merger was to improve the delivery of police services by strengthening local policing divisions, bringing together management and administration functions where appropriate, and ensuring the service continued to be efficient and sustainable in the longer term. The report outlined the rationale behind the proposals, the anticipated benefits, the potential risks, addressed misconceptions, and set out the consultation process that was ongoing to date.

**DECIDED:** That the report and information provided be noted.

## 3 SCOTTISH FIRE & RESCUE SERVICE

There was submitted a report by the Local Senior Officer, Scottish Fire and Rescue Service, relative to service performance in the Renfrewshire area during the period October to December, 2014.

The report highlighted improvements across a range of performance indicators and identified areas where further interventions were required. Over the period there had been no fire-related fatalities; incidences of deliberate fire-raising, accidental dwelling fires and non-domestic fires had risen; whilst false alarms had reduced; and there had been two fatalities as a result of road traffic collisions. The appendix to the report provided an analysis of performance and activities on a ward basis.

**DECIDED:** That the report and information provided be noted.

## **VALEDICTORY**

On behalf of the Board, the Convener thanked P Tanzilli, Local Senior Officer, Scottish Fire and Rescue Services, for the advice and assistance he provided to the Board and wished him a long and happy retirement.

### **4 REVENUE BUDGET MONITORING REPORT**

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Development & Housing Services for the period 1st April, 2014 to 2nd January, 2015.

#### **DECIDED:**

(a) That the budget position be noted: and

(b) That it be noted that there had been budget adjustments of £19,179 related to the transfer of staffing costs to Finance & Resources and the realignment of non-domestic rates budgets since the previous report.

### **5 CAPITAL BUDGET MONITORING REPORT**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to the Housing division of Development & Housing Services for the period 1st April, 2014 to 2nd January, 2015.

**DECIDED:** That the report be noted.

### **6 COMMUNITY SAFETY UPDATE**

There was submitted an update report by the Director of Community Resources relative to the activities carried out by the Community Safety Hub including Street Stuff, information about the 2014 festive safety programme and a range of community engagement, diversion, education and public reassurances.

The report highlighted that the Community Safety Hub and Street Stuff had been examined as part of the Integrated Inspection of Services for Children and Young People in Renfrewshire during January. The examination was led by the Care Inspectorate with support from HM Inspectorate of Constabulary for Scotland and a full inspection report was scheduled for publication later in 2015.

**DECIDED:** That the report be noted.

## **SEDERUNT**

Councillor McEwan left the meeting during consideration of the undernoted item of business and did not return.

## 7 **BUILDING SAFER COMMUNITIES**

There was submitted a report by the Director of Community Resources relative to a request from the Scottish Government Safer Communities Directorate that the Council agree formally to participate in the Building Safer Communities National Programme as one of seven initial locations across Scotland.

The choice of Renfrewshire as a location was based on the additional, related work already being carried out, particularly the Families First agenda in Ferguslie and the development of the integrated Johnstone Civic Centre. Participation on the National Programme would help the Council understand the impact that these initiatives had on building safer communities.

The advantage of participation in the short to medium term was an increased profile for the area nationally, reflecting positively on the work being carried out to build capacity and strengthen communities in Renfrewshire. Longer term, this focus would spotlight the issues of poverty and deprivation being tackled by the Council and the Safer Renfrewshire Partnership, serving to strengthen the case for a fairer deal for Renfrewshire nationally.

### **DECIDED:**

- (a) That participation in the Building Safer Communities National Programme be agreed;
- (b) That the Director of Community Resources be authorised to work with relevant community planning partners to develop suitable projects in Ferguslie Park/Phoenix and Johnstone Town Centre as part of the programme; and
- (c) That it be agreed that the Director of Community Resources submit progress reports to future meetings of this Board.

## 8 **HOUSING ENERGY EFFICIENCY AND CARBON REDUCTION PROGRAMMES: 2015/16**

Under reference to item 4 of page 45 of the Minute of the meeting of this Board held on 26th August, 2014 there was submitted a report by the Director of Development & Housing Services relative the Housing Energy Efficiency and Carbon Reduction Programmes 2015/16.

The report detailed the programme submitted for funding for 2015/16 under the Scottish Government Home Energy Efficiency Programme for Scotland: Area Based Schemes (HEEPS:ABS) initiative and the proposed arrangements for the delivery of Energy Company Obligations (ECO) support for Council properties over the same period.

In respect of the 2015/16 HEEPS:ABS initiative, the Council had secured a core allocation of £1,213,145. However, additional resources could be awarded to deliver larger scale and/or more ambitious projects.

The report explained the process to determine which utility company directly providing ECO would consider partnering with the Council to deliver the new phase of ECO supported projects. The offer from E:ON UK was considered the most advantageous to the Council in that it provided support for ECO measures (solid wall insulation) on a managed contract basis.



**DECIDED:**

- (a) That the allocation of £1,213,145 for projects in Renfrewshire during 2015/16 as part of the needs based allocation from the Scottish Government Housing Energy Efficiency Programme for Scotland: Area Based Schemes; be noted;
- (b) That it be noted that additional resources could be awarded to councils in a position to deliver additional, larger scale and/or more ambitious projects;
- (c) That the submission of an application for Housing Energy Efficiency Programme for Scotland: Area Based Schemes funding totalling £4,620,725 comprising the core allocation of £1,213,145 and additional funding totalling £3,407,580 by 20th February, 2015 in accordance with Scottish Government requirements, be endorsed;
- (d) That it be noted that the submission reflected consultation with the Federation of Local Housing Associations in Renfrewshire and incorporated projects, in priority order in accordance with Scottish Government guidance, that realistically could be delivered in 2015/16;
- (e) That it be noted that a further report would be submitted to this Board on 12th May, 2015 confirming the outcome of the application;
- (f) That the approach being taken to secure funding under the Energy Company Obligation be approved; and
- (g) That the Director of Development & Housing Services be authorised to conclude an agreement with E:ON UK for the provision of Energy Company Obligations support on qualifying projects for 2015/16, subject to the availability of sufficient levels of Housing Energy Efficiency Programme for Scotland: Area Based Schemes from the Scottish Government to support qualifying projects.

**9 PRIVATE SECTOR HOUSING INVESTMENT PROGRAMME 2015/18**

Under reference to item 2 of page 253 of the Minute of the special meeting of the Council held on 12th February, 2015 there was submitted an update report by the Director of Development & Housing Services relative to the delivery of the Private Sector Housing Investment Programme 2015/18. Appendix 1 to the report detailed the proposed expenditure based on present resource availability of £3.066 million and Appendix 2 listed properties within the existing district heating system in the George Street area of Paisley.

The report explained the delivery of key elements of the proposed programme, viz Adaptation Grants (assistance to older and disabled owners); Care and Repair Renfrewshire; Tenement Improvement Schemes; SHQS and other projects; George Street District Heating; Salaries and support to the Private Rented Sector/Miscellaneous Fees.

The nature of the programme would require adjustments to spend amongst projects across financial years.

**DECIDED:**

(a) That the Private Sector Housing Grant Investment Programme for the period 2015/18 as set out in the appendix to the report be approved;

(b) That it be noted that in future years the Private Sector Housing Grant Investment Programme would be subject to review on further consideration of capital or revenue funding sources as part of the Council's consideration and approval of its overall budget in 2016/17 and 2017/18, and taking cognisance of emerging regeneration initiatives and final SQHS requirements across Renfrewshire;

(c) That it be noted that expenditure on the Private Sector Housing Grant Investment Programme would continue to be monitored as part of the Council's capital monitoring process;

(d) That it be agreed that the Council, in partnership with East Renfrewshire Council, extend the existing contract for the provision of a Care and Repair service in Renfrewshire with Bridgewater Housing Association Limited to 31st March, 2017, as provided for within the current contract, subject to the satisfactory conclusion of tripartite contract negotiations and the approval of the Council's financial contribution by this Board on conclusion of those negotiations;

(e) That it be agreed that, on the basis that the replacement funding package detailed within the report was confirmed, notice be given to all residents in the proposed project area as identified in Appendix 2 to the report that the Council intends to close down the existing district heating system serving Council properties and owners. The date of the closure would be determined once a programme for the provision of new individual systems was agreed, and following a period of notice to the owners of not less than six months, during which time the Council would offer to install and commission a new system at no cost to the owner based on the funding package outlined within the report; and

(f) That the one-off provision of funding to assist owners with the installation of new individual gas central heating systems, as a consequence of the replacement of the Council-owned district heating system to a maximum of £150,000, under the power of well-being as provided by the Local Government in Scotland Act 2003, be approved, subject to approval of additional contributory funding by the Scottish Government, estimated at £270,000 through the 2015/16 Home Energy Efficiency Programme for Scotland: Area Based Schemes.

**EXCLUSION OF PRESS AND PUBLIC**

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of exempt information as defined in paragraphs 8 and 9 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

**10 BUILDING SERVICES: TRADING BUDGET MONITORING REPORT**

There was submitted a report by the Director of Development & Housing Services relative to the financial position of Building Services as at 2nd January, 2015.

**DECIDED:** That the current and projected year-end financial position of Building Services, as detailed within the report, be noted.



## Minute of Meeting

### Planning & Property Policy Board

Date	Time	Venue
Tuesday, 10 March 2015	15:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, Murrin, Perrie, Grady, M Sharkey, Kelly, E Devine, Hood, McGee, Gilmour, Audrey Doig, J MacLaren and Nicolson.

#### CHAIR

Councillor Kelly, Convener, presided.

#### APOLOGIES

Councillor McGurk.

#### IN ATTENDANCE

M Crearie, Director of Development & Housing Services; S Allan, Head of Amenity Services (Community Resources); F Carlin, Head of Planning & Development, J Lynch, Head of Property Services, D Bryce, Development Standards Manager, S McMillan, Policy & Regeneration Manager and S Marklow, Assistant Manager - Policy (all Development & Housing Services); and D Forbes, Finance Manager and K Brown, Committee Services Officer (both Finance & Resources).

#### DECLARATIONS OF INTEREST

Councillor Gilmour declared an interest in item 6 as he was a member of the Clyde Muirshiel Park Authority Joint Committee. However, as he considered the interest to be insignificant in terms of the Councillors' Code of Conduct, he did not consider it necessary to leave the meeting.

## 1 REVENUE BUDGET MONITORING REPORT

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Development & Housing Services for the Planning and Property & Construction Services Divisions for the period 1st April, 2014 to 2nd January, 2015.

### **DECIDED:**

- (a) That the budget position be noted;
- (b) That it be noted that there had been net budget realignments of £28,899 processed since the last report which related to transfers to the corporate landlord and the realignment of Non-Domestic Rates budgets;
- (c) That the reprofiling of £175,000 of the budget for the development of Energy Management to 2015/16 be approved; and
- (d) That appropriate officers be authorised to work, in conjunction with the Director of Finance & Resources, to reprofile the programme further, as required, to optimise the use of Council approved resources.

## 2 CAPITAL BUDGET MONITORING REPORT

There was submitted a capital budget monitoring report by the Director of Finance & Resources for the Planning Service and Corporate Projects (Property) Divisions for the period 1st April, 2014 to 2nd January, 2015.

**DECIDED:** That the report be noted.

## 3 RENFREW TOWN CENTRE SIMPLIFIED PLANNING ZONE

There was submitted a report by the Director of Development & Housing Services relative to feedback on the consultation exercise for the establishment of a Simplified Planning Zone (SPZ) in Renfrew town centre and detailing the next steps in the preparation of the SPZ.

Councillor Kelly, seconded by Councillor B Brown, moved:

- (a) That the progress made in relation to the establishment of the Renfrew Town Centre Simplified Planning Zone be noted; and
- (b) That it be agreed that following further consultation with key agencies, the local community and other stakeholders, the Simplified Planning Zone scheme and content be referred for determination to the Planning & Property Policy Board.

Councillor Nicolson, seconded by Councillor Perrie, moved as an amendment that the following paragraph be added to the recommendation in the report:

“2 2.1 (iii) Agrees that the proposed Simplified Planning Zone will contain provisions to ensure that the proliferation and clustering of business known as ‘pay day lenders’ will be discouraged to set up and operate in Renfrew Town Centre.”

On the roll being called, the following members voted for the amendment: Councillors Perrie, McGee, Audrey Doig and Nicolson.

The following members voted for the motion: Councillors B Brown, Murrin, Grady, M Sharkey, Kelly, E Devine, Hood and Gilmour.

The following member abstained: Councillor J MacLaren.

4 members having voted for the amendment, 8 members having voted for the motion and 1 member having abstained, the motion was accordingly declared carried.

**DECIDED:**

(a) That the progress made in relation to the establishment of the Renfrew Town Centre Simplified Planning Zone be noted; and

(b) That it be agreed that following further consultation with key agencies, the local community and other stakeholders, the Simplified Planning Zone scheme and content be referred for determination to the Planning & Property Policy Board.

#### **4 RENFREWSHIRE'S PLACES RESIDENTIAL DESIGN GUIDE**

There was submitted a report by the Director of Development & Housing Services relative to the publication of the “Renfrewshire’s Places Residential Design Guide”, a copy of which was appended to the report. The Guide provided examples of local good practice to illustrate what worked well in Renfrewshire and provided guidance to developers in terms of what should be considered in preparing development proposals.

**DECIDED:** That the “Renfrewshire’s Places Residential Design Guide” be approved as a means of providing advice and guidance to prospective developers.

#### **5 TOWN CENTRE STRATEGY AND ACTION PLAN - ERSKINE AND LINWOOD**

There was submitted a report by the Director of Development & Housing Services relative to the draft Town Centre Strategy and Action Plan for Erskine and Linwood, both of which were appended to the report. It was noted that the draft strategies would form the basis for consultation with the local community and key stakeholders and representations received during the consultation process would be reported to the Board, prior to the approval of the final plans late in 2015.

**DECIDED:**

(a) That it be agreed that the Director of Development and Housing Services be authorised to progress publicity and consultation with local communities and key stakeholders on the content of the draft Town Centre Strategy and Action Plans for Erskine and Linwood; and

(b) That it be agreed that further reports be provided to the Board upon completion of the consultation process and prior to the approval of the final strategies and action plans.

## **6 SEMPLE TRAIL HERITAGE PROJECT: UPDATE**

There was submitted a report by the Director of Development & Housing Services relative to progress on the Semple Trail Heritage Project and providing an overview of forthcoming works, the delivery of which was being led by Development & Housing Services in partnership with a range of Council services and partner agencies.

**DECIDED:** That the progress made to date on the Semple Trail Heritage Project be noted.

## **7 5 EAST FULTON HOLDINGS, CLIPPENS ROAD, LINWOOD**

There was submitted an update report by the Director of Development & Housing Services relative to a breach of planning control in relation to the site at 5 East Fulton Holdings, Clippens Road, Linwood, which had been subject to unauthorised development within the designated greenbelt.

**DECIDED:** That the current planning position in relation to the unauthorised development of the site at 5 East Fulton Holdings, Clippens Road, Linwood be noted.

## **8(a) SHOP PREMISES AT 10 HOUSTON SQUARE, JOHNSTONE**

There was submitted a report by the Director of Development & Housing Services seeking consent to grant a three-year lease to the existing tenant of the shop premises at 10 Houston Square, Johnstone.

**DECIDED:** That a three-year lease to the existing tenant of the shop premises at 10 Houston Square, Johnstone be approved, subject to the Head of Corporate Governance concluding the lease on behalf of the Council and subject to the terms and conditions detailed within the body of the report.

## **8(b) SHOP PREMISES AT 4 BARSCUBE TERRACE, PAISLEY**

There was submitted a report by the Director of Development & Housing Services relative to provisional terms and conditions agreed for a new lease of the shop premises at 4 Barscube Terrace, Paisley.

**DECIDED:** That authority be granted to the Head of Property Services and the Head of Corporate Governance to conclude the lease of the shop premises at 4 Barscube Terrace, Paisley, based on the main terms and conditions contained in the report.

## **8(c) DISPOSAL OF PROPERTY AT 4A YORK WAY, RENFREW**

There was submitted a report by the Director of Development & Housing Services relative to the outcome of the marketing of the property at 4a York Way, Renfrew and seeking approval for the sale of the property.



Councillor Kelly, seconded by Councillor B Brown, moved:

(a) That the Head of Corporate Governance be authorised to conclude the sale of the property at the purchase price outlined in the report and subject to the consent of Scottish Ministers; and

(b) That it be agreed that the Director of Development & Housing Services seek Scottish Ministers' consent in terms of Section 12(7) of the Housing (Scotland) Act 1987 with regard to the proposed disposal of Housing Revenue Account land and property.

Councillor Nicolson, seconded by Councillor Perrie, moved as an amendment against the disposal of the property.

On the roll being called, the following members voted for the amendment: Councillors Perrie, McGee, Audrey Doig and Nicolson.

The following members voted for the motion: Councillors B Brown, Murrin, Grady, M Sharkey, Kelly, E Devine, Hood, Gilmour and J MacLaren.

4 members having voted for the amendment and 9 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:**

(a) That the Head of Corporate Governance be authorised to conclude the sale of the property at the purchase price outlined in the report and subject to the consent of Scottish Ministers; and

(b) That it be agreed that the Director of Development & Housing Services seek Scottish Ministers' consent in terms of Section 12(7) of the Housing (Scotland) Act 1987 with regard to the proposed disposal of Housing Revenue Account land and property.

## 9 **PLANNING APPLICATIONS**

There were submitted reports by the Director of Development & Housing Services relative to proposal of application notices.

**(a) 14/0843/NO – WARD 7: ERECTION OF A RESIDENTIAL DEVELOPMENT, IN PRINCIPLE: SITE 30 METRES SOUTH OF 2 TO 28 ABBEY ROAD, ELDESLIE, JOHNSTONE – DAWN HOMES LIMITED**

**DECIDED:** That the report be noted.

**(b) 14/0889/NO – WARD 8: ERECTION OF RESIDENTIAL DEVELOPMENT WITH ASSOCIATED INFRASTRUCTURE WORKS, IN PRINCIPLE: 2 MOUNT PLEASANT, SHUTTLE STREET, KILBARCHAN, JOHNSTONE – THE GLENTYAN ESTATES**

**DECIDED:** That the report be noted.

**(c) 14/0940/NO – WARD 7: ERECTION OF RESIDENTIAL DEVELOPMENT WITH ASSOCIATED ACCESS ROADS, OPEN SPACE AND LANDSCAPING: SITE OF FORMER ST CUTHBERT'S SCHOOL, HALLHILL ROAD, JOHNSTONE – PERSIMMON HOMES LIMITED**

**DECIDED:** That the report be noted.

**(d) 15/0059/NO – WARD 4: ERECTION OF LOGISTICS SITE WITH CLASS 5 AND CLASS 6: LAND AT PHOENIX PARK, LINWOOD ROAD, PAISLEY – A & D LOGISTICS LIMITED**

**DECIDED:** That the report be noted.

**(e) 15/0085/NO – WARD 11: ERECTION OF RESIDENTIAL DEVELOPMENT WITH ASSOCIATED LANDSCAPING, ROADS AND DRAINAGE INFRASTRUCTURE: NORTH BARR, BANCHORY AVENUE, INCHINNAN, RENFREW – CALA MANAGEMENT LIMITED**

**DECIDED:** That the report be noted.

**(f) 15/0121/NO – WARD 9: ERECTION OF A RESIDENTIAL DEVELOPMENT: SITE BETWEEN SANDHOLES FARM AND 33 SANDHOLES ROAD, BROOKFIELD, JOHNSTONE – GLADMAN DEVELOPMENTS LIMITED**

**DECIDED:** That the report be noted.

## **EXCLUSION OF PRESS AND PUBLIC**

The Board resolved to exclude the press and public from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of exempt information as defined in paragraphs 8 and 12 of Part I of Schedule 7A of the Local Government (Scotland) Act, 1973.

## **10 JOHNSTONE TOWN HALL: UPDATE**

There was submitted an update report by the Director of Development & Housing Services relative to the successful development of the new Johnstone Town Hall.

### **DECIDED:**

(a) That the successful completion of the newly built Johnstone Town Hall and the acceptance of the keys on 16th February, 2015 be noted;

(b) That it be noted that work was now being progressed to occupy the building and to vacate the Council properties at Floorsburn House, McDowall Street Registry Office, the Collier Street office and the temporary library at Collier Street, Johnstone;

(c) That the basis of the licence agreement entered into with Macmillan Cancer Support for their right to occupy part of the new library be noted;

(d) That the lease agreement entered into with Police Scotland which secured their involvement with the project be approved;

(e) That an exemption to the Council's firearms policy be approved, as Police Scotland may, on occasion, have firearms secured within the police station, as part of their operational activities; and

(f) That it be noted that a future report detailing the final build cost would be presented to the Board, following the completion of the snagging period of one year.

## 11 **RENFREWSHIRE LOCAL DEVELOPMENT PLAN UPDATE**

There was submitted a report by the Director of Development & Housing Services relative to appeals lodged with the Court of Session challenging the validity of the Adopted Renfrewshire Local Development Plan (LDP).

**DECIDED:** That the progress made in relation to the statutory appeals be noted.



## Minute of Meeting

### Environment Policy Board

Date	Time	Venue
Wednesday, 11 March 2015	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors M Devine, Grady, McGurk, E Devine, I McMillan, Caldwell, Bibby, Gilmour, Provost Hall, Councillors Audrey Doig and J MacLaren.

#### CHAIR

Councillor E Devine, Convener, presided.

#### IN ATTENDANCE

S MacDougall, Director of Community Resources; S Allan, Head of Roads & Transportation, D Leask, Head of Facilities Management, O Reid, Interim Head of Public Protection, D Walls, Head of Resources, K Anderson, Amenity Services Manager (Waste), A Summers, Amenity Services Manager (StreetScene and Land Services), K Markwick, Amenity Services Manager (Roads & Transportation), A McNab, Transportation Manager, K Carr, Site Services Manager and D Farrell, Financial & Resource Services Manager (all Community Resources); and D Forbes, Finance Manager, and A McNaughton, Senior Committee Services Officer (both Finance & Resources).

#### APOLOGIES

Councillors Andy Doig and Nicolson.

#### DECLARATIONS OF INTEREST

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

## 1 **REVENUE BUDGET MONITORING REPORT**

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources and Community Resources relative to Community Resources for the period 1st April, 2014 to 2nd January, 2015.

### **DECIDED:**

(a) That the budget position be noted; and

(b) That it be noted that there had been budget realignments of £1,240,513 processed since the last report, primarily related to the approved transfer of the Social Work transport function to Community Resources.

## 2 **CAPITAL BUDGET MONITORING REPORT**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to Community Resources for the period 1st April, 2014 to 2nd January, 2015.

**DECIDED:** That the report be noted

## 3 **BRIDGES AND OTHER ROAD STRUCTURES CAPITAL INVESTMENT PROGRAMME 2015/16**

There was submitted a report by the Director of Community Resources relative to the capital investment programme for bridge and other road structures to be delivered during 2015/16 at a cost of £1,735,000. The report included a prioritised list of projects to be undertaken over the period.

### **DECIDED:**

(a) That the capital investment programme for planned capital investment in bridges and other road structures of £1,735,000 for financial year 2015/16 be approved; and

(b) That the Director of Community Resources be authorised to manage and review the planned bridge and other road structures investment programme to achieve full investment of available resources.

## 4 **ROADS & FOOTPATHS CAPITAL INVESTMENT PROGRAMME FINANCIAL YEAR 2015/16**

There was submitted a report by the Director of Community Resources relative to the capital investment programme for roads and footpaths to be delivered during 2015/16 at a cost of £3.762 million. The report detailed the road and footpath programme of works and included, as appendices, lists of proposed work in urban areas, footway resurfacing and carriage resurfacing.

**DECIDED:**

(a) That the improvement programme for the roads and footpath network as detailed within the report for delivery during financial year 2015/16 be approved; and

(b) That the Director of Community Resources be authorised to manage and review the roads and footpath improvement programme to achieve full investment of available resources during financial year 2015/16.

## **5 STREET LIGHTING CAPITAL INVESTMENT PROGRAMME FINANCIAL YEAR 2015/16**

There was submitted a report by the Director of Community Resources relative to the capital investment programme for street lighting asset replacement to be delivered during 2015/16 at a cost of £750,000. The report detailed the priority programme of street lighting works to be carried out over the period and provided a update on the development of a Street Lighting Strategy.

**DECIDED:**

(a) That the programme for planned capital investment in street lighting as detailed within the report for delivery during financial year 2015/16 at a cost of £750,000 be approved; and

(b) That the Director of Community Resources be authorised to manage and review the capital investment programme for street lighting where necessary in order to achieve full investment of available resources during financial year 2015

## **6 OPERATIONAL PERFORMANCE REPORT**

There was submitted an update report by the Director of Community Resources relative to the operational performance of the services and key projects delivered by Community Resources from April 2014 to January 2015.

**DECIDED:** That the operational performance update be noted.

**EXCLUSION OF PRESS AND PUBLIC**

The Board resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information as defined in paragraphs 8 and 9 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

## **7 VEHICLE MAINTENANCE TRADING OPERATION BUSINESS PLAN (2015/18) EXECUTIVE SUMMARY**

There was submitted a report by the Director of Community Services relative to an executive summary of the Vehicle Maintenance Trading Operation Business Plan for 2015/18. An action plan was appended to the report.

**DECIDED:** That the Vehicle Maintenance Trading Operation Business Plan 2015/18 be approved.

**8 CATERING TRADING OPERATION BUSINESS PLAN (2015/18) EXECUTIVE SUMMARY**

There was submitted a report by the Director of Community Services relative to an executive summary of the Catering Trading Operation Business Plan 2015/18. An action plan was appended to the report.

**DECIDED:** That the Catering Trading Operation Business Plan 2015/18 be approved.

**9 ROADS SERVICE TRADING OPERATION BUSINESS PLAN (2015/18) EXECUTIVE SUMMARY**

There was submitted a report by the Director of Community Services relative to an executive summary of the Roads Service Trading Operation Business Plan 2015/18. An action plan was appended to the report.

**DECIDED:** That the Road Service Trading Operation Business Plan 2015/18 be approved.

**10 TRADING ORGANISATIONS - TRADING AND BUDGET MONITORING STATEMENTS**

There were submitted trading and budget monitoring reports by the Director of Community Resources relative to the vehicle maintenance, catering and roads trading organisations for the period 1st April, 2014 to 2nd January, 2015.

**DECIDED:** That the reports be noted.

**VALEDICTORY**

On behalf of the Board, the Convener extended thanks to David Walls, Head of Resources (Community Resources) for the exemplary professionalism he had displayed during his career in public service and for the advice and assistance he had provided to the Board, and wished him a long and happy retirement.Â These sentiments were echoed by all members present.



## Minute of Meeting

### Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 11 March 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Murrin, Grady, Williams, Henry, Bibby, Gilmour, Audrey Doig, Holmes, Harte and Nicolson.

#### CHAIR

Councillor Holmes, Convener, presided

#### IN ATTENDANCE

A Russell, Director of Finance & Resources; M Carberry, Head of Reform & Change Management, K Graham, Head of Corporate Governance, D Marshall, Head of HR & Organisational Development, A MacArthur, Acting Head of Corporate Finance, E Coventry, Democratic Services Officer and C MacDonald, Senior Committee Services Officer (all Finance & Resources).

#### APOLOGIES

Councillors McGurk and Noon.

#### DECLARATIONS OF INTEREST

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

**1(a) PROCUREMENT SUB-COMMITTEE MEETINGS (I) 21 JANUARY AND (II) 18 FEBRUARY, 2015**

There were submitted the Minutes of the meetings of the Procurement Sub Committee held on 21st January and 18th February, 2015, which form Appendices I and II hereto.

**DECIDED:** That the Minutes be approved.

**1(b) JCB: NON-TEACHING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non Teaching held on 10th February, 2015, which forms Appendix III hereto.

**DECIDED:** That the Minute be approved.

**2(a) REVENUE BUDGET MONITORING TO 2 JANUARY, 2015**

There was submitted a joint revenue budget monitoring report by the Chief Executive and the Director of Finance & Resources in respect of Chief Executive's and Finance & Resources services for the period to 2nd January, 2015.

**DECIDED:**

(i) That the report be noted; and

(ii) That it be noted that since the last report there had been net budget realignments of £12,653 mainly related to a drawdown from Invest in Renfrewshire funds in relation to Employability offset by the realignment of Non Domestic Rates budgets and procurement savings.

**2(b) REVENUE BUDGET MONITORING - OVERVIEW**

There was submitted a capital budget monitoring report by the Director of Finance & Resources in respect of Chief Executive's and Finance & Resources services for the period to 2nd January, 2015.

**DECIDED:** That the report be noted.

**3(a) CAPITAL BUDGET MONITORING REPORT**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 2nd January, 2015.

**DECIDED:** That the report be noted.

### 3(b) **CAPITAL BUDGET MONITORING - OVERVIEW**

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 2nd January, 2015.

**DECIDED:** That the report be noted.

### 4 **REVENUES COLLECTION STATEMENT**

There was submitted a report by the Director of Finance & Resources relative to the collection performance for Council Tax and Non-Domestic Rates, as at 28th January, 2015, together with details of the total sums collected for the previous year for Council Tax and Non-Domestic Rates.

**DECIDED:** That the report be noted.

### 5 **BENEFITS ADMINISTRATION - WELFARE REFORM AND PERFORMANCE STATEMENT**

There was submitted a report by the Director of Finance & Resources relative to performance in relation to processing housing benefit and the Scottish Welfare Fund, as at the end of January 2015. The report also provided an update on the funding and expenditure position in relation to discretionary housing payments (DHP).

**DECIDED:** That the report be noted.

### 6 **NON DOMESTIC RATES - ACCOUNTS FOR WRITE-OFF**

There was submitted a report by the Director of Finance & Resources, in accordance with the Council's Financial Regulations, relative to the proposed write-off of Non-Domestic Rates accounts of over £10,000.

The Council's procedures for the recovery of the debts had been pursued without success although the Council would continue to monitor the accounts with a view to possible future recovery should circumstances change. An analysis of the debt proposed for write-off was contained in the report. The value of the debt proposed to be written off was £177,729.44.

**DECIDED:** That the write-off of £177,729.44, as detailed in the report, be approved.

### 7 **CIVIC HOSPITALITY**

There was submitted a report by the Director of Finance & Resources relative to requests received for civic hospitality as undernoted:

(a) Accord Hospice Annual Dinner – for civic hospitality by hosting a table of 10 at the Grand Central Hotel on 27th February 2015 at a cost of £650. Following consultation with the Provost, it had been agreed that the Council be represented at the dinner by up to five elected members and partners and the Director of Finance & Resources in consultation with the Provost made the necessary arrangements. The Board was asked to homologate the action taken.

(b) Kilbarchan General Society – for civic hospitality, in the form of a drinks reception at an estimated cost of £600 to mark the 250th Anniversary of Kilbarchan General Society. Following consultation with the Provost it was proposed that the Council provide appropriate civic hospitality.

**DECIDED:**

(i) That the action taken in respect of the request for civic hospitality for the Accord Hospice Annual Dinner be homologated; and

(ii) That it be agreed to provide appropriate civic hospitality for the Kilbarchan General Society and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

## Minute of Meeting

### Procurement Sub-Committee

Date	Time	Venue
Wednesday, 21 January 2015	15:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Holmes, Mack, Murrin, Nicolson, Noon and Williams.

#### CHAIR

Councillor Holmes, Convener, presided.

#### IN ATTENDANCE

A Russell, Acting Director of Finance & Corporate Services; J Lynch, Head of Property Services and B Spence, Housing Investment Manager (both Development & Housing Services); F Hughes, Procurement Manager, B Lambert, Senior Procurement Specialist, C Laughlan and K Scott, Assistant Category Managers, and P Shiach, Committee Services Officer (all Finance & Corporate Services)

#### APOLOGIES

Councillor McGurk

#### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT - APPOINTMENT OF CONTRACTOR TO CARRY OUT THE RESTORATION AND REFURBISHMENT OF THE RUSSELL INSTITUTE, PAISLEY**

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Development & Housing Services relative to the appointment of a contractor to carry out the restoration and refurbishment of the Russell Institute, Paisley.

The report advised that while the Council did not currently own the building negotiations with the owners, Greater Glasgow and Clyde NHS, on the transfer of ownership were at an advanced stage, and it was anticipated that Renfrewshire Council would take ownership of the building during January, 2015.

The report indicated that at the deadline for the return of tenders, four bids had been received. Following evaluation, two tender submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

(i) That the Head of Legal & Democratic Services be authorised, subject to the satisfactory conclusion of the property transfer negotiations with Greater Glasgow and Clyde NHS, to award the contract for the restoration and refurbishment of the Russell Institute, Paisley contract reference RC1411\_3056 (ITT6215) to Central Building Contractors (Glasgow) Limited;

(ii) That it be noted that it was anticipated that the contract would commence on 16th February, 2015, with the design consultation stage; and

(iii) That it be noted that the restoration and refurbishment work would commence on 8th June, 2015 with completion due on 6th May, 2016.

**1(b) CONTRACT AUTHORISATION REPORT - MEASURED TERM CONTRACT FOR YEAR 6 UNDER FRAMEWORK AGREEMENT FOR HOUSING CAPITAL INVESTMENT INTERNAL WORKS PROGRAMME (YEARS 6-9)**

There was submitted a joint report by the Acting Director of Finance & Corporate Services relative to the award of two Measured Term Contracts (MTC) under the framework agreement for the Housing Capital Investment Internal Works Programme (Years 6-9).

The report intimated that one MTC would be directly awarded under Lot 1 of the agreement which covered kitchens and bathrooms refurbishment, and rewiring. The second MTC would be awarded under Lot 2 of the agreement which covered the upgrading of gas and electric heating systems.

The report advised that the MTC would be directly awarded to the most economically advantageous tender received during the tender process for the framework agreement.

**DECIDED:**

(i) That the Head of Legal & Democratic Services be authorised to award the following MTCs under the Council's framework agreement for Housing Capital Investment Internal Works Programme as follows:

Lot 1 – Refurbishment of kitchens and bathrooms, and rewiring to Mitie Property Services (UK) Limited;

Lot 2 – Upgrade of gas and electric heating systems to Mitie Property Services (UK) Limited;

(ii) That it be noted that the MTCs would be in place for a period of one year from the date of award, with the anticipated date of award being on or after 2nd February, 2015; and

(iii) That it be noted that the anticipated spend over both MTCs in the period of one year would be up to £3m.

**1(c) CONTRACT AUTHORISATION REPORT - PROVISION OF HOUSING SUPPORT FOR SINGLE HOMELESS PEOPLE AND FAMILIES**

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Development & Housing Services relative to the award of the contract for the provision of housing support services for single homeless people and families.

The report indicated that at the deadline for the return of tenders, two bids had been received. Following evaluation both submissions met the bid criteria. Details of the criteria and ratings used to evaluate the bids were contained within the report.

**DECIDED:**

(i) That the Head of Legal & Democratic Services be authorised to award the contract for the provision of housing support services for single homeless people and families (contract reference RC1409\_2972 ITT6059) to Blue Triangle (Glasgow) Housing Association Limited; and

(ii) That it be noted that the contract term would be for a period of three years at a value of up to £447,765 excluding VAT, with an option to extend for a further one year period on two occasions bringing the total contract length, if extended, to five years with a maximum value of £746,275 excluding VAT.

**1(d) CONTRACT AUTHORISATION REPORT - STREET LIGHTING IMPROVEMENTS - JOHNSTONE TOWN CENTRE**

There was submitted a joint report by the Acting Director of Finance & Corporate Services and the Director of Community Resources relative to entering into a contract under the terms of Lot 2 of the framework agreement for street lighting maintenance, repairs, improvements and developments.

The report indicated that all four contractors on the framework agreement were invited to participate in the mini competition, and at the deadline for the return of tenders, only one bid, Lightways (Contractors) Limited had been received.

**DECISION:**

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for Street Lighting Improvement Works at Johnstone Town Centre to Lightways (Contractors) Limited with a contract value of £258,662.10;
- (ii) That it be noted that the period of the contract would be 20 weeks with an anticipated start date of 9th February, 2015; and
- (iii) That an additional £30,000 contingency sum on the contract for unforeseen circumstances required on site, be authorised.



## Minute of Meeting Procurement Sub-Committee

Date	Time	Venue
Wednesday, 18 February 2015	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Holmes, McGurk, Murrin, Nicolson and Williams.

### CHAIR

Councillor Holmes, Convener presided.

### IN ATTENDANCE

A Russell, Director of Finance & Resources; K McDonagh, Education Manager (Improvement) (Children's Services); O Reid, Interim Head of Public Protection (Community Resources); J Lynch, Head of Property Services (Development & Housing Services); K Graham, Head of Corporate Governance, F Hughes, Procurement Manager, B Lambert, Senior Procurement Specialist, E McLauchlin, Category Manager, C Laughlan and K Scott, Assistant Category Managers, and P Shiach, Committee Services Officer (all Finance & Resources).

### APOLOGIES

Councillor Noon

### DECLARATIONS OF INTEREST

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

**1(a) CONTRACT AUTHORISATION REPORT - FRAMEWORK ARRANGEMENT FOR THE PROVISION OF EARLY LEARNING AND CHILDCARE PLACES IN PRIVATE AND VOLUNTARY SECTOR NURSERIES WITHIN THE RENFREWSHIRE COUNCIL AREA**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to the award of a place on the framework arrangement to the private and voluntary sector nurseries detailed in appendices 2 and 3 of the report.

The report advised that an assessment had been carried out in relation to insurance provision, health and safety provision, care inspectorate grades and Education Scotland/HMle grades. Any provider who had been unable to evidence a grade three or above in relation to both Education Scotland/HMle and the Care Inspectorate was subject to a Council review/assessment to determine their suitability to provide services to the Council.

The report indicated that the tender documentation detailed the minimum requirements in relation to insurance provision. Following evaluation, two of the tenderers were unable to satisfy the Council's minimum requirements. The report indicated that the remaining 34 providers were recommended for a place on the framework agreement.

**DECIDED:**

- (i) That the Head of Corporate Governance be authorised to award a place on the framework arrangement to the providers listed in Appendix 2 to the report;
- (ii) That the Corporate Governance be authorised to award a conditional place on the framework arrangement to those providers listed in Appendix 3 to the report; and
- (iii) That it be noted that the commencement date under the framework agreement was anticipated to be 2nd March, 2015, and this would be confirmed in the letter of acceptance, for an initial period of 30 months with the provision to extend for two further periods of one year.

**1(b) CONTRACT AUTHORISATION REPORT - SEMPLE TRAIL HERITAGE PROJECT BUILT HERITAGE CONSTRUCTION WORKS**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to the award of a contract for Semple Trail Heritage Project built heritage construction works.

The report indicated that at the deadline for the return of tenders, five bids had been received. Following evaluation two submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

- (i) That the Head of Legal & Democratic Services be authorised to award the contract for Semple Trail Heritage Project built heritage construction works (ITT6212) to Central

Building Contractors (Glasgow) Limited trading as CBC Stone;

(ii) That it be noted that the cost of the contract would be approximately £261,748.45 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 1st June, 2015 with an anticipated completion date of 30th November, 2015.

**1(c) CONTRACT AUTHORISATION REPORT - INTEGRATED CCTV CONTROL ROOM FACILITIES MANAGEMENT**

There was submitted a joint report by the Directors of Finance & Resources and Development & Housing Services relative to entering into an agreement for facilities management services with Hub West Scotland Limited (Hubco) for the refurbishment of the former District Court building to create a new integrated CCTV control room.

The report advised that the Hubco initiative was set up and managed on behalf of the Scottish Government by Scottish Futures Trust. The Hubco was governed through a Territory Partnering Board (TPB) which provided strategic input into the long term running of the Hubco.

The report indicated that at the deadline for the return of tenders, two bids had been received. Following evaluation both submissions met the bid selection criteria. Details of the criteria and ratings used to evaluate the bids were contained in the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to enter into a development agreement for facilities management services with Hub West Scotland Limited (Hubco);

(ii) That it be noted that the ceiling value or affordability cap for the contract was £952,455; and

(iii) That it be noted that the construction period was expected to commence on 27th February, 2015 with an anticipated completion date of 29th June, 2015.



## Minute of Meeting

### Joint Consultative Board (Non Teaching)

Date	Time	Venue
Tuesday, 10 February 2015	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Glen, Noon and Williams.

#### IN ATTENDANCE

K Anderson, Amenity Services Manager Waste & Transportation (Community Resources); E Scott, Building Services Manager Services (Development & Housing Services); D Marshall, Head of HR & Organisational Development; G Campbell, Senior Health & Safety Officer; M Armstrong, Senior HR Adviser; R Laouadi, Principal HR Adviser; C Donnelly, HR & Organisational Development Manager; and P Shiach, Committee Services Officer (all Finance & Resources).

#### REPRESENTING APT&C STAFF

Representing Trade Unions – M Ferguson and S Hicks (both UNISON).

#### ALSO IN ATTENDANCE

J Lynch, Regional Officer, UNISON.

#### APPOINTMENT OF CHAIRPERSON FOR THIS MEETING

It was proposed and agreed that Councillor Williams chair the meeting.

#### APOLOGIES

Councillor Harte; J Boylan, (UNISON).

## 1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 19th November, 2014.

**DECIDED:** That the Minute be noted.

## 2 DEVELOPMENTS IN HEALTH AND SAFETY

There was submitted a report by the Head of HR & Organisational Development relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised and outlined training courses which had been undertaken since the last meeting of the Board.

In particular, it was noted that the tiered Hand Arm Vibration Syndrome surveillance programme was completed across services and preparations had begun for the 2015 programme; that the main programme of audiometry continued across the respective services; that other activities being undertaken included the continuing work with IT to enhance and develop electronic applications; and assistance was provided to Services to retain accreditation to BS OHSAS 18001:2007. Information and participative campaigns continued to be delivered as part of the Healthy Working Lives Gold award programme. A forum for first aiders located in Renfrewshire House continued to develop to facilitate co-operation and communication. The health and safety section continued to work with services to survey the fire arrangements, which included the number of fire wardens at key locations across the council estate. The health and safety section had worked with procurement to engage a new occupational health supplier, People Asset Management and the contract had commenced on 1st February, 2015.

In response to a question from Councillor Audrey Doig relating to training on defibrillators, the senior Health & Safety Officer indicated that, in line with current guidance, staff who had previously received training in first aid were being offered training on defibrillators in the first instance, and that training would be on-going. Councillor Doig indicated that a training room was available within the offices of Renfrewshire Leisure, if required.

M Ferguson referred to a number of staff health and safety surveys undertaken and raised concerns in relation to the availability of safety equipment. A meeting with the Head of HR & Organisational Development was requested in this regard. This was agreed.

**DECIDED:**

(i) That the Health and Safety Team meet with representatives from UNISON to discuss concerns raised in terms of the availability of safety equipment; and

(ii) That the report be otherwise noted.

## 3 AGENCY WORKERS

There was submitted a report by the Head of HR & Organisational Development relative

to the number of agency staff employed within the Council as at December, 2014, and detailing the capacity in which they were engaged. The report provided a breakdown by service, and indicated that the number of agency workers in all services had not increased since the last meeting of this Board.

The Head of HR & Organisational Development was then heard in response to questions from members of the Board on the report and, following a request from the Board, undertook to submit a report on temporary workers and overtime levels to a future meeting of the Board.

**DECIDED:**

- (i) That the Head of HR & Organisational Development submit a report on temporary workers and overtime levels to a future meeting of the Board; and
- (ii) That the report be otherwise noted.

#### 4 **DETAILS OF GRIEVANCES**

There was submitted a report by the Head of HR & Organisational Development relative to details of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there were a total of three grievances as at January, 2015.

**DECIDED:** That the information provided be noted.

#### 5 **ABSENCE MANAGEMENT STATISTICS**

There was submitted a report by the Head of HR and Organisational Development relative to the quarterly absence management statistics.

The report provided statistics on the number of employee days lost through absence by Department, and provided a comparison for the period from 23rd June to 31st December, 2014. Information was also detailed in relation to absence statistics by service and category of staff, together with comparisons on how services had performed against targets. An analysis of the reasons for absences during the period was also outlined in the report.

M Ferguson referred to concerns in relation to “fit notes” and “phased returns to work” and it was agreed that further discussions between the unions and management be undertaken in this regard.

**DECIDED:**

- (i) That further discussions between the unions and management be undertaken with regard to “fit notes” and “phased returns to work”; and
- (ii) That the report be otherwise noted.

**6 DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 19th March, 2015.



## Minute of Meeting

### Personnel Appeals and Applied Conditions of Service Appeals Panel

Date	Time	Venue
Thursday, 12 March 2015	09:30	CMR 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, Hood, Bibby, Audrey Doig, J MacLaren and Mullin.

#### CHAIR

Councillor Mullin, Convener, presided.

#### IN ATTENDANCE

L Mullin, Principal Human Resource and Organisational Development Officer and H Hoey, Committee Services Officer (both Finance & Resources).

#### DECLARATIONS OF INTEREST

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

#### EXCLUSION OF PRESS AND PUBLIC

The Appeals Panel resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

## **ADJOURNMENT**

As the appellant had failed to attend by the specified time, the meeting adjourned at 9.30 a.m. and reconvened at 9.45 a.m. to allow the appellant the opportunity to attend.

### **1 SOCIAL WORK**

Consideration was given to an appeal against dismissal on the grounds of lack of capability due to ill health submitted by a former Social Work employee.

The panel, having waited 15 minutes to allow the appellant the opportunity to attend, agreed that the appeal be dismissed, in accordance with paragraph 7.2.6 of the Disciplinary Procedures for Local Government Employees, Craft Operatives and Heads of Service, unless within 14 days of the date of the hearing, the appellant had provided, in writing, valid and acceptable reasons why the Appeals Panel should not do so.

Mr I Beattie, Adult Services Manager (Social Work) and Ms L Finlay, Human Resources Adviser (Finance & Resources) representing management, were invited into the meeting and informed of the decision of the Appeals Panel.

**DECIDED:** That the appeal be dismissed, in accordance with paragraph 7.2.6 of the Disciplinary Procedures for Local Government Employees, Craft Operatives and Heads of Service unless, within 14 days of the date of the hearing, the appellant had provided, in writing, valid and acceptable reasons why the Appeals Panel should not do so.

## Minute of Meeting

### Economy & Jobs Policy Board

Date	Time	Venue
Wednesday, 18 March 2015	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors J Sharkey, Glen, McGurk, Mack, McCartin, Caldwell, Hood, Andy Doig, Provost Hall, Councillors Holmes, Mullin and Nicolson.

#### CHAIR

Councillor Glen, Convener, presided.

#### IN ATTENDANCE

M Crearie, Director of Development & Housing Services; F Carlin, Head of Planning & Development, R Cooper, Economic Development Manager, V Howie, Finance & Resource Manager, S McMillan, Policy & Regeneration Manager and A Moulson, Town Centres Project Manager (all Development & Housing Services); and D Forbes, Finance Manager and A McNaughton, Senior Committee Services Officer (both Finance & Resources).

#### APOLOGIES

Councillors Cameron and Harte.

#### DECLARATIONS OF INTEREST

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

## 1 REVENUE BUDGET MONITORING REPORT

There was submitted a joint Revenue Budget Monitoring report by the Directors of Finance & Resources and Development & Housing Services relative to economic development for the period 1st April, 2014 to 2nd January, 2015.

### **DECIDED:**

(a) That the report be noted; and

(b) That it be noted that there had been budget adjustments of £4,916 processed since the last report related to the realignment of Non Domestic Rates budgets.

## 2 CAPITAL BUDGET MONITORING REPORT

There was submitted a Capital Budget Monitoring report by the Director of Finance & Resources relative to Housing & Development Services (Paisley Town Centre Regeneration) for the period 1st April, 2014 to 2nd January, 2015.

**DECIDED:** That the report be noted.

### **SEDERUNT**

Councillor McCartin entered the meeting during consideration of the following item.

## 3 EUROPEAN SOCIAL FUND PROGRAMME

Under reference to item 7 of page 222 of the Minute of the meeting of this Board held on 19th November, 2014 there was submitted an update report by the Director of Development & Housing Services relative to the European Structural Fund (EFS) Programmes and outlining the Council's intention to apply for funds to deliver employability programmes during 2015/18.

The Economic Development Manager delivered a presentation explaining the Renfrewshire Employability Pipeline (combining EU and non-EU programmes) designed to meet poverty and social inclusion requirements and ensure that targetted unemployed young people and adults received individual tailored support to help them back into work.

The report highlighted that following acceptance of the full notional offer of EU grant of £3.77 million to deliver the employability pipeline, an additional notional offer of £2.1 million to deliver Youth Employment Initiative activities during 2015/18 had been accepted by the Director of Development & Housing Services.

The report set out the activities to be delivered by the Invest in Renfrewshire Employability Service during 2015/18, the Renfrewshire Delivery Model and outlined proposed expenditure on each activity over the period.

**DECIDED:**

- (a) That, acceptance by the Director of Development & Housing Services of the full notional offer of £2.1 million from the ESF for the delivery of the Youth Employment Initiative in Renfrewshire, be homologated;
- (b) That the Director of Development & Housing Services be authorised to develop a range of employability proposals and applications to draw down the offers of grant of £3.77 million (Employability Pipeline and Poverty and Social Inclusion ESF) and £2.1 million (Youth Employment Initiative ESF) as detailed within the report;
- (c) That it be agreed to increase the age group for “youths” from 24 to 29 in line with EU funding and that all current youth programmes be made available to those under 30 years of age; and
- (d) That it be noted that regular reports would be submitted to this Board on the activity funded by this programme.

**4 LABOUR MARKET UPDATE**

There was submitted an update report by the Director of Development & Housing Services relative to labour market statistics for Renfrewshire, as at January 2015 and providing comparisons, where data was available, with Scottish and UK markets.

The report also included business birth and death rates as at November 2014 that showed a positive trend in Renfrewshire with more business births than deaths in every year during the period 2009/13.

The percentage of Job Seeker Allowance (JSA) claimants in Renfrewshire had fallen from 4.1% in January 2014 to 2.9% in January 2015. Youth unemployment had fallen from 7.4% in January 2014 to 4.1% currently. Since January 2014, JSA rates over all age categories had dropped substantially.

Councillor Glen, seconded by Councillor Hood, moved that the report be noted.

Councillor Andy Doig, seconded by Councillor Nicolson, moved as an amendment that the report be noted and also include that the Board notes that 100,000 small businesses across Scotland were benefitting from the Small Business Bonus Scheme introduced by the SNP Government, but that the uptake for this scheme in Paisley and Renfrewshire was below the Scottish average.

On the roll being called, the following members voted for the amendment: Councillors McGurk, Mack, Andy Doig and Nicolson.

The following members voted for the motion: Councillors J Sharkey, Glen, McCartin, Caldwell, Hood, Provost Hall and Councillors Holmes and Mullin.

4 members having voted for the amendment and 8 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:** That the report be noted.

## 5 **SUPPLIER DEVELOPMENT PROGRAMME (SDP UPDATE)**

There was submitted a report by the Director of Development & Housing Services relative to the operation and governance of the Supplier Development Programme (SDP).

The SDP was a company created, owned and operated by a consortium of Scottish local authorities, including Renfrewshire Council, with the purpose of assisting small to medium-sized enterprises (SMEs) to become more informed, aware and capable of tendering for both public and private sector contracts. Each local authority member made an annual financial contribution to support the delivery of the programme, the amount commensurate with the size of the local authority.

Following an independent review, the SDP was engaged in a transformation process to ensure it was more responsive to the local needs of all areas of Scotland and the report explained the operational and governance arrangements proposed as part of the transformation.

The new approach had been fundamental to securing additional funding of £360,000 over two years from the Scottish Government through the Digital Scotland Business Excellence Partnership.

**DECIDED:** That the Director of Development & Housing Services be authorised to continue membership of the Supplier Development Programme as a means of encouraging and supporting small to medium-sized enterprises in Renfrewshire to benefit from public sector business opportunities.

### **SEDERUNT**

Councillor Mack left the meeting during consideration of the following item and did not return.

## 6 **PAISLEY TOWNSCAPE HERITAGE AND CONSERVATION AREA REGENERATION SCHEME (PHASE 2)**

There was submitted an update report by the Director of Development & Housing Services relative to the Paisley Townscape Heritage and Conservation Area Regeneration Scheme (Phase 2) intimating that applications for funding had been submitted to the Heritage Lottery Fund and Historic Scotland for a second Paisley Townscape Heritage (TH) and Conservation Area Regeneration Scheme (CARS).

The report set out the proposed next steps for project development in line with the Paisley Townscape Heritage and Conservation Area Strategy (PHCHAS) and the Council's bid for the UK City of Culture 2021.

Councillor Glen, seconded by Councillor Hood, moved that the Director of Development & Housing Services be authorised to accept the Heritage Lottery Fund Stage 1 Grant of £113,300 to develop a Stage 2 Townscape Heritage submission for Paisley Town Centre Conservation Area; and that it be agreed that a complementary Conservation Area Regeneration Scheme be developed with a view to a submission being made to Historic Scotland in January 2016.

Councillor Andy Doig, seconded by Councillor Nicolson, moved that it be agreed that a Conservation Area Regeneration Scheme be developed in due course as part of the Renfrewshire Tourism Framework, recognising the importance of maintaining and restoring the conservation area heritage of Paisley and Renfrewshire as a whole.

On the roll being called, the following members voted for the amendment: Councillors McGurk, Andy Doig and Nicolson.

The following members voted for the motion: Councillors J Sharkey, Glen, McCartin, Caldwell, Hood, Provost Hall and Councillors Holmes and Mullin.

4 members having voted for the amendment and 8 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:**

(a) That the Director of Development & Housing Services be authorised to accept the Heritage Lottery Fund Stage 1 Grant of £113,300 to develop a Stage 2 Townscape Heritage submission for Paisley Town Centre Conservation Area; and

(b) That it be agreed that a complementary Conservation Area Regeneration Scheme be developed with a view to a submission being made to Historic Scotland in January 2016.

## **7 RENFREWSHIRE BUSINESS INCUBATOR "INCUBE" UPDATE**

Under reference to item 3 of page 220 of the Minute of the meeting of this Board held on 19th November, 2014 there was submitted an update report by the Director of Development & Housing Services relative to development of the Business Incubator to support new businesses, increase business growth and improve local employment opportunities.

The vacant unit at 27 High Street, Paisley was being refurbished as the Business Incubator providing four floors of business space for early-stage companies. Two staff had been recruited to and were developing the launch of the Business Incubator and the terms and conditions of use. The report outlined the key dates in the competitive selection process for businesses seeking to locate within the incubator and it was anticipated that businesses that were selected would start to move in by the end of June 2015.

**DECIDED:**

(a) That progress to deliver the Business Incubator and the key dates for future activities be noted; and

(b) That it be noted that further updates on the project would be submitted to this Board.

## **8 CITY OF CULTURE/RSNO PROPOSAL**

There was submitted an update report by the Director of Development & Housing Services relative to a cultural engagement project to support the Council's broader ambition to prepare for a bid to become UK City of Culture in 2021.

The proposed project, Paisley Takeover, would be delivered in partnership with the Royal Scottish National Orchestra (RNSO) and would give 61 young people aged 15-24 an opportunity to work in all sectors of the RNSO. The project would also provide educational workshops to over 500 primary school pupils.

The main outcomes of the project which would culminate in a live, open air concert in Paisley Town Centre planned, programmed and delivered by participants were listed within the report. The cost to deliver this project of £39,700 included project management, workshop facilitation, 2 days hire of the full orchestra and music licence fees and would be met from existing budgets

**DECIDED:** That the project to be delivered by the Royal Scottish National Orchestra be agreed and officers be authorised to proceed with the planning and delivery of the project.



## Minute of Special Meeting Council

Date	Time	Venue
Monday, 23 March 2015	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors B Brown, Murrin, Perrie, M Devine, Grady, McEwan, Lawson, Mylet, J Sharkey, M Sharkey, Kelly, K MacLaren, M MacLaren, Williams, E Devine, Glen, Mack, Henry, M Macmillan, McCartin, Caldwell, Hood, McGee, I McMillan, Bibby, Andy Doig, Gilmour, Clark, Audrey Doig, Provost Hall, Councillors Noon, Holmes, J MacLaren, Harte, McQuade, Mullin and Nicolson.

### CHAIR

Provost Hall presided.

### IN ATTENDANCE

S Black, Chief Executive; P Macleod, Director of Children's Services; S MacDougall, Director of Community Resources; M Crearie, Director of Development & Housing Services; A Russell, Director of Finance & Resources; A Armstrong-Walter, Policy Lead (Tackling Poverty, Welfare Reform and Equalities) (Chief Executive's); R Naylor and G McKinlay, Head of Service (both Children's Services); K Graham, Head of Corporate Governance, M Conaghan, Legal & Democratic Services Manager, L Belshaw, Democratic Services Manager, R McGrath, Welfare Reform Programme Manager and E Currie, Committee Services Officer (all Finance & Resources); and D Leese, Chief Officer (Health & Social Care).

### APOLOGIES

Councillors McGurk and M Brown.

## **DECLARATIONS OF INTEREST**

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

Prior to consideration of item 1 of the agenda, Provost Hall welcomed Doctor Jim McCormick and Professor Sue Ellis, two of the Commissioners from the Tackling Poverty Commission, to the meeting. Doctor McCormick and Professor Ellis presented the Commission's report to the Council and answered questions from members. They then left the meeting.

## **1 FINDINGS AND RECOMMENDATIONS OF THE RENFREWSHIRE TACKLING POVERTY COMMISSION**

There was submitted a report by the Chief Executive relative to the findings and recommendations of the Renfrewshire Tackling Poverty Commission.

The report intimated that the Renfrewshire Tackling Poverty Commission, the first of its kind to be established in Scotland, was set up by the Council in February 2014 to consider the nature, causes and impact of poverty in Renfrewshire and to make recommendations to mitigate and minimise the impact of child poverty in Renfrewshire. The Commission held its inaugural meeting in April 2014 and throughout the year the Commissioners, individuals and representatives of organisations recognised for their work associated with tackling poverty met regularly to consider poverty as it related to themes linked to the outcomes defined in the Child Poverty Strategy for Scotland.

The Commission drew on evidence from published research, heard from academics and other contributors about interventions that had been shown to make a difference, listened to Renfrewshire people affected by poverty and learned about the significant work already being progressed by the Council and its partners to tackle poverty. The Renfrewshire Tackling Poverty Commission had now concluded its work and had published its report on Friday, 13th March, 2015. The report entitled 'Tackling Poverty in Renfrewshire' formed the appendix to the report and had been submitted to the Council and Community Planning Partners for consideration.

The Chief Executive's report provided members with an overview of the Commission's findings and recommendations and gave members an opportunity to consider the Commission's report in the context of the Council's existing strategies for reducing the causes and impact of child poverty in Renfrewshire. The report requested that consideration be given as to how the Council and its partners could collectively use the Commission's evidence-based approach to build a well-designed, co-ordinated and effective programme of response measures to support sustainable progress in reducing the causes and impact of poverty across Renfrewshire in line with community planning partners. In setting its 2015/16 budget the Council committed £6million of its own resources to support the tackling poverty agenda. Although these resources were non-recurring in nature, it provided an immediate funding source to support the delivery of a partnership response.

Councillor M Macmillan tabled a motion on behalf of the Administration.

## ADJOURNMENT

The meeting then adjourned at 10.20 am to allow members to consider the motion. The meeting reconvened at 10.25 am.

Councillor M Macmillan, seconded by Councillor Henry, moved:

1. That the Council commends the Commission for what has been widely received as ground breaking work in the fight against child poverty and thanks the Commissioners and the local community for their valuable work in producing the report over the past 12 months.

2. Renfrewshire Council finds it unacceptable that one in five of our local children are currently living in poverty in thousands of households across the area. We consider it intolerable that Renfrewshire residents are faced with the choice of eating or heating their homes; that local children's attainment should be determined by their household income; and employment is no longer a way out of financial hardship with working households now topping the number of families officially living in poverty.

3. It is agreed that a firm commitment will be provided by the Council to drive forward the recommendations of the report which has highlighted that as the face of poverty has changed, so too must the response of all agencies involved in alleviating poverty change. Further, that this work will include vital roles for the UK and Scottish Governments; Renfrewshire Council; key community planning partners; and communities across Renfrewshire.

4. This motion commits this Administration to delivering a programme of sustainable change to address the recommendations outlined in the report with an early investment totalling £6m. The Council agrees to the following actions which will support a raft of preventative and emergency measures totalling £3.23m. The balance of our initial investment to tackle poverty - £2.77m – will be allocated in a full report on the programme in collaboration with our community planning partners to be provided to the Council meeting on the 25th June 2015.

a) Commit £2 million to begin work to close the attainment gap for children living in poverty. This will be a tailored intervention to support improved attainment and educational outcomes for pupils. As part of this effort, the Council will also be looking at the cost of the school day and how it can best support families.

b) Further, agree that the Council Leader be authorised to write to the Scottish Government to ensure that the Council's funding commitment to narrowing the attainment gap, is matched by Holyrood, and that Renfrewshire Council is prioritised in the second tranche of the Attainment Scotland Fund. Match funding from the Scottish Government in this area will also pave the way for the Council to share the findings and learning from this unique programme across the country for the benefit of all children living in poverty in Scotland.

c) Agree that the Council Leader be authorised to write to the Secretary of State for Work and Pensions requesting that the UK Government use Renfrewshire as a pilot area to rethink its benefit sanctions and trial a new approach to work incentives in a partnership initiative which is firmly focused on less punitive approaches.

d) Commit £1 million to provide financial capacity to support the early expansion of the most successful elements of the Council's Families First programme. The programme was launched in September 2013 and includes a wide range of effective approaches such as Families First Clubs during school holidays; a mentoring team for Looked After Children; increasing the number of Early Years teachers; and a pioneering community-based support network.

e) Commit £0.170 million to establish a fuel poverty task team offering crucial one-to-one support for local people and, with it, creating job and training opportunities.

f) Commit £0.060 million to support Renfrewshire Foodbank to safeguard its vital frontline service for all those in need. The Council will fully fund the organisation's key co-ordinator for two years and work with the Foodbank to help them secure a new distribution centre.

g) We will call for additional powers to ensure private tenants are charged a fair price. And further, we will look at our own arrangements in this area by agreeing that the Chief Executive be directed to undertake a review of the Council's registration, regulation and enforcement arrangements of private landlords to drive up the standards of privately rented housing in Renfrewshire.

h) Agree that the Council progresses urgent work with the Scottish Government and health authorities to tackle the levels of health inequalities in Renfrewshire.

i) Agree that the Council work with Police Scotland to look at successful early interventions in diversionary programmes to reduce crime and anti-social behaviour.

The motion was agreed unanimously.

### **DECIDED:**

(a) That the Council commends the Commission for what has been widely received as ground breaking work in the fight against child poverty and thanks the Commissioners and the local community for their valuable work in producing the report over the past 12 months;

(b) Renfrewshire Council finds it unacceptable that one in five of our local children are currently living in poverty in thousands of households across the area. We consider it intolerable that Renfrewshire residents are faced with the choice of eating or heating their homes; that local children's attainment should be determined by their household income; and employment is no longer a way out of financial hardship with working households now topping the number of families officially living in poverty;

(c) It is agreed that a firm commitment will be provided by the Council to drive forward the recommendations of the report which has highlighted that as the face of poverty has changed, so too must the response of all agencies involved in alleviating poverty change. Further, that this work will include vital roles for the UK and Scottish Governments; Renfrewshire Council; key community planning partners; and communities across Renfrewshire;

(d) This motion commits this Administration to delivering a programme of sustainable change to address the recommendations outlined in the report with an early investment totalling £6m. The Council agrees to the following actions which will support a raft of preventative and emergency measures totalling £3.23m.

The balance of our initial investment to tackle poverty - £2.77m – will be allocated in a full report on the programme in collaboration with our community planning partners to be provided to the Council meeting on the 25th June 2015;

(i) Commit £2 million to begin work to close the attainment gap for children living in poverty. This will be a tailored intervention to support improved attainment and educational outcomes for pupils. As part of this effort, the Council will also be looking at the cost of the school day and how it can best support families.

(ii) Further, agree that the Council Leader be authorised to write to the Scottish Government to ensure that the Council's funding commitment to narrowing the attainment gap, is matched by Holyrood, and that Renfrewshire Council is prioritised in the second tranche of the Attainment Scotland Fund. Match funding from the Scottish Government in this area will also pave the way for the Council to share the findings and learning from this unique programme across the country for the benefit of all children living in poverty in Scotland.

(iii) Agree that the Council Leader be authorised to write to the Secretary of State for Work and Pensions requesting that the UK Government use Renfrewshire as a pilot area to rethink its benefit sanctions and trial a new approach to work incentives in a partnership initiative which is firmly focused on less punitive approaches.

(iv) Commit £1 million to provide financial capacity to support the early expansion of the most successful elements of the Council's Families First programme. The programme was launched in September 2013 and includes a wide range of effective approaches such as Families First Clubs during school holidays; a mentoring team for Looked After Children; increasing the number of Early Years teachers; and a pioneering community based support network.

(v) Commit £0.170 million to establish a fuel poverty task team offering crucial one-to-one support for local people and, with it, creating job and training opportunities.

(vi) Commit £0.060 million to support Renfrewshire Foodbank to safeguard its vital frontline service for all those in need. The Council will fully fund the organisation's key co-ordinator for two years and work with the Foodbank to help them secure a new distribution centre.

(vii) We will call for additional powers to ensure private tenants are charged a fair price. And further, we will look at our own arrangements in this area by agreeing that the Chief Executive be directed to undertake a review of the Council's registration, regulation and enforcement arrangements of private landlords to drive up the standards of privately rented housing in Renfrewshire.

(viii) Agree that the Council progresses urgent work with the Scottish Government and health authorities to tackle the levels of health inequalities in Renfrewshire.

(viii) Agree that the Council work with Police Scotland to look at successful early interventions in diversionary programmes to reduce crime and anti-social behaviour.

## **SEDERUNT**

Councillor Clark left the meeting during consideration of the previous item of business.

## ADJOURNMENT

The meeting then adjourned at 11.30 am and reconvened at 11.40 am.

### 2 **JOSEPH ROWNTREE FOUNDATION RESEARCH REPORT - THE COST OF THE CUTS: THEIR IMPACT ON LOCAL GOVERNMENT AND POORER COMMUNITIES**

There was submitted a report by the Director of Finance & Resources relative to the Joseph Rowntree Foundation Research Report entitled 'The cost of the cuts: the impact on local government and poorer communities', published in March 2015.

The report intimated that during 2013, the Joseph Rowntree Foundation commissioned a research project where Renfrewshire Council, along with three English councils, Newcastle City Council, Coventry City Council and Milton Keynes Council, formed four key local authority case studies. The project, delivered by a group of academic researchers from Glasgow and Heriot Watt Universities, aimed to provide a detailed picture over time of how local authorities in both England and Scotland were managing budget contraction and, in particular, how decisions and strategies were affecting the poorest households and places. The research project analysed nationally available data and undertook detailed and in-depth research at the case study councils in Newcastle, Coventry and Milton Keynes, as well as Renfrewshire to provide a Scottish perspective to their analysis and research.

A key focus of the case study work had been to assess the cumulative impact of cuts across a range of services on particular groups and places. The final report, published on 11th March, 2015, a copy of which formed the appendix to the report, aimed to present a picture of how local government had tackled austerity. The report detailed the key messages and observations emerging from the research.

Councillor Holmes, seconded by Councillor M Macmillan, moved that the report be noted.

Councillor Nicolson, seconded by Councillor Andy Doig, moved as an amendment that the recommendation be replaced with:

"Council notes the report, and the recognition that the actions of the SNP Scottish Government and the previous SNP led administration has minimised the impact of the cuts imposed by the Westminster Government in comparison to English local authorities. These actions have contributed significantly to Renfrewshire Council's ability to carry out the preventative work noted in the report.

Council condemns the British political alliance between Labour and the Tories on financing a new generation of nuclear weapons at the expense of eradicating poverty, supports the economics of prosperity against austerity. Council will welcome the election of a strong bloc of SNP MP's at the forthcoming general election, as part of a progressive alliance in the House of Commons, as the most effective route to alleviating poverty in Renfrewshire."

On the roll being called, the following members voted for the amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, Mack, McGee, Andy Doig, Audrey Doig, Noon, McQuade and Nicolson.

The following members voted for the motion: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, McCartin, Caldwell, Hood, I McMillan, Bibby, Gilmour, Provost Hall, Councillors Holmes, J MacLaren, Harte and Mullin.

13 members having voted for the amendment and 23 members having voted for the motion, the motion was accordingly declared carried.

**DECIDED:** That the report be noted.

### 3 **SCOTTISH LOCAL GOVERNMENT PARTNERSHIP**

There was submitted a report by the Chief Executive seeking approval to the Council becoming a member of the Scottish Local Government Partnership, the organisation being set up by those local authorities whose membership of CoSLA would terminate with effect from 1st April, 2015.

The report intimated that at its budget meeting on 13th February, 2014 the Council agreed to advise CoSLA that it would terminate its membership on 31st March, 2015. The report proposed a new partnership, the Scottish Local Government Partnership, to deliver representation for its members at a national level with stakeholders on priority issues; a proactive agenda for communication, lobbying and engagement with all levels of government on policy and financial matters; advice and support to members on a range of policy issues; engagement with other stakeholders on priority issues; and collective bargaining on behalf of its members' employees in respect of pay and terms and conditions. The terms of reference for the Partnership formed the appendix to the report. The other founding members of the Partnership were Glasgow City, Aberdeen City and South Lanarkshire Councils and membership would be open to all local authorities in Scotland.

The report proposed that the Leader of the Council be the Council's representative on the Partnership with the Deputy Leader as his substitute. The Council's respective lead roles in the Partnership would be confirmed at its inaugural meeting along with its operating model and standing orders.

In preparation for the establishment of the Partnership, Leaders of the respective Councils had engaged with the First Minister, CoSLA, Trade Unions and the Secretary for State for Scotland to outline the role of the Partnership and to agree recognition and representation in consultations and national discussions. The relevant officers would identify professional associations and national bodies on which the Partnership or individual councils should be represented. The aim would be that there was strategic, effective and robust ongoing engagement with government and all national agencies.

It was intended that the Partnership would be a lean organisation and would not acquire property or employ its own staff. It would operate a virtual support team drawn from member Councils as and when required and the model would be based on lead officers drawn from each member Council to support the Leaders of the Partnership; administrative support and clerking provided by member councils on a rotating or otherwise agreed basis; a virtual team of policy advisers and experts drawn from member councils to advise the Partnership; and accommodation for Partnership meetings from member council estates.

The current CoSLA levy of £103,499 (2014/15) would be available to support the work of the Partnership and the Council would ensure that this funding delivered best value for the Council and the Partnership and would be reviewed annually.

Councillor M Macmillan, seconded by Councillor Holmes moved

(a) That it be noted that the Council's membership of CoSLA would terminate with effect from 1st April, 2015;

(b) That the arrangements being made by officers in light of the Council no longer being a member of CoSLA be noted;

(c) That it be agreed that the Council join the Scottish Local Government Partnership to advance the interests of the Council and local government in Scotland and play an active role in its development;

(d) That the Terms of Reference for the Partnership, as set out in the appendix to the report, be approved;

(e) That the Leader of the Council be appointed as the Council's representative at meetings of the partnership and that the Deputy Leader of the Council be appointed as his substitute; and

(f) That it be agreed that further reports be submitted to the Leadership Board as necessary.

Councillor Lawson, seconded by Councillor Perrie, moved as an amendment that the recommendations be replaced with

2.1 replace the following;

a) Council renews its membership with CoSLA at the earliest opportunity.

b) Delete

c) Council declines membership of the Scottish Local Government Partnership on the following grounds;

Membership will cause reputational damage to Renfrewshire Council with regards to working in partnership with local government and with the Scottish Government on a wide range of issues.

Membership of the SLGP will place at risk national pay bargaining, in particular with regard to teachers pay. Council also rejects the move by Labour controlled Councils to break up national pay bargaining and placing our employees at risk.

d) Delete

e) Membership of CoSLA and subsequent representation will reflect the political balance of Renfrewshire Council.

f) That further reports be brought back to the Leadership Board regarding the negotiations with renewing membership of CoSLA.



On the roll being called, the following members voted for the amendment: Councillors Perrie, McEwan, Lawson, Mylet, K MacLaren, M MacLaren, McCartin, McGee, Andy Doig, Audrey Doig, Noon, J MacLaren, McQuade and Nicolson.

The following members voted for the motion: Councillors B Brown, Murrin, M Devine, Grady, J Sharkey, M Sharkey, Kelly, Williams, E Devine, Glen, Henry, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Gilmour, Provost Hall, Councillors Holmes, Harte and Mullin.

14 members having voted for the amendment and 21 members having voted for the motion, the motion was accordingly declared carried.

### **DECIDED:**

(a) That it be noted that the Council's membership of CoSLA would terminate with effect from 1st April, 2015;

(b) That the arrangements being made by officers in light of the Council no longer being a member of CoSLA be noted;

(c) That it be agreed that the Council join the Scottish Local Government Partnership to advance the interests of the Council and local government in Scotland and play an active role in its development;

(d) That the Terms of Reference for the Partnership, as set out in the appendix to the report, be approved;

(e) That the Leader of the Council be appointed as the Council's representative at meetings of the partnership and that the Depute Leader of the Council be appointed as his substitute; and

(f) That it be agreed that further reports be submitted to the Leadership Board as necessary.

### **SEDERUNT**

Councillor Mack left the meeting during consideration of the previous item of business.

## **4 MEMBERSHIP OF BOARDS**

There was submitted a report by the Director of Finance & Resources relative to the election of members to Renfrewshire Licensing Board and in relation to proposed changes to the remit and membership of the Appointment Board for Heads of Service and membership of the Appointment Board for Directors.

The report intimated that at the statutory meeting of the Council held on 17th May, 2012 the Council agreed that the Licensing Board would have nine members comprising five members from the Administration group and four members of the main opposition group. There were currently two vacancies on the Licensing Board and the Council was asked to elect two councillors to fill those vacancies.

At the meeting of the Leadership Board held on 18th February, 2015 revised Council management structures were agreed which included the post of Assistant Director – Schools and the report proposed that the remit of the Appointment Board for Heads of Service be amended to include the appointment of this post.

Also at the statutory meeting of the Council held on 17th May, 2012 the composition of the Appointment Boards was agreed and these were as detailed in the report. The report proposed that the composition of these Boards be amended to retain the Leader and Depute Leader as Convener and Depute Convener respectively, to include the relevant Convener, and that the remaining members be drawn from a pool of all members on the basis of the current composition, being nine members for the Appointment Board for Directors, on the basis of five members of the Administration, three members from the main opposition group and one member from the remaining opposition, and seven members for the Appointment Board for Heads of Service and Assistant Director – Schools, on the basis of four members of the Administration, two members from the main opposition group and one member from the remaining opposition.

### **DECIDED:**

(a) That having considered the election of two councillors to the Renfrewshire Licensing Board, the membership of the Licensing Board be reduced by the number of vacancies, to seven members;

(b) That the remit of the Appointment Board for Heads of Service be changed to include the appointment to the position of Assistant Director – Schools;

(c) That the composition of the Appointment Boards for Directors and Heads of Service – Assistant Director – Schools be amended as follows:

(i) The Leader and Depute Leader remain as Convener and Depute Convener respectively;

(ii) The relevant Convener be included, and that the remaining members be drawn from a pool of all members on the basis of the current composition, being nine members for the Appointment Board for Directors, on the basis of five members of the Administration, three members from the main opposition group and one member from the remaining opposition, and seven members for the Appointment Board for Heads of Service and Assistant Director – Schools, on the basis of four members of the Administration, two members from the main opposition group and one member from the remaining opposition; and

(iii) That it be delegated to the Head of Corporate Governance, in discussion with the Leader of the Council and the Leader of the main opposition group to appoint the remaining members as appropriate to the Appointment Boards as required.

## **5 TIMETABLE OF MEETINGS**

There was submitted a report by the Director of Finance & Resources relative to changes to the timetable of meetings to take account of the UK Parliamentary Election being held on 7th May, 2015.

The report intimated that there were meetings of the Social Work, Health & Well-being Policy Board and the Regulatory Functions Board scheduled for 1.00 pm on Tuesday, 5th May, 2015 and 10.00 am on Wednesday, 6th May, 2015 respectively. In terms of these meetings' proximity to the General Election, the report proposed that they be rescheduled as follows (a) Regulatory Functions to 10.00 am on Thursday, 23rd April, 2015; and (b) Social Work, Health & Well-being Policy Board to 12 noon on Tuesday, 19th May, 2015.

**DECIDED:**

(a) That the meeting of the Social Work, Health & Well-being Policy Board scheduled to be held at 1.00 pm on Tuesday, 5th May, 2015 be rescheduled to 12 noon on Tuesday, 19th May, 2015; and

(b) That the meeting of the Regulatory Functions Board scheduled to be held at 10.00 am on Wednesday, 6th May, 2015 be rescheduled to 10.00 am on Thursday, 23rd April, 2015.



## Minute of Meeting

### Audit, Scrutiny and Petitions Board

Date	Time	Venue
Monday, 30 March 2015	10:00	CMR 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, Grady, McEwan, J Sharkey, Caldwell, Provost Hall, and Councillor J MacLaren.

#### CHAIR

Councillor Sharkey, Convener, presided.

#### IN ATTENDANCE

R Hollywood, Corporate Policy & Performance Manager (Chief Executive's); K Anderson, Amenity Services Manager – Waste, Lead Officer, and D McNab, Transportation Manager (both Community Resources); E MacLean, Head of Housing Services and A Bennett, Housing Services Manager (both Development & Housing Services); A MacArthur, Acting Head of Corporate Finance, A McMahon, Chief Auditor, L Belshaw, Democratic Services Manager, D Forbes, Finance Manager, E Shields, Operational Services Manager, and D Briggs, Senior Solicitor, Lead Officer (all Finance & Resources)

#### APOLOGIES

Councillor Audrey Doig.

#### DECLARATIONS OF INTEREST

Councillor McEwan declared an interest in item 9 of the agenda as she had signed the petition and indicated her intention not to take part in any discussion or voting thereon.

## 1 **AUDIT SCOTLAND REPORT - HOUSING BENEFIT SUBSIDY AUDIT 2013/14**

There was submitted a report by the Director of Finance & Resources relative to the Audit Scotland Report “Review of auditors’ housing benefit subsidy claim reported errors 2013/14” which was appended to the report. The report outlined the key messages from the Audit Scotland report and provided information on Renfrewshire Council’s position relative to the issues raised. The report intimated that councils had a legal obligation to administer housing benefit on behalf of the Department for Work and Pensions (DWP). Councils reclaimed most of the housing benefit that they paid to claimants by submitting subsidy claims to the DWP and these were certified annually by the Council’s appointed external auditor, Audit Scotland. The Council received a letter from Audit Scotland on 26th November 2014 which certified the Council’s subsidy claim with no errors or qualifications.

**DECIDED:** That the Audit Scotland report “Review of auditors’ housing benefit subsidy claim reported errors 2013/14” be noted.

## 2 **ANNUAL INTERNAL AUDIT PLAN 2015/16**

There was submitted a report by the Director of Finance & Resources relative to the Annual Internal Audit Plan 2015/16. The report intimated that, in line with the requirements of the Public Sector Internal Audit standards, a risk-based internal audit plan for 2015/16 had been developed. The plan took account of the outcomes of the internal corporate and service risk identification and evaluation processes, and the current business environment. In addition to undertaking work which would provide assurance on the robustness of key internal controls, the plan sought to reflect the key priorities and challenges for the Council. The report detailed the methods that had been employed to facilitate the production of the plan and the influencing factors that had been considered.

### **DECIDED:**

(a) That the risk-based audit plan for 2015/16 be approved; and

(b) That it be noted that progress on the 2015/16 annual audit and summaries of the findings from each audit assignment would be reported to the Board on a quarterly basis;

Prior to consideration of the following item the Convener welcomed to the meeting A McGregor, Senior Audit Manager, Audit Scotland.

## 3 **AUDIT SCOTLAND ANNUAL AUDIT PLAN 2014/15**

There was submitted a report by the Director of Finance & Resources relative to Audit Scotland’s annual audit plan 2014/15 which was appended to the report. The plan outlined Audit Scotland’s approach to the audit of the 2014/15 financial statements in order to assess whether they provided a true and fair view of the financial position of the Council and also whether they had been prepared in accordance with proper accounting practice.

The plan outlined the responsibilities of Audit Scotland and the Council, their assessment of key challenges and risks and the approach and timetable for completion of the audit.

**DECIDED:** That the Audit Scotland Annual Audit plan 2014/15 be noted.

**4(a) ANNUAL REVIEW OF COMPLIANCE WITH THE LOCAL CODE OF CORPORATE GOVERNANCE**

There was submitted a report by the Director of Finance & Resources relative to the annual review of the local Code of Corporate Governance.

The Council's local Code of Corporate Governance had come into effect on 1st April 2002 and was updated annually to incorporate required changes and improvements that had been made. The evidence provided in the appendix to the report demonstrated that strong governance arrangements were in place within the Council and that officers were working to lead and manage the Council in order to provide vital services. The Code reflected the increased importance placed by the Council on self assessment and activities involving greater scrutiny of services. It also linked to the best value criteria where governance and accountability were elements against which the Council was assessed.

**DECIDED:**

(i) That the Council's compliance with the local Code of Corporate Governance as set out in the appendix to the report be noted; and

(ii) That it be agreed that the local Code of Corporate Governance be reviewed again in 2016.

**4(b) COMPLIANCE WITH THE CODE OF CORPORATE GOVERNANCE**

There was submitted a report by the Chief Auditor relative to the Council's Code of Corporate Governance.

It was noted that the Director of Finance & Resources had responsibility for reporting annually to the Board in compliance with the Code and any changes to the Code that might be necessary to maintain it and ensure its effectiveness in practice. This report was considered at item 4(a) of this Minute.

In addition the Council's Chief Auditor had responsibility to review independently and report to the Board annually to provide assurance on the adequacy of the Code and the extent of the Council's compliance. The report intimated that Internal Audit had reviewed the Code and confirmed that the Council complied with its requirements and had endorsed that it was evident that the Code had been subject to review and updating. The Director of Finance & Resources had endorsed the Chief Auditor's recommendation that the local Code should continue to be subject to annual review to ensure that it continued to reflect developments and best practice in governance.

**DECIDED:** That the report be noted.

## 5 **TRAINING FOR AUDIT, SCRUTINY AND PETITIONS BOARD MEMBERS**

There was submitted a report by the Chief Auditor relative to training for Board members in line with national guidance produced by the Chartered Institute of Public Finance and Accountancy on the implementation of Audit Committee Principles in Scottish Local Authorities in terms of which training on audit and risk related matters was provided to members of the Board. The current briefing related to the Council's annual accounts. The briefing provided an overview of the financial statements including key groups, single entity numerical statements, authority specific elements and group numerical statements. Also highlighted were statements relative to reserves, income and expenditure, including the net cost of services, surplus or deficit on the provision of services, balance sheets, including long term assets, current assets, current liabilities, net assets and total reserves.

**DECIDED:** That the briefing noted.

## 6 **ANNUAL COMPLAINTS REPORT 2013/14**

There was submitted a report by the Chief Executive relative to the annual complaints report 2013/14. The report intimated that the Public Services Reform (Scotland) Act 2010 gave the Scottish Public Services Ombudsman the authority to lead the development of a model complaints handling process across the public sector. Councils were asked to implement the SPSO's recommendations from 1st March 2013 and full implementation of the Council's procedure was effective from 1st March, 2013. The key element of the policy was the requirement to monitor and log all complaints coming into the authority and use this information to drive service improvements. The report set out the stages of the complaints process and provided a summary of the numbers and types of complaints received, responded to within timescales, customer satisfaction monitoring and key complaint areas including what was being done to address issues raised.

**DECIDED:**

(a) That the report be noted; and

(b) That it be agreed that a quarterly report on complaints performance be submitted to the Board.

## 7 **REVIEW OF COMMUNICATION BETWEEN TENANTS, ELECTED MEMBERS AND DEVELOPMENT & HOUSING SERVICES**

Under reference to item 12 of page 240 of the Minute of the meeting of the Board held on 1st December, 2014, there was submitted a report by the lead officer relative to the Board's review of communication between tenants, elected members and Development & Housing Services. The report intimated that the purpose of the review had been to evaluate the factual situation between the Council and tenants awaiting repairs and to determine if there was scope for improvement and what this should be. The review would also explore opportunities to improve communication between the Council and those tenants to reduce elected member involvement with tenants and officers through the process of escalation of complaints. The report intimated that there was no empirical evidence that there was currently an issue with communication between tenants, elected members and housing services in relation to housing repairs.



**DECIDED:**

(a) That it be noted that since the initial proposal for the review, which had first been suggested as part of the 2012/13 programme, housing services had undergone many strategic service improvements including significant customer focused improvements particularly in the use of new technology;

(b) That it be noted that following a request to all elected members to nominate individuals who could be asked to give evidence to the Board on their experience of the Council's housing repairs service, no tenants' names had been suggested and this might indicate that there was no longer a perception that there was an issue with communication between housing services and tenants relating to repairs;

(c) That it be noted that the service had been engaged in a significant planned investment programme of £138m for upgrading its stock to meet the Scottish Housing Quality Standard by April 2015 and as such customer satisfaction levels would be improved due to an increase in property standards. The satisfaction level for repairs for Renfrewshire tenants was 6% better than the Scottish average with the 2013/14 satisfaction levels being 93.5% compared with the Scottish average of 87.6%; and

(d) That it be agreed that there was no empirical evidence to support the view that there was currently an issue with communications between tenants, elected members and housing services in relation to housing repairs.

Prior to consideration of the following item the Convener welcomed to the meeting M Dymond, Maxwellton Court Tenants & Residents Association, S McLean, Glenburn Residents & Tenants Association, H McCrystal, Provosts' Close Tenants & Residents Association and F Collie and A Hampton, Whitehaugh Residents & Tenants Association.

## **8 UPKEEP OF COMMON AREAS WITHIN COUNCIL HOUSING STOCK INCLUDING GARDEN AREAS**

Under reference to item 5 of page 364 of the Minute of the meeting of the Board held on 16th February, 2015 there was submitted a report by the lead officer relative to the Board's review of the terms and conditions of the Renfrewshire housing lease/contract in relation to the upkeep of council property.

The Board heard from the representatives of the tenants and residents associations attending the meeting in relation to their experience of difficulties faced by poor maintenance by tenants of gardens and common areas including stairs and landings

There followed a question and answer session at the end of which the Convener thanked Ms Dymond, Ms McLean, Mr McCrystal, Ms Collie and Ms Hampton, for their contribution to the Board's review.

It was proposed (a) that evidence be provided to a future meeting of the Board relative to River Clyde Homes' practices; (b) that the lead officer determine whether any action could be taken in terms of the private landlord registration scheme to ensure that private tenants maintained common areas and that details be submitted to a future meeting of the Board; and (c) that the lead officer determine whether there were other tenants and residents associations that had not been invited to provide evidence and that they be invited to a future meeting of the Board. This was agreed.

**DECIDED:**

- (a) That the evidence be noted;
- (b) That evidence be provided to a future meeting of the Board relative to River Clyde Homes' practices;
- (c) That the lead officer determine whether any action could be taken in terms of the private landlord registration scheme to ensure that private tenants maintained common areas and that details be submitted to a future meeting of the Board; and
- (d) That the lead officer determine whether there were other tenants and residents associations that had not been invited to provide evidence and that they be invited to a future meeting of the Board.

**DECLARATION OF INTEREST**

Councillor McEwan, having previously declared an interest in relation to the following item, did not take part in discussion or voting thereon.

Prior to consideration of the following item the Convener welcomed to the meeting Ms Quigley and Mr Calder.

**9 PETITION: BUS STOP, RENFREW ROAD**

There was submitted a report by the Director of Finance & Resources relative to a petition which had been received from Ms Quigley in the undernoted terms

“To move the bus stop from outside of Trident House in the Renfrew Road because of danger to passengers alighting from buses at this stop and then having to either cross at the entrance to the M8 motorway in order to access the Abbotsinch Estate or either crossing the exit from the M8 motorway to access the bottom end of Gallowhill. Residents of Gallowhill want the bus stop put back to where it was previously sited, before a serious injury or fatal accident occurs”.

The report intimated that the Head of Amenity Services had advised that the bus stop was moved to make way for the access road for the new retail development on Renfrew Road so it could not go back to its original position. He advised that in terms of the road layout this was a very difficult area to find a suitable location for a bus stop and that there was no other place to put it except at Trident House where it had been operating safely for the past 10 months. He further advised that a pedestrian survey had been undertaken to determine the routes people used near the stop including the roundabout to the retail park and the slip roads to the M8 motorway.

The Board then heard from Ms Quigley, the principal petitioner and Mr Calder in relation to the petition and from the Transportation Manager. The Convener then gave Councillor McEwan as the local member the opportunity to address the Board.

It was proposed (a) that the petition be referred to the Director of Community Resources with the recommendation that a site visit be arranged, to be attended by members of the Board, a representative from SPT, relevant officers, the petitioner and supporter, and the remaining local member who was not a member of the Board, and (b) that consideration of the petition be continued to a future meeting of the Board. This was agreed.

**DECIDED:**

(a) That the petition be referred to the Director of Community Resources with the recommendation that a site visit be arranged, to be attended by members of the Board, a representative from SPT, relevant officers, the petitioner and supporter, and the remaining local member who was not a member of the Board, and

(b) That consideration of the petition be continued to a future meeting of the Board.



## Minute of Meeting Leadership Board

Date	Time	Venue
Wednesday, 01 April 2015	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Kelly, Williams, E Devine, Glen, Henry, McCartin, M MacMillan, I McMillan, Andy Doig, Noon, Holmes and Harte.

### CHAIR

Councillor M Macmillan, Convener, presided.

### IN ATTENDANCE

S Black, Chief Executive; A Russell Director of Finances & Resources; A McCann, Head of Communications, R Hollywood, Policy and Performance Manager, A Armstrong-Walter, Policy Lead (Tackling Poverty, Welfare Reform and Equalities) and Y Khan, Senior Policy Officer (all Chief Executive's); M Dewar, Acting Head of Service (Children's Services); O Reid, Interim Head of Public Protection (Community Resources); K Graham, Head of Corporate Governance, and L Belshaw, Democratic Services Manager (both Finance & Resources); S McFadden, Project Director, City Deal, B Walker, Depute Project Director, City Deal and R Cooper, Economic Development Manager (all Development & Housing Services); and D Leese, Chief Officer Designate, Renfrewshire Health and Social Care Partnership

### APOLOGIES

Councillors Cameron and Nicolson

### DECLARATIONS OF INTEREST

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

## 1 PRESENTATION AND UPDATE ON CITY DEAL

There was submitted a report by the Director of Development & Housing Services relative to progress on delivery of the Council's commitments following the formal signing of the City Deal in August 2014. The report intimated that the City Deal would deliver investment of £1.13b across the Glasgow City region including £274m on infrastructure projects in the Renfrewshire area - Glasgow Airport investment area project, Clyde Waterfront and Renfrew Riverside project and the Airport Access project - together with additional investment in employment support through the labour market project which included Department for Works & Pensions (DWP) funding of £449,559.

The report outlined the City Deal and Renfrewshire's governance arrangements. It was noted that the City Deal team had developed draft strategic business cases for the three infrastructure projects which had been submitted in draft to the Programme Management Office by the 31 March, 2015 deadline. The final versions of the strategic business cases would be submitted to this Board for approval prior to formal submission.

The Project Director and Depute Project Director, City Deal and the Economic Development Manager gave a presentation to the Board providing an overview of the City Deal programme, including governance arrangements, infrastructure and labour market projects.

### **DECIDED:**

(a) That the progress made by the Council on establishing the governance and staffing structures to deliver the City Deal projects, together with the progress to date on development of the projects be noted; and

(b) That the allocation of DWP grant to the Council and the Council's match funding contribution of £507,150 for the Working Matters programme from existing funding sources be noted.

## 2 EQUALITY OUTCOMES AND MAINSTREAMING PROGRESS REPORT

There was submitted a report by the Chief Executive relative to the Council's statutory duty to report progress on mainstreaming equality and equality outcomes. The report intimated the Council was required to report on its progress with mainstreaming equality, against its equality outcomes, employee information and gender pay gap information by April 2015. The Leadership Board had previously approved the Council's 12 equality outcomes at its meeting held on 17 April, 2013. It was noted that a wide range of activities and actions that had been undertaken across Renfrewshire to mainstream equalities and examples of these were highlighted.

The report also detailed the areas of focus for the next reporting period from April 2015 to April 2017.

**DECIDED:**

- (a) That the progress documented within the report and appendix be noted:
- (b) That the publication of the appendix be approved; and
- (c) That further progress reports against the equality outcomes and mainstreaming the equality duty be submitted to future meetings of the Board.





## Minute of Meeting

### Regulatory Functions Board

Date	Time	Venue
Thursday, 02 April 2015	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Councillors B Brown, M Devine, E Devine, Hood and Audrey Doig, Provost Hall, and Councillor M Brown.

#### CHAIR

Councillor Hood, Convener, presided.

#### IN ATTENDANCE

D Campbell, Assistant Managing Solicitor (Licensing); E Currie, Committee Services Officer; K Whiteside, Licensing Officer (Paralegal) and G McIntosh, Civic Government Enforcement Officer (for item 1 only) (all Finance & Resources).

#### APOLOGIES

Councillors McEwan and Mullin.

#### DECLARATIONS OF INTEREST

Councillor E Devine declared a non-financial interest in relation to item 3 of the agenda as he had knowledge of the background to the application and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

## ORDER OF BUSINESS

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 7 of the agenda before item 1 of the agenda; item 3 of the agenda after item 1 of the agenda; item 5 of the agenda after item 3 of the agenda; and item 6 of the agenda after item 5 of the agenda.

## EXCLUSION OF PRESS AND PUBLIC

The Board resolved that the press and public be excluded from the meeting during consideration of items 1, 2, 3, 4, 5, 6, 7, 8 and 9 as it was likely, in view of the nature of the business to be transacted that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

### 1 VARIATION OF TAXI LICENCE - PERSONAL APPEARANCE

There was submitted the undernoted application for variation of a Taxi Licence. The applicant had been asked to appear personally for the first time:-

**APPLICANT:** Kenneth Barnes, 10 Springfield Avenue, Paisley

**VARIATION:** condition 22 (ii) not to apply to licence to allow operation of a saloon vehicle

Mr Barnes, the applicant, and his Solicitor, Mr Hunter, were invited into the meeting. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be refused. This was agreed unanimously.

**DECIDED:** That the application be refused.

### 2 GRANT OF LANDLORD REGISTRATION - PERSONAL APPEARANCE

Under reference to item 5 of page 376 of the Minute of the meeting of this Board held on 19th February, 2015 consideration was resumed of the undernoted application for the grant of Landlord Registration. The applicant had been asked to appear personally for the second time:-

David Giles, 58 Douglas Drive, East Kilbride

Mr Giles, the applicant, and Mr Girdwood, his Letting Agent, were invited into the meeting together with Sergeant Divers, on behalf of the Chief Constable. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

Councillor Hood, seconded by Provost Hall, moved that consideration of the application be continued to allow the applicant to submit a copy of his letting agreement with his agent within a period of seven working days.

Councillor E Devine, seconded by Councillor M Devine, moved as an amendment that the application be refused.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, two members voted for the amendment and five members voted for the motion. The motion was accordingly declared carried.

**DECIDED:** That consideration of the application be continued to allow the applicant to submit a copy of his letting agreement with his agent within a period of seven working days.

## **DECLARATION OF INTEREST**

Councillor E Devine, having declared an interest in relation to the following item of business left the meeting and did not take part in any discussion or voting thereon.

### **3 GRANT OF SECOND HAND DEALER'S LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for the grant of a Second Hand Dealer's Licence. The applicant had been asked to appear personally for the first time together with Community Resources who had submitted a representation to the application and Police Scotland who had submitted a representation received outwith the statutory timescale to the application:-

**APPLICANT:** DMS (Glasgow) Limited

**PREMISES:** 64-74 Abercorn Street, Paisley

**AUTHORISED GOODS:** second hand cars

Operating Hours: Monday to Sunday – 10.00 am to 6.00 pm

There was no appearance by or on behalf of the applicant. Chief Inspector Nelson and Constable McLeod, on behalf of the Chief Constable who had submitted a representation received outwith the statutory timescale to the application, were invited into the meeting together with Mr Everett, on behalf of the Director of Community Resources who had submitted a representation to the application.

The Convener proposed that the application be considered in the applicant's absence and this was agreed unanimously.

On hearing the reasons for the representation from Police Scotland being received outwith the statutory timescale it was decided that the representation be taken into account when the application was being considered.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be refused. This was agreed unanimously.

**DECIDED:** That the application be refused.

## **SEDERUNT**

Councillor E Devine re-entered the meeting prior to consideration of the following item of business.

## **ADJOURNMENT**

The meeting adjourned at 11.55 am and reconvened at 12 noon.

### **4 RENEWAL OF TAXI DRIVER'S LICENCE AND REQUEST FOR EXEMPTION FROM ASSISTING WHEELCHAIR PASSENGERS - PERSONAL APPEARANCE**

There was submitted the undernoted application for renewal of a Taxi Driver's Licence and request for exemption from assisting wheelchair passengers. The applicant had been asked to appear for the first time together with Police Scotland who had submitted a representation received outwith the statutory timescale to the application:-

Christopher McMillan, 61 Second Avenue, Kingspark, Glasgow

Mr McMillan, the applicant, was invited into the meeting together with Chief Inspector Nelson and Constable McLeod, on behalf of the Chief Constable who had submitted a representation received outwith the statutory timescale to the application. Mr McMillan requested that consideration of his application and request for exemption be continued to a future meeting of the Board to allow him to have a Solicitor represent him.

The Convener proposed that consideration of Mr McMillan's application and request for exemption be continued to a future meeting of the Board to allow the applicant to be represented by a Solicitor. This was agreed unanimously.

**DECIDED:** That consideration of Mr McMillan's application and request for exemption be continued to a future meeting of the Board to allow the applicant to be represented by a Solicitor.

### **5 HEARINGS INTO POSSIBLE SUSPENSION OF TAXI DRIVER'S LICENCE AND PRIVATE HIRE CAR LICENCE - PERSONAL APPEARANCE**

The Board considered the possible suspension of the undernoted Taxi Driver's Licence and Private Hire Car Licence. The licence holder had been asked to appear personally for the first time together with Police Scotland:-

Roderick McIntosh, 57 Spinners Gardens, Paisley

Mr McIntosh, the licence holder, and his Solicitor, Mr Armit, were invited into the meeting together with Chief Inspector Nelson and Constable McLeod, on behalf of the Chief Constable. The Convener proposed that submissions on both matters be heard together and that separate decisions would be reached. This was agreed unanimously. Mr Armit also agreed to this.

After consideration of all matters before the Board, the Board adjourned to allow members to consider these matters. The meeting was reconvened and the Convener asked Mr Armit if he wished to address the Board as to any period of suspension the Board might impose prior to any motions being made in relation to his client's Taxi Driver's Licence and Private Hire Car Licence. Mr Armit then addressed the Board.

Following consideration of Mr Armit's submissions, Councillor Hood, seconded by Councillor E Devine, moved that Mr McIntosh's Taxi Driver's Licence be suspended for the unexpired portion of the duration of the licence with immediate effect.

Councillor Audrey Doig, seconded by Councillor M Devine, moved as an amendment that Mr McIntosh's Taxi Driver's Licence be not suspended.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, four members voted for the amendment and three members voted for the motion. The amendment was accordingly declared carried.

The Convener further proposed that Mr McIntosh's Private Hire Car Licence be not suspended and this was agreed unanimously.

**DECIDED:**

(a) That Mr McIntosh's Taxi Driver's Licence be not suspended; and

(b) That Mr McIntosh's Private Hire Car Licence be not suspended.

**6 RENEWAL OF PRIVATE HIRE CAR DRIVER'S LICENCE - PERSONAL APPEARANCE**

Under reference to item 3(b) of the Minute of the meeting of this Board held on 4th March, 2015 consideration was resumed of the undernoted application for renewal of a Private Hire Car Driver's Licence. The applicant had been asked to appear personally for the second time together with Police Scotland who had submitted a representation to the application:-

David McDonald, 15 Glen Court, Dalry

There was no appearance by or on behalf of the applicant. Chief Inspector Nelson and Constable McLeod, on behalf of the Chief Constable who had submitted a representation to the application, were invited into the meeting. The Assistant Managing Solicitor (Licensing) advised that Mr McDonald had intimated that he would be unable to attend the meeting and had requested that his application be considered in his absence. The Convener proposed that the application be considered in Mr McDonald's absence and this was agreed unanimously.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

Councillor Hood, seconded by Councillor Audrey Doig, moved that the application be granted for a restricted period of one year.

Councillor E Devine, seconded by Councillor M Devine, moved as an amendment that the application be refused.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, two members voted for the amendment and five members voted for the motion. The motion was accordingly declared carried.

**DECIDED:** That the application be granted for a restricted period of one year.

## **7 GRANT OF PRIVATE HIRE CAR DRIVER'S LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for the grant of a Private Hire Car Driver's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted an objection to the application:-

Gilmour Allan, Flat 1/1, 3C Brydson Place, Linwood

There was no appearance by or on behalf of the applicant. Chief Inspector Nelson and Constable McLeod, on behalf of the Chief Constable who had submitted an objection to the application, were invited into the meeting. The Convener proposed that the application be considered in Mr Allan's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be refused. This was agreed unanimously.

**DECIDED:** That the application be refused.

## **ADJOURNMENT**

The meeting adjourned at 1.30 pm and reconvened at 2.00 pm.

## **SEDERUNT**

Councillor M Brown was not in attendance.

## **8 GRANT OF TAXI DRIVER'S LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for the grant of a Taxi Driver's Licence. The applicant had been asked to appear personally for the first time:-

Andrea Mains, 1 Hillside Road, Paisley

Mrs Mains, the applicant, and Mr Mains, her husband, were invited into the meeting. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of one year.

**9 RENEWAL OF PRIVATE HIRE CAR DRIVER'S LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for renewal of a Private Hire Car Driver's Licence. The applicant had been asked to appear personally for the first time:-

John McIntyre, 96 Netherhill Road, Paisley

The Assistant Managing Solicitor (Licensing) advised that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

**DECIDED:** That it be noted that the application had been granted by the Head of Corporate Governance under delegated authority for a period of two years.

**10 RENEWAL OF PRIVATE HIRE CAR LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for renewal of a Private Hire Car Licence. The applicant had been asked to appear personally for the first time:-

Mark Elder, 84 Glencoats Drive, Paisley

There was no appearance by or on behalf of the applicant. The Convener proposed that the application be considered in Mr Elder's absence and this was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of two years.

## Minute of Meeting

### Regulatory Functions Board

Date	Time	Venue
Thursday, 23 April 2015	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### **PRESENT**

Councillors B Brown, M Devine, E Devine, Hood, Audrey Doig, and Mullin.

#### **CHAIR**

Councillor Hood, Convener, presided.

#### **IN ATTENDANCE**

D Campbell, Assistant Managing Solicitor (Licensing); E Currie, Committee Services Officer and K Whiteside, Licensing Officer (Paralegal) (all Finance & Resources).

#### **APOLOGIES**

Councillors McEwan and M Brown.

#### **DECLARATIONS OF INTEREST**

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



## **ADDITIONAL ITEM**

The Convener intimated that there was an additional item in relation to an application for the grant of a Market Operator's Licence submitted by Continental Market Limited which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item, which is dealt with at item 4 of this Minute, was urgent in view of the need to determine the matter timeously authorised its consideration.

## **ORDER OF BUSINESS**

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 6 of the agenda after item 4 of the agenda; item 7 of the agenda after item 6 of the agenda; item 8 of the agenda after item 7 of the agenda; item 5 of the agenda after item 8 of the agenda; and item 9 of the agenda after item 5 of the agenda.

## **EXCLUSION OF PRESS AND PUBLIC**

The Board resolved that the press and public be excluded from the meeting during consideration of items 1, 2, 3, 4, 7, 8, 9 and 10 as it was likely, in view of the nature of the business to be transacted that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

### **1 GRANT OF TAXI DRIVERS' LICENCES - PERSONAL APPEARANCES**

There were submitted the undernoted applications for the grant of Taxi Drivers' Licences. The applicants had been asked to appear personally for the first time together with Police Scotland who had submitted a representation to application (a) and an objection to application (b):-

(a) Robert McCaig, Flat 0/1, 7 Shaw Place, Linwood

Mr McCaig, the applicant, was invited into the meeting together with Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of one year.

(b) Paul Wilson, 36 Stirling Drive, Linwood

Mr Wilson, the applicant, was invited into the meeting together with Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted an objection to the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

Councillor Hood, seconded by Councillor Mullin, moved that the application be granted for a period of one year.

Councillor M Devine, seconded by Councillor E Devine, moved as an amendment that the application be refused.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, three members voted for the amendment and three members voted for the motion. There being an equality of votes cast, the Convener used his second and casting vote in favour of the motion. The motion was accordingly declared carried.

**DECIDED:** That the application be granted for a period of one year.

## **SEDERUNT**

Councillor M Devine left the meeting prior to consideration of the following item of business.

### **2 GRANT OF PRIVATE HIRE CAR DRIVERS' LICENCES - PERSONAL APPEARANCES**

There were submitted the undernoted applications for the grant of Private Hire Car Drivers' Licences. The applicants had been asked to appear personally for the first time together with Police Scotland who had submitted representations to applications (a), (b), (c) and (d); a representation received outwith the statutory timescale to application (e); and an objection to application (f):-

(a) Christopher Elliott, 42 Ben Wyvis Drive, Hawkhead Estate, Paisley

Mr Elliott, the applicant, was invited into the meeting together with Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of one year.

(b) Iain McGarrie, 47 Hart Street, Linwood

Mr McGarrie, the applicant, was invited into the meeting together with Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application.

The Assistant Managing Solicitor (Licensing) advised that Police Scotland had submitted a further letter of objection received outwith the statutory timescale to the application which the applicant had been given limited notice of. Mr McGarrie waived his right to the statutory period in relation to this further letter in terms of the Civic Government (Scotland) Act 1982 and requested that the Board consider his application at this stage.

On hearing the reasons for the objection from Police Scotland being received outwith the statutory timescale it was decided that the objection be taken into account when the application was being considered.

Following consideration of the terms of the further letter, the Board adjourned to allow members to consider this matter. The meeting was reconvened and the Convener proposed that consideration of the application be continued and that Mr McGarrie be invited to a future meeting of the Board. This was agreed unanimously.

**DECIDED:** That consideration of the application be continued and that the applicant be invited to a future meeting of the Board.

(c) John Divers, 50 Napier Drive, Govan, Glasgow

There was no appearance by or on behalf of Mr Divers. Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application, were invited into the meeting. The Assistant Managing Solicitor (Licensing) advised that Mr Divers had advised that he would be on holiday and requested that consideration of his application be continued to a future meeting of the Board.

The Convener proposed that consideration of the application be continued and that the applicant be invited to a future meeting of the Board. This was agreed unanimously.

**DECIDED:** That consideration of the application be continued and that the applicant be invited to a future meeting of the Board.

(d) Gary McFarlane, 227 Glenfield Road, Paisley

Mr McFarlane, the applicant, was invited into the meeting together with Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of one year.

(e) Gary Clark, Flat 1/1, 25 Manering Road, Paisley

Mr Clark, the applicant, was invited into the meeting together with Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation received outwith the statutory timescale to the application. On hearing the reasons for the representation being received outwith the statutory timescale it was decided that the representation be taken into account when the application was being considered.

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of one year.

(f) Scott McInnes, 84 Priesthill Road, Glasgow

Mr McInnes, the applicant, was invited into the meeting together with Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted an objection to the application. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

Councillor Hood, seconded by Councillor Mullin, moved that the application be granted for a period of six months.

Councillor E Devine, seconded by Councillor Audrey Doig, moved as an amendment that the application be refused.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, two members voted for the amendment and three members voted for the motion. The motion was accordingly declared carried.

**DECIDED:** That the application be granted for a period of six months.

### 3 **RENEWAL OF TAXI DRIVER'S LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for renewal of a Taxi Driver's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted a representation to the application:-

Stephen Wallace, Flat 0/1, 128 Ferguslie, Paisley

Mr Wallace, the applicant, was invited into the meeting together with Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of two years.

### 4 **MARKET OPERATOR'S LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for the grant of a Market Operator's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted a representation received outwith the statutory timescale to the application and the Council's Director of Development & Housing Services who had submitted an objection received outwith the statutory timescale to the application:-

Applicant: Continental Markets Limited, 47 Petrel Way, Dunfermline

Authorised Goods: various international products

Trading From: The Square, Paisley

Operating From: 13th May to 17th May; 19th August to 23rd August; and 11th November to 14th November, 2015 from 9.00 am to 6.00 pm

There was no appearance by or on behalf of the applicant. Inspector Espie and Sergeant Fitzpatrick, on behalf of the Chief Constable who had submitted a representation received outwith the statutory timescale to the application, were invited into the meeting together with Ms Moulson, on behalf of the Council's Director of Development & Housing Services who had submitted an objection outwith the statutory timescale to the application.

The Assistant Managing Solicitor (Licensing) advised that the applicant, Police Scotland and the Council's Director of Development & Housing Services had agreed to waive their right to the statutory period of notice for this meeting in terms of the Civic Government (Scotland) Act 1982. The Convener proposed that the application be considered in the applicant's absence and this was agreed unanimously.

On hearing the reasons for the objection from the Council's Director of Development & Housing Services being received outwith the statutory timescale it was decided that the objection be taken into account when the application was being considered. On hearing the reasons for the representation from Police Scotland being received outwith the statutory timescale it was decided that the representation be taken into account when the application was being considered. After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened.

Councillor Hood, seconded by Councillor E Devine, moved that the application be refused.

Councillor Audrey Doig, seconded by Councillor Mullin, moved as an amendment that the application be granted.

In terms of Standing Order 30 the Convener intimated that the vote would be by a show of hands.

On a vote being taken, two members voted for the amendment and three members voted for the motion. The motion was accordingly declared carried.

**DECIDED:** That the application be refused.

## **ADJOURNMENT**

The meeting adjourned at 12.45 pm and reconvened at 1.30 pm.

## **5 RENEWAL OF PRIVATE HIRE CAR LICENCE - PERSONAL APPEARANCE**

There was submitted the undernoted application for renewal of a Private Hire Car Licence. The applicant had been asked to appear personally for the first time:-

Thomas Stein, 23 Montrose Avenue, Glasgow

There was no appearance by or on behalf of Mr Stein. The Convener proposed that the application be considered in Mr Stein's absence and that consideration of the application be continued until later in the meeting to allow enquiries to be made. This was agreed unanimously.

**DECIDED:** That consideration of the application be continued until later in the meeting to allow enquiries to be made.

## 6 **VARIATION OF PRIVATE HIRE CAR LICENCE**

There was submitted the undernoted application for variation of a Private Hire Car Licence:-

Applicant: Minicoach Tours (Scotland) Limited  
Variation: to carry eight passengers

The Convener proposed that the application be granted and this was agreed unanimously.

**DECIDED:** That the application be granted.

## 7 **SURRENDER AND RE-ISSUE OF TAXI LICENCES**

There were submitted the undernoted applications for surrender and re-issue of Taxi Licences:-

(a) Present Operator: William Stewart, 14 Lavernside Avenue, Barrhead  
Proposed Operator: James Liddell, 26 Springfield Drive, Auchenback, Barrhead  
Licence No.: TX134

The Convener proposed that the application be granted and this was agreed unanimously.

**DECIDED:** That the application be granted.

(b) Present Operator: Edwin Coyle, 63 Motehill Road, Gallowhill, Paisley  
Proposed Operator: David Gray, 43 Abbotsford Crescent, Paisley  
Licence No.: TX 147

The Convener proposed that the application be granted and this was agreed unanimously.

**DECIDED:** That the application be granted.

## 8 **REQUESTS FOR EXEMPTIONS FROM ASSISTING WHEELCHAIR PASSENGERS**

There were submitted the undernoted requests for exemptions from assisting wheelchair passengers:-

(a) Alan Grant, 6 Gorse Drive, Barrhead

The Convener proposed that Mr Grant's request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence. This was agreed unanimously.

**DECIDED:** That Mr Grant's request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence.

(b) David McDonald, 30 Anchor Crescent, Paisley

The Convener proposed that Mr McDonald's request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence. This was agreed unanimously.

**DECIDED:** That Mr McDonald's request for exemption from assisting wheelchair passengers be granted for the duration of his current Taxi Driver's Licence.

## 9 GRANT OF LANDLORD REGISTRATIONS - PERSONAL APPEARANCES

There were submitted the undernoted applications for the grant of Landlord Registrations. The applicants had been asked to appear for the first time:-

(a) Douglas Lyle, Scart Farm, Kilmacolm Road, Bridge of Weir (Alexander Lyle and Elizabeth Lyle - joint owners)

There was no appearance by or on behalf of Mr Lyle. Sergeant Divers, Police Scotland was invited into the meeting. The Assistant Managing Solicitor advised that Mr Lyle's Solicitor had requested that consideration of his client's application be continued to a future meeting of the Board. The Convener proposed that consideration of the application be continued and that the applicant be invited to a future meeting of the Board. This was agreed unanimously.

**DECIDED:** That consideration of the application be continued and that the applicant be invited to a future meeting of the Board.

(b) Ryan Maxwell, 13 Old Bars Road, Moodiesburn, Glasgow (Elizabeth McGrory - joint owner)

Mr Maxwell, the applicant, was invited into the meeting together with Sergeant Divers, Police Scotland. Mr Maxwell advised that his address was 13 Old Bars Drive, Moodiesburn, Glasgow. After consideration of all matters before the Board the Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of three years.

## 10 RENEWAL OF LATE HOURS CATERING LICENCE

There was submitted the undernoted application for renewal of a Late Hours Catering Licence:-

Applicant: McDonald's Restaurants Limited

Premises: Restaurant and Drive Thru, Phoenix Retail Park, Linwood Road, Paisley

Operating Hours: 7 days per week - 11.00 pm to 5.00 am

The Convener proposed that the applicant continue to be allowed to be an exception to the Board's policy on trading hours and that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application continue to be allowed to be an exception to the Board's policy on trading hours and that the application be granted for a period of two years.

#### 11 **RENEWAL OF PRIVATE HIRE CAR LICENCE - PERSONAL APPEARANCE**

Under reference to item 5 of this Minute consideration was resumed of the undernoted application for renewal of a Private Hire Car Licence. The applicant had been asked to appear personally for the first time:-

Thomas Stein, 23 Montrose Avenue, Glasgow

There was no appearance by or on behalf of Mr Stein. The Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

**DECIDED:** That the application be granted for a period of two years.