

Notice of Meeting and Agenda

Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 29 May 2019	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

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

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

Further Information

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

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

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

For further information, please either email

democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

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

Apologies

Apologies from members.

Declarations of Interest

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

FINANCE

- | | | |
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| 1 | Revenue Budget Monitoring Report | 5 - 12 |
| | Joint report by the Directors of Finance & Resources, Environment & Infrastructure and Communities, Planning & Housing Services. | |
| 2 | Capital Budget Monitoring Report | 13 - 18 |
| | Joint report by the Directors of Finance & Resources and Environment & Infrastructure. | |

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| 3 | Operational Performance Report | 19 - 28 |
| | Report by the Director of Environment & Infrastructure. | |
| 4 | Environment & Infrastructure Service Improvement Plan: Overview of Performance 2018/19 | 29 - 64 |
| | Report by the Director of Environment & Infrastructure. | |
| 5 | Communities, Housing & Planning Service Improvement Plan: Overview of Performance 2018/19 | 65 - 98 |
| | Report by the Director of Communities, Housing & Planning Services. | |

ROADS

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| 6 | Code of Practice: "Well Managed Highway Infrastructure" | 99 - 118 |
| | Report by the Director of Environment & Infrastructure. | |

PETITION

- 7 Referral from Petitions Board: Petition re measures to improve safety and mitigate the perception of danger at the junction between Kelburn Oval and Glasgow Road, Paisley** **119 - 128**
- Report by the Director of Finance & Resources.

PUBLIC PROTECTION

- 8 Consultation on Reforming the UK Packaging Producer Responsibility Scheme** **129 - 158**
- Report by the Director of Environment & Infrastructure.
- 9 Voluntary Professional Dog Walking Scheme** **159 - 162**
- Report by the Director of Communities, Housing & Planning Services.

HEALTH & SAFETY

- 10 Environment & Infrastructure Health, Safety & Wellbeing Plan 2019/20** **163 - 180**
- Report by the Director of Environment & Infrastructure.

LAND & PROPERTY

- 11 Johnstone Bowling Club - Long Lease Request** **181 - 186**
- Report by the Director of Finance & Resources.
- 12 Disposal of Land at St Ninians Crescent, Paisley** **187 - 192**
- Report by the Director of Finance & Resources.
- 13 Disposal of Land at Millarston Drive, Paisley** **193 - 196**
- Report by the Director of Finance & Resources.

- 14 Temporary Licences to Occupy Land to Provide Working Areas for City Deal Construction 197 - 202**
Joint report by the Chief Executive and the Director of Finance & Resources.
- 15 Community Asset Transfer Request - Former Public Toilets, 19 Inchinnan Road, Renfrew 203 - 208**
Report by the Director of Finance & Resources.

EXCLUSION OF PRESS AND PUBLIC

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

- 16 Proposed Sale of Kersland School, Paisley**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information);
- 17 Disposal of Land within the Advanced Manufacturing Innovation District Scotland**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information);



To: Infrastructure, Land and Environment Policy Board

On: 29 May 2019

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

Heading: Revenue Budget Monitoring to 1 March 2019

1. Summary

- 1.1 Gross expenditure is £40.345m, in line with year to date budget, and income is £11.562m, in line with year to date budget, resulting in a break even position for those services reporting to this Policy Board.

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

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Environment & Infrastructure	Break even	(0.0%)	Break even	(0.0%)
Communities Housing & Planning (Regulatory Services)	Break even	(0.0%)	Break even	(0.0%)

2. Recommendations

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

- 3.1 There is a net budget movement since the last Board report totalling £(537,000) which is predominantly related to the transfer of revenue funding to support the capital investment in the LED streetlighting programme.
-

4. **Environment & Infrastructure**

Current Position: Break even
Previously Reported: Break even

4.1 **Projected Year End Position**

The Department and the leadership team have undertaken a range of management actions to address the significant budget pressures experienced in 2018/19, including strict expenditure controls, and the maximisation of alternative income sources for the second half of the 2018/19 financial year. The position continues to be closely monitored and based on management action taken in addition to support being provided from corporate budgets, it is forecast that the Services reporting to this Policy Board will break even at the end of the financial year.

There are still a number of risks to this forecast position which the service will closely monitor in the final period of the financial year.

- Refuse Collection & Disposal. The projection includes an estimated cost of disposal of both residual and recycle waste, based on estimated tonnages received for recycling or disposal. The level of tonnages can fluctuate significantly from year to year, and will be closely monitored in the last month of the financial year.

5. **Communities, Housing & Planning (Regulatory Services)**

Current Position: Break even
Previously Reported: Break even

5.1 **Projected Year End Position**

It is forecast that the Services reporting to this Policy Board will break even at the end of the financial year.

Implications of the Report

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

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

3. **Community Planning**

Reshaping our place, our economy and our future – actively involved in delivering the public realm aspects of Paisley 2021 Legacy and supporting the Invest in Renfrewshire scheme. The service is also contributing towards: the Economic Framework and Paisley Town Centre Action Plan, maintaining and improving strategic road, rail and transport connections; and supporting the Glasgow City Region/City Deal.

Creating a sustainable Renfrewshire for all to enjoy – The service leads on the Environment and Place agenda, promotes and encourages waste minimisation through reducing, reusing and recycling, and increasing the use of alternative fuels in the Council fleet. It also works in partnership with the community to make Renfrewshire a cleaner place to live, visit or do business.

Working together to improve outcomes – the service is committed to the delivery of the Better Council Change Programme to deliver workforce integration and make better use of the Council's assets.

4. **Legal** – none

5. **Property/Assets** – none

6. **Information Technology** - none.

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

8. **Health & Safety** – none

- 9. **Procurement** – none
- 10. **Risk** – none
- 11. **Privacy Impact** - none
- 12. **COSLA position** - none

List of Background Papers

None

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RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/19
1st April 2018 to 1st March 2019

POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	%	
Employee Costs	17,773	16,825	16,978	(154)	-0.9%	overspend
Premises Related	1,114	1,039	1,039	0	0.0%	breakeven
Transport Related	6,345	5,344	5,343	0	0.0%	breakeven
Supplies and Services	16,652	13,704	13,550	154	1.1%	underspend
Third Party Payments	3,230	3,196	3,196	0	0.0%	breakeven
Transfer Payments	16	14	14	0	0.0%	breakeven
Support Services	10,208	224	224	(0)	0.0%	breakeven
Depreciation and Impairment Losses	7,321	(0)	0	(0)	-100.0%	breakeven
GROSS EXPENDITURE	62,658	40,345	40,345	(0)	0.0%	breakeven
Income	(23,200)	(11,562)	(11,562)	0	0.0%	breakeven
NET EXPENDITURE	39,458	28,783	28,783	0	0.0%	breakeven

Bottom Line Position to 1st March 2019 is breakeven

Anticipated Year end budget position is breakeven

£000's

0

0

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/19
1st April 2018 to 1st March 2019

POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
				£000's	%	
MSS	1,034	1,000	1,000	0	0.0%	breakeven
Refuse Collection	4,744	4,079	4,079	0	0.0%	breakeven
Refuse Disposal	7,912	6,999	6,999	(0)	0.0%	breakeven
Steetscene	6,764	5,744	5,744	(0)	0.0%	breakeven
Land Services	2,268	1,003	1,003	0	0.0%	breakeven
Transport	1,631	1,506	1,505	0	0.0%	breakeven
Transport Maintenance	(510)	(471)	(471)	0	0.0%	breakeven
Roads Maintenance	8,897	2,721	2,721	(0)	0.0%	breakeven
Regulatory Services	1,338	1,235	1,235	0	0.0%	breakeven
Flooding	380	351	351	0	0.0%	breakeven
Structures	305	281	282	(0)	-0.1%	breakeven
Street Lighting	972	897	897	(0)	0.0%	breakeven
Traffic Management	1,398	1,291	1,290	0	0.0%	breakeven
Parking of Vehicles	(902)	(832)	(833)	0	0.0%	breakeven
SPTA	3,228	2,979	2,979	0	0.0%	breakeven
Traffic & Transport Studies	0	0	(0)	0	0.0%	breakeven
Roads grant Funded Projects	0	0	0	(0)	0.0%	breakeven
NET EXPENDITURE	39,458	28,783	28,783	0	0.0%	breakeven

£000's

Bottom Line Position to 1st March 2019 is breakeven

0

Anticipated Year end budget position is breakeven

0



To: INFRASTRUCTURE, LAND & ENVIRONMENT POLICY BOARD

On: 29 MAY 2019

Report by: Joint report by Directors of Finance & Resources, and Environment & Infrastructure.

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 1st March 2019 totals £10.895 million compared to anticipated expenditure of £10.899 million for this time of year. This results in an under-spend of £0.004 million for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Environment & Infrastructure	£0.004m u/spend	0% u/spend	£0.002m u/spend	0% u/spend
Total	£0.004m u/spend	0% u/spend	£0.002m u/spend	0% u/spend

- 1.2 The expenditure total of £10.895 million represents 83% of the resources available to fund the projects being reported to this board, which compares with 78% at the same stage last year. This expenditure represents actual financial payments processed, as opposed to the value of work completed by the 1st March, with the projects expected to be completed within the agreed timescales.
- 1.3 Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.

2. Recommendations

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

- 3.1 Since the last report budget changes totalling £1.291 million have arisen which reflect the following:
- Budget re-profiled from 2018/19 into 2019/20 reflecting updated cash flows received for the projects (£1.340m):
 - Vehicle Replacement Programme (£0.166m);
 - Bridge Assessment & Strengthening (£0.233m);
 - Roads & Footway Upgrade (£0.188m);
 - Lighting Column & LED Replacement (£0.234m);
 - Waste Transfer Station Upgrade (£0.036m);
 - Parks Improvement Programme (£0.413m);
 - Underwood Rd Improvements (£0.078m).
 - Budget carried forward from 2019/20 into 2018/19 (£0.068m):
 - Improvement to Cemetery Estate (£0.068m).
 - Budget Increases in 2019/20 (£0.176m):
 - Vehicle Replacement Programme (£0.176m) for electric vehicle charger grant and CFCR contribution towards purchase of SOOPIR bus for Lens programme.
 - Reduction in Grant Funding in 2018/19 due to revised expenditure expectations (£0.195m):
 - Strathclyde Partnership Transport (£0.195m).
-

4 Background

- 4.1 This monitoring report details the performance of the Capital Programme to 1st March 2019 and is based on the Capital Investment Programme approved by members on 2nd March 2018, adjusted for movements since its approval.

- 4.2 The Department of Environment and Infrastructure has a Capital Investment programme for 2018/19 of £13.1m, allocated over 11 separate projects. The delivery of all projects is progressing well with full expenditure expected by the 31st March 2019.
-

Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
 2. **HR & Organisational Development** – none.
 3. **Community Planning** –

Creating a sustainable Renfrewshire for all to enjoy – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
 4. **Legal** – none.
 5. **Property/Assets** – none.
 6. **Information Technology** – none.
 7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
 8. **Health & Safety** – none.
 9. **Procurement** – none.
 10. **Risk** – none.
 11. **Privacy Impact** – none.
 12. **Cosla Policy Position** – none.
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List of Background Papers

- (a). Non-Housing Capital Investment Programme 2018/19 to 2020/21 – Council, 2nd March 2018.

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Infrastructure, Land & Environment - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: INFRASTRUCTURE, LAND & ENVIRONMENT

Project Title	Approved Programme @02/03/18 £000	Current Programme MR 12 £000	Year To Date Budget to 01-Mar-19 £000	Cash Spent to 01-Mar-19 £000	Variance to 01-Mar-19 £000	% Variance	Cash to be Spent by 31-Mar-19 £000	% Cash Spent
ENVIRONMENT & INFRASTRUCTURE								
Cycling, Walking & Safer Streets (Funded by Specific Consent)	239	239	180	180	0	0%	59	75%
Vehicle Replacement Programme	1,500	1,171	565	564	1	0%	644	48%
Bridge Assessment/Strengthening	500	293	200	199	1	1%	94	68%
Roads/Footways Upgrade Programme	3,000	6,942	6,190	6,193	-3	0%	749	89%
Lighting Columns Replacement	250	139	130	132				
Waste Transfer Station Upgrade	0	364	364	364	0	0%	0	100%
Parks Improvement Programme	0	194	179	168	11	6%	26	87%
LED Street Lighting Strategy	0	1,056	630	632	-2	0%	424	60%
Depots Improvements (Underwood Road)	0	672	665	666	-1	0%	6	99%
HDPE Bins	0	1,291	1,291	1,291	0	0%	0	100%
Improvements to Cemetery Estate	0	168	55	56	-1	-2%	112	33%
Strathclyde Partnership Transport	0	580	450	450	0	0%	130	78%
TOTAL INFRASTRUCTURE, LAND & ENVIRONMENT BOARD	5,489	13,109	10,899	10,895	4	0%	2,214	83%



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 29 May 2019

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

Heading: OPERATIONAL PERFORMANCE REPORT

1. Summary

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

2. Recommendations

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

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

3. Background

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

Operational Updates

4. Roads and StreetScene

Winter Maintenance

- 4.1 Our newly named gritters have been dispatched throughout the winter period to ensure the main arterial roads remained open. The gritters are each fitted with a tracking device which provides real time information which means each gritter can be tracked online by the public. Over the winter there was more than 5,800 tonnes of salt used on Renfrewshire's roads.

Roads Maintenance

- 4.2 As part of the 5 year £40 million investment in Renfrewshire's roads and infrastructure, approved by Council in February 2019, a capital investment of over £8m in Renfrewshire's roads and footways, will be delivered during 2019/2020. The capital programme for 2019/20 was published on the Council's Information Bulletin on the 26 March. This consists of almost 100 roads across Renfrewshire benefitting from carriageway resurfacing, a significant increase in the number of footways being resurfaced, as well as an expanded programme of surface dressing. Engagement meetings have been held with key stakeholders including SPT, local bus operators and other Council Services to ensure a coordinated approach to the programme throughout the year.

StreetScene Service Review

- 4.3 The key routes into Renfrewshire have been reviewed analysing traffic volumes for business, commuter and visitor traffic flows. Key routes have been grouped with high traffic volumes and termed as "Ambassador Routes" and plans are being developed to focus on StreetScene activities of these key routes. This will assist in encouraging increased investment and visitors and demonstrate a clean and welcoming Renfrewshire. Work on the review of naturalised areas is progressing.

The service has commenced seasonal grass cutting and has recruited over 70 staff to date to assist with the required works. 15 staff who were developed through the Invest in Renfrewshire programme have been successful as part of this recruitment, providing valuable work for local young people.

Code of Practice, Litter and Refuse (CoPLaR) 2018

- 4.4 CoPLAR provides guidance to duty holders, including the Council, on meeting section 89, duties 1 and 2 of the Environmental Protection Act 1990 and was adopted by Parliament in June 2018. This note provides an update following the previous policy board report in August 2018.

CoPLAR has brought forward several changes and points of clarity, including revised zone categories for relevant land revising cleanliness grades and response times and definition of what is litter and detritus. In addition, a new Litter Monitoring System (LMS) has been trialled and is expected to be rolled out during 2019/20. This LMS consists of an updated litter monitoring methodology and software solution that will use the land zoning information to allocate survey points and will replace the current

street cleaning scoring system used nationally in the local government benchmarking indicators.

CoPLAR 2018 requires the Council to re-zone its relevant land by June 2019 and uses digital mapping through GIS to do this. This enables:

- A comprehensive digitised data set for each local authority that will assist in understanding trends and better plan for litter prevention activity;
- Aligns with 'Realising Scotland's full potential in a digital world: a digital strategy for Scotland; and
- Will allow each authority to transition to the new litter monitoring system.

The service is well under way with re-zoning of all Renfrewshire Council land through GIS software applications, by June 2019, as required.

The biggest change to the Code of Practice is to ensure councils have a focus on prevention. Renfrewshire Council is well placed to deliver the duties of the Code of Practice through ongoing prevention activity to prevent the issue of flytipping and littering rather than simply reacting to issue once in place. Through the introduction of the Team Up to Clean Up campaign, there has been a larger focus on targeted enforcement for littering, flytipping and dog fouling including foot patrols in affected hot spot areas. Further preventative work includes signage, stencilling of pavement and where required CCTV to try and identify offenders.

The Communities and Public Protection Service is currently under review with a team being established to focus on working with communities – this will include improving greenspaces, monitoring Household Waste Recycling Centres and working closely with the Renfrewshire Wardens on enforcement of environmental offences.

One of the key strands of preventative measures includes education of children in the effects of littering, fly tipping, dog fouling and anti-social behaviour. Over 1900 Renfrewshire Primary 6 pupils recently attended the Safe Kids event in April/May 2019 and undertook sessions regarding the above issues. This is then followed through with sessions in Primary 7 and early years at High School. School litter picks have been a successful part of Team Up to Clean Up and is helpful in preventing the litter i.e. the school kids do not want to pick up their own litter.

To further target education, the Team Up to Clean Up campaign has recently launched a children's book – 'The Clumps' Big Mess' to be used as part of the school curriculum and educate primary school children on what the community experiences when litter is allowed to accumulate. This has been extremely well received and will hopefully have a lasting impact on school children as they grow up.

Event Support

- 4.5 StreetScene provided support to the successful Paisley Food Festival held at the end of April this year. A large number of local residents and visitors enjoyed the range of food, and attractions available. This included assistance to keep the areas clean and presentable before, during and after the event.

5. Fleet & Social Transport Services

Fleet Services continues to support all services maintaining vehicles to a safe and legal standard.

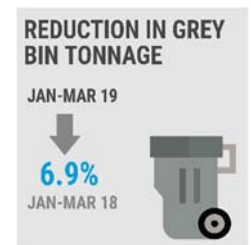
The service is currently exploring ways of improving utilisation, efficiency and costs without impacting on service users. Further exploration of green fleet support from Transport Scotland has allowed the introduction of a further 48 electric zero emissions vehicles during the coming months ahead. Social Transport will benefit from new low-level floor, access vehicles that operate without tail lift facilities, to support the needs of customers using the service.

6. Waste Services

Planned Service Changes

- 6.1 Implementation of phase one of the new waste collection service commenced on 3 December 2018. It was supported by a comprehensive communication campaign, a major website redesign, and a full rerouting exercise.

Information gathered for the period 1 January to 31 March 2019 shows that there has been a 6.9% reduction in tonnage from the grey residual waste bins since the introduction of the service, compared to the same period in 2018. In the same period there has been a 43% increase in tonnage from the food & garden waste collected.



Reporting Missed Bins

- 6.2 The continued evaluation of the service has identified that missed bin information can make its way to the service through 3 to 4 different channels, this leads to duplication in enquiries which can result in inefficient use of resources with properties being revisited on more than one occasion. It has also become apparent that in some instances missed bins are being reported several days and weeks after the due collection date. A procedure will be introduced in conjunction with Customer Services staff that missed bin reports will be accepted up to 2 working days after the alleged missed bin. Any reports received outwith that period will not be actioned until the next scheduled collection for that bin.

To improve efficiency and remove duplication of missed bin enquiries, we are moving to all missed bins reports via the Customer Service Centre channels either through the Customer Service Centre or the Council's website online reporting facility. To support this process the service will communicate with all elected members, community councils and stakeholders. At present the majority of member enquiries lodged by phone or e-mail late Friday to Sunday are not actioned by the service until Tuesday onwards. Online reporting via the Council's website from late Friday to Sunday allows these queries to be picked up by the service Saturday through to Monday. Any specific elected member issues that are not resolved in this way can continue to be raised directly with the department.

- 6.3 In response to the feedback received from staff and residents, Waste and Fleet Services are trialling some alternative collection vehicles. The trial will explore the potential benefits of using a more efficient logistics model for waste collection which could improve fuel consumption and reduce CO₂ emissions. The demonstration trials will include smaller sized collection vehicles that can be used to service difficult to access routes and to support service delivery in sub-urban and rural areas. The vehicles on trial included 2 x 16T, and 1 x 12T refuse collection vehicles.
- 6.4 There are plans to invest funding in Household Waste Recycling Centre for 2019/20. Welfare facilities for staff will be upgraded or replaced. Further investment will be made over the summer to replace the automatic number plate recognition equipment which will allow analysis of vehicle frequencies at locations across Renfrewshire

7. Transportation and Infrastructure Services

- 7.1 The 2018/19 Cycling, Walking and Safer Streets programme is complete with the following new infrastructure created:
- Provision of a section of footway in Gilmartin Road, Linwood to access the bus stop otherwise surrounded by grass verge.
 - Speed tables on John Lang Street, Johnstone
 - Cycle stands Greenock Rd, Bishopton
 - Kilbarchan Primary School crossing points
- 7.2 A programme of bus stop improvement works is complete. The programme, to encourage greater bus patronage, included high access kerb treatment and new bus shelters at the Beith Road corridor and in Newmains. Two bus stops on Dean Park Road, Renfrew, have had hard standing provided in shelters which were previously grass verges to improve passenger experience.
- 7.3 Strathclyde Partnership for Transport are about to erect real time passenger information displays on Paisley Road/Renfrew Road to be followed by the distribution of promotional material on-line and via leaflets.
- 7.4 Preparatory work is underway on Strathclyde Partnership for Transport grant funded capital projects for 2019/20:
- Replacement of Urban Traffic Control System;
 - Bus Corridor Improvements focussing on Renfrewshire villages;
 - Construction of Paisley to Renfrew Cycle Route; and
 - Creation of a Park and Ride facility for 20 – 25 spaces at Milliken Park.
 - Real Time Passenger Information displays on the Paisley to Johnstone corridor.
- 7.5 The Strathclyde Safety Camera Partnership has installed a safety camera, in partnership with Renfrewshire Council, on the northbound carriageway of Renfrew Road opposite Dundonald Road.
- 7.6 All residents have been written to about their views on providing car parking for 10 extra cars at Whiteford Road, Paisley. Responses have been received and officers

will now survey the parking demand in the vicinity at different times of day to inform future options.

8. Environment and Place, Team Up to Clean Up

- 8.1 The Team Up to Clean Up Campaign has been supporting community clean-ups since October 2017. It is evident the approach has been successful with a clear increase in litter-picking activity. Events increased 63% in 2018/19 in comparison with the previous year. Over 2,500 volunteers from local communities, schools and business took part in at least one event removing over 2,000 bags of litter from Renfrewshire communities with StreetScene fully supporting with full waste uplift and transportation for disposal.
- 8.2 Team Up to Clean Up has evolved to become so much more than a litter project. The Campaign has changed how we work with communities, young people and businesses, and has gone further to change how communities see themselves and their role in developing their place. A blueprint has now been laid for successful collaboration with communities as we enter into a new phase of community empowerment and engagement.
- 8.3 A strong partnership is being developed with Keep Scotland Beautiful (KSB) who are keen to work alongside Renfrewshire in delivering their 2019 national campaigns. KSB plan to shine a light on roadside litter and we have an Arterial Litter team funded through Environment & Place which addressed 77 arterial roads (many of which required multiple visits). In addition, partnership is being developed to address litter in our waterways (#upstreambattle). This joint working will support Team Up to Clean Up in targeting local HGV/taxi drivers to reduce roadside litter. KSB is further delivering training for 2 Renfrewshire community groups on the actions they can safely take to reduce or clear litter from waterways.
- 8.4 Corporate Communications have issued a short story "The Clumps....." to primary school children in Term 4, 2019. The book helps children to imagine the effects of a world full of litter and dog fouling, it is hoped to have a long-lasting positive impact. Work will continue through the Community Safety Partnership to change the mindset of pupils with regard to dropping litter through presentations and interactive workshops. A Team Up to Clean Up "How to...." film clip has also been published on social media informing prospective litter pickers how easy it is to arrange an event.
- 8.5 Two regular litterpicking communities received awards at the 2018 Provost Community Awards. Heather Clissett in Erskine received the Community Volunteer of the Year Award for her Community Garden which began 1 year ago after a series of litterpicks supported by Team Up to Clean Up. Pals of the Privies were awarded Community Group of the Year for transforming Glencoats Park which they attribute to the overwhelming participation of locals getting involved to clean up the Park.
- 8.6 Team Up to Clean Up's targeted enforcement approach to dog fouling, which incorporates positive advertising, zero-tolerance enforcement and education,

continues to deliver across Renfrewshire with mixed success. Signage is erected in identified streets, street art messages are sprayed on the ground and daily patrols are deployed. 643 targeted patrols have taken place in streets identified as having confirmed issues with dog fouling.

9. Service Developments

Respectful Funeral Service

- 9.1 The Council recognises the emotional and financial pressures placed on individuals and families during a time of bereavement. It wishes to promote a fixed price, dignified and affordable funeral service which would be known as the Renfrewshire Council Respectful Funeral Service.

Renfrewshire Council believes that by providing the Renfrewshire Council Respectful Funeral package, in conjunction with local and national Funeral Directors, that the partnership will offer residents an affordable, respectful and dignified bereavement service.

There has been ongoing communication with local Funeral Directors who have expressed an interest in the scheme. A copy of the specification was forwarded at the end of 2018, to the interested parties for their comment.

Interested parties were asked to complete a pricing schedule and register with Public Contracts Scotland. This was completed in April 2019 with 6 local directors registering their interest. A formal evaluation process is currently being carried out to ensure that those interested parties meet the requirements of the of the new service. This is likely to be complete in June 2019.

Cemeteries Investment

- 9.2 The Council currently operates nine cemeteries (Hawkhead, Bishopton, Inchinnan, Arkleston, Lochwinnoch, Broomward, Houston, Abbey and Kilbarchan), serving communities throughout Renfrewshire. Each cemetery requires investment in the infrastructure to provide an appropriate setting for the services provided. Previous asset condition surveys carried out within the cemeteries have identified improvements which could be made to the infrastructure, focussing upon works to roads, paths, walls and drainage.

At its meeting on 2 March 2018, the Council agreed to provide £1 million of revenue funding to deliver improvements in the cemetery estate. Priority areas for improvement have already been identified within Hawkhead, Bishopton and Inchinnan cemeteries. Investment priorities for the remaining cemeteries currently being developed.

The focus within Hawkhead is in relation to improving the drainage, path and road infrastructure. The main works are in relation to installation of new drainage to address the problem of flooding in areas of the cemetery. The tender for the contract to carry out the works is currently being evaluated with an anticipated contract start date of 15 July 2019 with the completion date currently expected of 31 October 2019.

Bishopton and Abbey Cemetery works are now nearing completion.

Parks Investment Project

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

- **Houston Road Public Park, Bridge of Weir**
Consultation has taken place with the Tenants and Resident Association and Community Council and the procurement of new play equipment has started. Seven new items of play equipment are scheduled to be installed by Summer 2019. Repair work has been completed which will improve the drainage.
- **Thomas Shanks Park, Johnstone**
Consultation has taken place with the 'Friends of Thomas Shanks' group. The intention is to improve the paths and drainage within the park by the end of this summer. Installation of new equipment for the play area is currently out to consultation with the local community and updates will be provided at a future policy board.
- **Howwood Public Park, Howwood;**
Consultation with the Community Council has taken place and procurement for a new fence is underway. The intention is to improve the paths and drainage within the park and progress with this is ongoing. The Community Council have applied for Green Space funding which they will use to install new play equipment and an outdoor gym.
- **Kilbarchan Public Park, Kilbarchan**
Consultation with the Community Council has taken place. Again, the intention is to improve the infrastructure within the park by improving the paths and drainage with installation expected to be complete by the end of this summer. The retaining wall around the toddler play area will also be replaced following consultation with the local community.
- **Barwood Park, Erskine**
Discussions have started with community groups in Erskine in relation to improvements that could be made within Barwood Park.



Implications of the Report

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

3. **Community & Council Planning –**

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

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

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

4. **Legal** – None.

5. **Property/Assets** – The Council's roads, fleet and open space infrastructure is maintained and enhanced.

6. **Information Technology** – None.

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

8. **Health & Safety** – None.

9. **Procurement** – None.

10. **Risk** – None.

11. **Privacy Impact** – None.

12. **CoSLA Policy Position** - none

List of Background Papers: None

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To: INFRASTRUCTURE LAND & ENVIRONMENT POLICY BOARD

On: 29 MAY 2019

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

**Heading: ENVIRONMENT & INFRASTRUCTURE SERVICE
IMPROVEMENT PLAN: OVERVIEW OF PERFORMANCE
2018/19**

1. Summary

- 1.1 The Environment & Infrastructure Service Improvement Plan 2018-19 was approved by the Infrastructure Land and Environment, Policy Board in March 2018.
- 1.2 In April 2018, the Leadership Board agreed to implement changes to the senior management arrangements for the Council. A new service, Environment & Infrastructure was created in order to align services to reflect board remits. Environment & Infrastructure has responsibility for Roads and Transportation, Fleet, StreetScene, Waste, and Hard and Soft Facilities Management, Building Services and strategic management of PPP contract.
- 1.3 The changes also included the transfer of the post and responsibilities of the Head of Communities and Public Protection to the newly formed Communities, Housing, and Planning service. A number of actions and indicators, relating to Communities and Public Protection, which were previously included in the Environment & Communities Service Improvement Plan 2018-21, are now being reported in the Communities and Housing Service Improvement Plan.
- 1.4 This report reflects these new structures and contains details of Environment & Infrastructure's performance over the period 1 April 2018 to 31 March 2019.
- 1.5 The attached Service Improvement Action plan and Performance Scorecard (Appendix 1) show progress against the agreed priorities for the service which are aligned against the 5 Strategic Outcomes in the Council Plan for

2017 – 2022. Although Environment & Infrastructure works in collaboration with other services to ensure the delivery of all priorities within the Council Plan, it should be noted that the service does not have any specific actions or performance indicators under Council Plan Priority 2 (Building strong, safe and resilient communities).

1.6 The main purpose of the report is to provide:

- Details of the key achievements of the service;
- How the work of the service contributes to the priorities set out in the Council Plan;
- A progress update on implementing the action plan; and
- An assessment of performance in relation to the service scorecard of core performance indicators.

1.7 Environment & Infrastructure has continued to progress an ambitious programme of service development during 2018/19 covering the areas of activity overseen by the Infrastructure, Land and Environment Policy Board. Key achievements that are relevant to the remit of this Policy Board have included:

- **Depot Refurbishment** - the investment and development of main depot for front line services at Underwood Road.
- **Environment & Place** – work is continuing on improving the cleanliness of Renfrewshire through an enhanced community litter picking service and the introduction of a dedicated roadside litter team. The Team Up to Clean Up campaign continues to go from strength to strength with communities embracing the partnership working with the Council.
- **Roads Capital Investment Programme** - investing £7.239 million in roads, drainage and footpaths infrastructure during 2018/19.
- **Waste Collection Changes** - implementing a new recycling and waste collection service across Renfrewshire.
- **Staff Engagement** - introducing a new approach to staff engagement at all levels across the service.
- **Better Council Change Programme** - delivery of key projects under the Council Better Council Change programme.
- **Better Use of Technology** - New apps have also been developed to support officers in delivering frontline operational requirements.

- 1.8 Service Improvement Plans are important documents which provide an opportunity for elected members to scrutinise service levels, activity and associated performance. Implementation of the Service Improvement Plan is monitored and reported to this Policy Board on a six-monthly basis to allow the Board to review progress. A six month progress report was previously provided to the Board on the 2018 to 2021 Service Improvement Plan in November 2018.
-

2. Recommendations

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

- 2.1 Notes that this report reflects the new service structure for Environment & Infrastructure;
- 2.2 Notes the progress made by Environment & Infrastructure on actions and performance indicators as detailed in Appendix 1 and as specific to the areas of activity delegated to this Policy Board;
- 2.3 Notes that an outturn report will also be provided to the Finance, Resources and Customer Services Policy Board in respect of activity falling within its remit.
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3. Background

- 3.1 The Environment & Infrastructure Service Improvement Plan provides a comprehensive statement of the outcomes the service aims to achieve, and the actions it will take to achieve these. It fits within the wider planning framework of the Council by taking account of Community Planning themes and Council priorities. It enables elected members to have oversight of developments within the service and to consider and develop policy options which reflect customer need and resource availability.
- 3.2 The Service Improvement Plan also provides a mechanism by which elected members can evaluate the performance of the service. The appendices to the plan contain an action plan and performance indicators against which progress can be measured.

4. Summary of main achievements

4.1 The key achievements of Environment & Infrastructure, for financial year 2018/19, are highlighted below. Full details of the progress in terms of implementing the actions outlined in the service improvement plan are detailed in Appendix 1 to this report.

- **Depot Refurbishment** - the completion of an investment project at Underwood Road which delivered new stores provision and workshops for Building Services, a new salt shed for winter gritting, modernised facilities to store Streetscene machinery, and a modern office space and workforce facilities for the integrated workforce. This brought together staff working in waste, streetscene, roads, vehicle maintenance and building services to enhance integration of service delivery.
- **Environment & Place** – the service has led on this agenda with work continuing on improving the cleanliness of Renfrewshire through an enhanced community litter picking service and the introduction of a dedicated roadside litter team. There has also been a refocus and target mechanical sweeping provision in local communities as well as an enhanced gulley cleaning service. The Team Up to Clean Up campaign continues to go from strength to strength with communities embracing the partnership working with the Council. Activities have included the Big Spring Clean and the Spotless September challenge.
- **Employment & Training** - Creating job opportunities for Renfrewshire's young people and vulnerable people and actively preparing them for the world of work. The service has supported the Project SEARCH initiative to help young people with autism and learning disabilities move from education into employment.
- **Roads Capital Investment Programme** - a total of £7.239 million was invested in roads, drainage and footpaths infrastructure during 2018/19 delivering improvements to both strategic and local roads. This investment has shown an overall improvement with the percentage of the road network which is considered for treatment.
- **Waste Collection Changes** - implementing the new recycling and waste collection service which will reduce residual waste production and increase levels of composting and recycling. The implementation was supported by an extensive communications campaign for householders and businesses.

- **Flood Management** - undertaking actions in the Clyde and Loch Lomond Local Plan District Flood Risk Management Strategy to mitigate and reduce flooding in identified risk areas.
- **Fleet Service Grants** - over £1m grant funding has been secured to expand the Council's electric vehicle fleet and for the development of electric vehicle charging infrastructure in Council car parks in Johnstone, Renfrew, Houston, Bridge of Weir and Paisley.
- **Vehicle Replacement Programme** - maximising the effectiveness of the Council's heavy & light fleet through efficient use of a £1.5m capital investment programme, including increasing the electric vehicle fleet.
- **Staff Engagement** - introducing a new approach to staff engagement at all levels across the service with a particular focus on listening and supporting front line employees. With over 450 staff participating the purpose was to allow staff throughout the service to input to how services will run in the future and to support the 4 strands of the service's workforce plan.
- **Better Council Change Programme** - delivery of key projects under the Council Better Council Change programme, including:
 - implementing sustainable travel planning across the Council including a car pool and associated Travel Desk,
 - the Council has significantly increased its fleet of electric vehicles and charging infrastructure across Renfrewshire.
- **Better Use of Technology** - New apps have also been developed to support officers in delivering frontline operational requirements. The service has implemented an online process for special uplifts provided through the Council's customer account portal, "MyAccount". A new Gully App has also been developed to support officers in their assessment of what gullies have been cleaned and the level of detritus that was removed to allow an appropriate cleaning programme to be put in place.

5. Areas where actions have been reviewed or delayed

- 5.1 Since the publication of the Service Improvement Plan 2018-2021, all actions have been progressing in line with anticipated timescales.

6. Progress against service scorecard

- 6.1 The performance scorecard contains 26 indicators, of which 8 are for information only and have no target. Of those indicators with targets, 9 are performing strongly, 4 are slightly short of target and need monitoring and 5 are currently behind target.

- 6.2 The full performance scorecard is included as part of Appendix 1 of this report.
- 6.3 Several performance indicators in the service scorecard are reported as part of the Local Government Benchmarking Framework (LGBF). The Improvement Service will release a first draft of the 2018/19 data in late November early December 2019.
- 6.4 The Improvement Service released a validated version of the LGBF data for 2017/18 in February 2019. A summary of Renfrewshire Council's performance was reported to the Audit, Risk and Scrutiny Board on 19 March 2019.
- 6.5 Some examples of good performance, with particular relevance to this Policy Board include:
- Provisional results for street cleanliness indicate a score of 91.9% in 2018/19, above the annual target of 90%. This is an improvement of 1.4% on the performance in 2017/18;
 - The percentage of the overall road network considered for treatment improved from 34.8% in 2016/17 to 33.9% in 2017/18. The percentage of unclassified roads considered for treatment also improved over the same period from 36.6% to 35.1%. The 2017/18 data is the most up to date information available for these performance indicators;
 - The amount of CO₂ emitted from public space lighting reduced by 22% from 2,163 tonnes in 2017/18 to 1,679 tonnes in 2018/19 and exceeded the target of 1,750 tonnes.
 - The percentage of the vehicle fleet which uses alternative fuels, such as electricity, at 9.8% has exceeded its performance target (9%); and
 - Household waste recycling performance in 2018 was 49.2% up from 47.8% in 2017.
- 6.6 A few of the performance indicators are currently performing below target in the service scorecard and require improvement:
- Potholes - the performance for 2018/19 does not reflect the extensive work being carried out to date with over 21,000 potholes being filled since April 2018, 25% increase on previous year. The process for reporting and repairing potholes has been streamlined with mobile technology being rolled out to support improvements to performance in 2019/20;

- Environment & Infrastructure recorded an overall absence rate, for 2018/19, of 13.88 days lost per FTE employee, whilst above the target of 10.74 the service's absence performance has seen an improvement on the 2017/18 performance which was 15.74 days lost per FTE. The Operations and Infrastructure services performed better than the service as a whole during 2018/19 with an overall absence rate 11.56 days lost per FTE.

A working group, through the workforce plan, has been set up to ensure the department is monitoring the progress of employees through the absence management process. Actions are now in place and are demonstrating improvement in performance compared to last year at the same time.

- The number of frontline resolutions and complaint investigations dealt with within timescale are below the 100% target. Over 6,063 frontline resolutions or complaints were received by the service in 2018/19 with 75% completed on time. In the same period the service dealt with 611 complaint investigations 421 of which were dealt with within the agreed timescale. Changes to internal processes were made throughout the year thereby ensuring that all complaints continued to be fully investigated. These changes saw this performance improve from 40% in Q1 to 69% for the year.
- The amount of CO₂ emitted by the public vehicle fleet has increased from 3,652 tonnes in 2017/18 to 3,836 tonnes in 2018/19. During this period the fleet has reduced its CO₂ emission in all areas apart from diesel in hired fleet/card transactions which increased by approximately 25%. During 2018/19, eight vehicles were hired for a period of four months to support the introduction of the new recycling and waste collection service. These vehicles were diesel fuelled and were a major factor in the increase of CO₂ emissions.

Implications of the Report

1. **Financial** – The Service Improvement Plan includes an analysis of the Revenue and Capital Estimates for 2017/18.
2. **HR & Organisational Development** – The Service Improvement Plan links closely with the Workforce Plan for Environment & Infrastructure, ensuring that the workforce is in a strong position to deliver key priorities now and in the future.

3. **Community & Council Planning**

Reshaping our place, our economy and our future – actively involved in delivering the public realm aspects of Paisley 2021 Legacy and supporting the Invest in Renfrewshire scheme. The service is also contributing towards: the Economic Framework and Paisley Town Centre Action Plan, maintaining and improving strategic road, rail and transport connections; and supporting the Glasgow City Region/City Deal.

Tackling inequality, ensuring opportunities for all – The service is also working to develop and deliver a Respectful Funeral Service.

Creating a sustainable Renfrewshire for all to enjoy – The service leads on the Environment and Place agenda, promotes and encourages waste minimisation through reducing, reusing and recycling, and increasing the use of alternative fuels in the Council fleet. It also works in partnership with the community to make Renfrewshire a cleaner place to live, visit or do business.

Working together to improve outcomes – the service is committed to the delivery of the Better Council Change Programme to deliver workforce integration and make better use of the Council's assets.

4. **Legal** – None.

5. **Property/Assets** – None.

6. **Information Technology** – The Service Improvement Plan supports the implementation of the Enterprise Resource Planning System.

7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. The Service Improvement Plan also links with the Council's Equality Outcomes and Mainstreaming Equality Report and includes actions to ensure the Service contributes positively to reducing inequality.

8. **Health & Safety** – The Service Improvement Plan supports Environment & Infrastructure's commitment to ensuring effective Health & Safety management.

9. **Procurement** – None.






10. **Risk** – The Service Improvement Plan supports the overarching management of risk within Renfrewshire Council and aligns closely with the Environment & Infrastructure Risk Register.
11. **Privacy Impact** – None.
12. **CoSLA Policy Position** – Not applicable

List of Background Papers: None

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Environment & Infrastructure Service Improvement Plan 2018-2021

Out-turn Monitoring Report

Action Status			
	Cancelled		Completed
	Overdue; Neglected		Not Started; In Progress; Assigned
	Unassigned; Check Progress		



Council Plan Strategic Outcome 1: Reshaping our place, our economy and our future

Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Deliver the 2018/19 increased roads and footways capital investment programme - £7.239 million		<div><div>100%</div></div>	31-Mar-2019	A total of £7.239 million was invested in roads, drainage and footpaths infrastructure during 2018/19 with 85 carriageways resurfaced, 24 surfaces dressed, and 45 footways resurfaced, delivering improvements to both strategic and local roads.
02	Invest in infrastructure to support growth – from road and rail links to bridges, cycle and pedestrian routes (Council Plan Action)		<div><div>60%</div></div>	31-Mar-2022	Progress continues to be made on the expansion of the cycle network in partnership with the cycling charity, Sustrans. Design work is being undertaken on the Paisley to Renfrew route and



Council Plan Strategic Outcome I: Reshaping our place, our economy and our future

Priority Actions

Code	Action	Status	Progress	Due Date	Update
					the Renfrew to Glasgow boundary route.
					Public transport enhancements, in the form of real time passenger information displays along Renfrew Road, are being added to the existing provision on Glasgow Road and in Paisley town centre.
03	Deliver City Deal initiatives		<div><div>60%</div></div>	31-Mar-2021	Continue support for the infrastructure associated with the City Deal investment projects.
					Environment & Infrastructure contributes to joint working, supporting the Glasgow City Region/City Deal and the £1.13bn Glasgow and Clyde Valley Infrastructure Fund, in particular the roads, transportation & cycling aspects of the Renfrewshire projects.
04	Lead on the works to improve the public realm and transport infrastructure in Paisley Town Centre		<div><div>50%</div></div>	31-Mar-2021	The Public realm works are being led by the Cultural Infrastructure team with Environment & Infrastructure leading on the traffic and transportation improvements. A public consultation exercise was carried out which outlined broad support for the key interventions identified. The consultation feedback will form a key part of the design stages going forward. This will be subject to further consultation prior to agreement on a final design.




Council Plan Strategic Outcome I: Reshaping our place, our economy and our future

Priority Actions

Code	Action	Status	Progress	Due Date	Update
05	Support economic regeneration and job creation through the regeneration and revitalisation of town centres		<div><div>60%</div></div>	31-Mar-2021	<p>The delivery of a 5 year programme of investment in Renfrewshire's road network and associated infrastructure will support the Council's key priority to support economic regeneration and job creation by utilising local contractors where possible and improving accessibility and connectivity for businesses in Renfrewshire.</p> <p>The service continues to support regeneration with the provision of improved journey times for bus passengers through bus infrastructure improvements throughout Renfrewshire.</p> <p>The agreed road network changes to support the development of the Wallneuk retail park have now been delivered.</p>
06	Participate in the Invest in Renfrewshire strategy to support young people into work		<div><div>75%</div></div>	31-Mar-2021	<p>Environment & Infrastructure has worked in partnership with Invest in Renfrewshire to provide opportunities for Young People with modern apprenticeships, traineeships, graduate interns and Project SEARCH.</p> <p>Streetscene has continued to support young people through apprenticeships in horticultural, sports pitch preparation and arbour areas.</p>



Council Plan Strategic Outcome I: Reshaping our place, our economy and our future

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Value	Value	Target	Value	Target	Target	Target	
01	(Maintenance) Carriageway Condition: % of road network considered for treatment (v) Overall		34.8%	35%	33.9%	35%	Data for 2018/19 will not be published until February 2020	35%	33%	32.5%	Performance has improved from 34.8% in 2016/17 to 33.9% in 2017/18 and has exceeded the 2017/18 target of 35%. This level of performance reflects the investment within Renfrewshire's roads which has funded a programme of resurfacing, patching and reconstruction works.
02	(Maintenance) Carriageway Condition: % of road network considered for treatment (i) A Class Roads		22.4%	25%	23.8%	25%	Data for 2018/19 will not be published until February 2020	25%	22%	22.5%	In 2017/18 performance at 23.8% exceeded the annual target of 25% and was better than the Scottish average of 30.2%. (LGBF Indicator)
03	(Maintenance) Carriageway Condition: % of road network considered for treatment (ii) B Class Roads		27.5%	25%	26%	25%	Data for 2018/19 will not be published until February 2020	25%	25%	24.5%	In 2017/18 performance at 26% was slightly above the 2017/18 target of 25% but was better than the Scottish average of 35.9%. (LGBF Indicator)



Council Plan Strategic Outcome I: Reshaping our place, our economy and our future

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Value	Value	Target	Value	Target	Target	Target	
04	(Maintenance) Carriageway Condition: % of road network considered for treatment (iii) C Class Roads		36.9%	35%	37.5%	35%	Data for 2018/19 will not be published until February 2020	35%	35%	34.5%	In 2017/18 performance at 37.5% was slightly above the 2017/18 target of 35%. (LGBF Indicator)
05	(Maintenance) Carriageway Condition: % of road network considered for treatment (iv) Unclassified Roads		36.6%	36%	35.1%	36%	Data for 2018/19 will not be published until February 2020	36%	34.5%	34%	In 2017/18 performance at 35.1% exceeded the 2017/18 target of 36% and was better than the Scottish average of 39%. (LGBF Indicator)



Council Plan Strategic Outcome 3: Tackling inequality, ensuring opportunities for all

Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Develop and deliver a Respectful Funeral Service		<div><div style="width: 80%;">80%</div></div>	30-Sept-2019	<p>Discussions have taken place with interested Funeral Directors to explore the process of their participation in the Renfrewshire Respectful Funeral Service.</p> <p>Interested parties were asked to complete a pricing schedule and register with Public Contracts Scotland. This was completed in April 2019 with 6 local directors registering their interest. A formal evaluation process is currently being carried out to ensure that those interested parties meet the requirements of the of the new service. This is likely to be complete in June 2019.</p>
02	Promote equality and diversity through all services		<div><div style="width: 100%;">100%</div></div>	31-Mar-2021	Service planning and delivery continue to support all Renfrewshire's residents.


Council Plan Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy

Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Deliver a programme of enhanced operational environmental and community support activities for environment and place		 100%	31-Mar-2023	<p>Through the additional Environment & Place funding, work continues to:</p> <ul style="list-style-type: none"> • Improve the cleanliness of the streets through an enhanced community litter picking service and the introduction of a dedicated roadside litter team; • Refocus and target mechanical sweeping provision in local communities; • Review the condition of Council infrastructure (signage/guardrails etc) to allow a programme of works to be undertaken to improve aesthetics. • Introduce a gritter tracking system so that communities can see when gritters are in their area. <p>An enhanced cyclical gully cleaning service was delivered with over 15,000 gullies cleaned during 2018/19.</p> <p>The Team Up to Clean Up campaign has been established and is helping groups with community clean ups events. These have included the Big Spring Clean and Spotless September Challenge.</p>


Council Plan Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy

Priority Actions

Code	Action	Status	Progress	Due Date	Update
02	Develop and invest in parks and green spaces		<div><div>60%</div></div>	31-Mar-2023	<p>Work is progressing with the parks' investment programme at Barshaw & Robertson Parks.</p> <p>Each of the five community park have been allocated funding of £50,000. Consultation with local community groups from each of the five parks has taken place and progress is being made towards improving infrastructure and play equipment in each park as follows:</p> <p>Houston Road Public Park, Bridge of Weir - Seven new items of play equipment are scheduled to be installed by Summer 2019;</p> <p>Thomas Shanks Park, Johnstone - Installation of new equipment for the play area is currently out to consultation with the local community;</p> <p>Howwood Public Park, Howwood - the Community Council have applied for Green Space funding which they will use to install new play equipment and an outdoor gym;</p> <p>Kilbarchan Public Park - improved paths and drainage expected to be complete by the end of this summer; and</p> <p>Barwood Park - discussions ongoing with the local community in relation to improvements that could be made within the park.</p>




Council Plan Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy

Priority Actions

Code	Action	Status	Progress	Due Date	Update
03	Develop action plans to address flooding risk in Renfrewshire		<div><div>60%</div></div>	31-Mar-2021	<p>The Council is a member of the Clyde & Loch Lomond Flood Risk Management Local Plan District. This is a partnership involving Scottish Water, SEPA, the Forestry Commission, the National Parks Authority for Loch Lomond and the Trossachs Park and 10 local authorities, priorities across the area have been set with regard to detailed studies to address flood risk.</p> <p>The first Flood Risk Management Plan was published in June 2016 and has two cycles covering the period 2016 – 2022 and 2022 – 2028. Actions currently ongoing and on target include:</p> <ul style="list-style-type: none"> • Surface Water Management Plan / Study of Hillington / Cardonlad / Penilee area jointly progressing with Glasgow City Council to identify the most sustainable suite of options to manage flood risk from all sources. • Integrated Catchment Study of Erskine Waste Water Treatment Works Catchment with Scottish Water to assess catchment flood management needs. • Maintain a schedule of watercourse assessment and repair, and action measures resultant.



Council Plan Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy

Priority Actions

Code	Action	Status	Progress	Due Date	Update
04	Work to meet the challenging targets set out in our carbon management plan – through our council fleet, street lighting, public realm and floodlight strategy (Council Plan Action)		<div><div>50%</div></div>	31-Mar-2022	The Council have worked in partnership with Transport Scotland to purchase 48 electric vehicles with delivery between June and October 2019 taking the electric fleet total to 89.
05	Ensure a residual waste treatment and disposal facility is fully operational by end of 2019 as part of the Clyde Valley Waste Management solution (Council Plan Action)		<div><div>85%</div></div>	Dec-2019	Construction work is approaching completion with commissioning targets from July to December 2019 ahead of contract start date on 1 December.
06	Deliver the requirements of the Scottish Household recycling charter and related service changes (Council Plan Action)		<div><div>80%</div></div>	31-Mar-2021	Delivery of the recycling charter and related service changes has progressed during 2018/19 with phase 1 successfully implemented in December 2018. The second phase, which includes roll out to 3,500 households in Erskine is scheduled to commence in July 2019.


Council Plan Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy

Priority Actions

Code	Action	Status	Progress	Due Date	Update
07	Deliver the Team Up, To Clean Up campaign throughout Renfrewshire, involving local communities (Council Plan Action)		<div><div>60%</div></div>	31-Mar-2022	<p>The Team Up to Clean Up campaign continues to go from strength to strength with communities embracing the partnership working with the Council. In 2018/19, the Team Up to Clean Up campaign had:</p> <ul style="list-style-type: none"> • 52 school clean ups • Over 700 dog fouling patrols • A 474% increase in Community Clean Ups • Over 500 Facebook members <p>Other activities have included the Big Spring Clean and the Spotless September challenge.</p> <p>A sustained communications and marketing campaign has been maintained to ensure communities and members of the public are kept up to date with developments and community clean ups. Businesses have also been targeted to assist within their communities.</p>
08	Develop and implement a long term sustainable leachate and surface water management plan for Linwood Moss		<div><div>70%</div></div>	31-Mar-2020	<p>A revised closure, restoration and aftercare plan for the Linwood Moss site is currently being developed. This will be submitted to the Scottish Environment Protection Agency (SEPA) in May 2019 for approval. The closure, restoration and aftercare plan will make recommendations on future treatment options.</p>


Council Plan Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
01	Street Cleanliness Score - % of areas assessed as clean (Council Plan Indicator)		91.3%	90%	90.5%	90%	91.9% (unverified)	90%	90%	90%	<p>The percentage of Renfrewshire's street assessed as clean was 91.9% for 2018/19. This is an improvement of 1.4% on the previous year's performance. This figure is provisional and is awaiting verification by Keep Scotland Beautiful.</p> <p>The cleanliness score is based on 3 sample surveys carried out throughout the year by both the Council and Keep Scotland Beautiful (KSB).</p> <p>This score represents the percentage of areas assessed as acceptably clean (categories A and B) using KSB's Local Environmental Audit and Management System (LEAMS) methodology.</p>




Council Plan Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
02	Amount of CO ₂ emitted by the public vehicle fleet (Council Plan Indicator)		3,730	3,060	3,652	2,950	3,836	2,840	2,730	2,620	<p>This indicator reflects the tonnes of CO₂ emitted from Renfrewshire Council vehicle fleet based on fuel usage. There has been an increase in the amount of CO₂ emitted by the public fleet in 2017/18 compared to 2016/17.</p> <p>The fleet has reduced its CO₂ emissions in all areas apart from diesel in hired fleet/card transactions. This has increased by approximately 25%, as a result.</p> <p>During 2018/19, eight vehicles were hired for a period of four months to support the introduction of the new recycling and waste collection service. These vehicles were diesel fuelled and were a major factor in the increase of CO₂ emissions.</p>



Council Plan Strategic Outcome 4: Creating a sustainable Renfrewshire for all to enjoy

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
03	% of the vehicle fleet which uses alternative fuels, such as electricity (Council Plan Indicator)		6.7%	5%	7.6%	7%	9.8%	9%	11%	11%	<p>The percentage of the vehicle fleet which uses alternative fuel such as electricity was 9.8% at the end of 2018/19. This is up from 7.6% in 2017/18.</p> <p>The vehicle replacement programme for light fleet is being reviewed to consider the feasibility of electric alternatives. All diesel is 7% biodiesel.</p>
04	Reduce the amount of CO ₂ emitted from public space lighting (Council Plan Indicator)		5,191	6,451	2,163	3,200	1,679	1,750	1,700	1,700	<p>There has been a significant reduction in CO₂ emissions from public space lighting due to the implementation of the LED replacement programme. This figure shows a significant improvement in 2018/19 compared to previous years. There was a 22% reduction in CO₂ between 2017/18 and 2018/19.</p>
05	% of street lighting lanterns in Renfrewshire which are LED		82%	50%	97%	100%	98%	100%	100%	100%	<p>Renfrewshire's Street Lighting Investment Strategy has been substantially completed, with 98% of Renfrewshire's 30,756 street lights converted to LED Lanterns at the end of 2018/19. A further 1% will be converted as part of a specialist programme during the summer of 2019.</p>




Council Plan Strategic Outcome 4: Reshaping our place, our economy and our future

Priority Actions

Code	Performance Indicator	Current Status	2016		2017		2018		2019	2020	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
06	% of Household Waste Recycled (Calendar year data) (LGBF Indicator)		48.5%	55%	47.8%	50%	49.2%	50%	54%	54%	The cumulative recycling rate for 2018 was 49.2%. This is an improvement on the performance in 2017 when the recycling rate was 47.8%, an improvement of 1.4%.
07	% of Household waste collected which is landfilled (Calendar year data)		24.2%	35%	28.3%	34%	20.3%	33%	16%	15%	The % of waste going to landfill has decreased by 8% due to the diversion of waste to landfill from our residual waste contractor.




Council Plan Strategic Outcome 5: Working together to improve outcomes

Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Provide our employees with the appropriate support to manage their attendance		<div><div>100%</div></div>	31-Mar-2022	An absence group has been established by the service and H.R. and meets every 2 weeks to monitor and support the progress of employees through the Council's absence management process to ensure they are provided with the appropriate support required to return to work.
02	Ensure effective management of overtime		<div><div>70%</div></div>	31-Mar-2021	Overtime reports are discussed with managers on a four weekly basis, to identify areas of concern and agree action to be taken. An in depth analysis of the main reasons and areas of overtime is underway to identify any action that can be taken to reduce costs.
03	Implement the Council's new Organisational Development Strategy		<div><div>50%</div></div>	31-Mar-2021	Environment & Infrastructure has implemented a Workforce Planning Action Group to take forward the key priorities of the Organisational Development & Workforce Planning Strategies.





Council Plan Strategic Outcome 5: Working together to improve outcomes

Priority Actions

Code	Action	Status	Progress	Due Date	Update
04	A strategic planning approach to future skills and service requirements will be implemented		<div><div>50%</div></div>	31-Mar-2021	A key priority of the Workforce Planning Action Plan is the recruitment, training and retention of employees. Dedicated resource has been provided to review the current arrangements for training and development of employees across the service from frontline employees through to all tiers of the workforce to ensure our workforce has the capacity, skills and resilience required both for current service provision and in the future.
05	Active participation in phase 3 of the Better Council Change Programme		<div><div>100%</div></div>	31-Mar-2020	Environment & Infrastructure plays an active role in each phase of the Better Council Change Programme, achieving outcomes within the Better Council Change Programme.
06	Deliver agreed operational efficiencies through fleet utilisation and rationalisation service changes (Council Plan Action)		<div><div>70%</div></div>	31-Mar-2020	<p>The new Travel desk, with revised processes is supporting the introduction of sustainable travel planning across the Council. It will be expanded further, incrementally, over the coming months.</p> <p>Improvement to vehicle utilisation is being reviewed, operational services and fleet management are working together to establish vehicle requirements. The service is also introducing vehicle which will reduce the fleets overall CO₂ emissions.</p>




Council Plan Strategic Outcome 5: Working together to improve outcomes

Priority Actions

Code	Action	Status	Progress	Due Date	Update
07	Undertake an impact assessment of car parking within Johnstone and Renfrew Town Centres and invest in modern parking meters		 100%	31-Mar-2019	Online engagement and public meetings were held in June to gain feedback on the key findings of the Car Parking Impact Assessment undertaken for Johnstone & Renfrew town centres. After receiving feedback on the public engagement exercise the Infrastructure, Land and Environment Policy Board agreed that no parking control charges or interventions be implemented within Johnstone and Renfrew town centres.
08	Deliver agreed changes to waste collection services and introduce a permit scheme at Household Waste Recycling Centres		 100%	31-Jan-2019	<p>Implementation of phase one of the new waste collection service commenced on 3 December 2018. It was supported by a comprehensive communication campaign, a major website redesign, and a full rerouting exercise.</p> <p>Information gathered for the period 1 January to 31 March 2019 shows that there has been a 6.9% reduction in tonnage from the grey residual waste bins and a 43% increase in tonnage from the food & garden waste collected, since the introduction of the service, compared to the same period in 2018.</p> <p>The Household Waste Recycling Centres permit scheme was introduced in July. All drivers arriving at the centres in a van, trailer, pick-up or minibus are now required to present a permit applied for in advance. All sites have been equipped with tablet computers which allow staff real time access to permit data, real time investigation of application trends, and also provides customers with the opportunity to apply for a permit on site if they do not have internet access.</p>



Council Plan Strategic Outcome 5: Working together to improve outcomes

Priority Actions

Code	Action	Status	Progress	Due Date	Update
09	Deliver improvements in the Council's Cemeteries estate		<div><div>60%</div></div>	31-Mar-2023	Hawkhead Cemetery works are currently out to tender. The works are scheduled to commence mid July 2019. The infrastructure works for all other cemeteries have been identified and works have commenced. Bishopton Cemetery works are nearing completion and Abbey Cemetery works have commenced. All other cemeteries will follow on a rolling programme.
10	Support the Council to implement the Enterprise Resource Planning system		<div><div>100%</div></div>	31-Mar-2019	Environment & Infrastructure participated in user testing sessions and staff training to ensure the service was prepared when the system went live and have supported its roll out thereafter.
11	Develop a strategic approach to asset management		<div><div>100%</div></div>	31-Mar-2019	<p>During 2018/19 strategic asset management plans were updated for each of the assets invested in or repaired through service activities.</p> <p>As part of the £40 million, five year investment in Renfrewshire's roads infrastructure strategic asset management plans will be developed for each of the assets.</p>



Council Plan Strategic Outcome 5: Working together to improve outcomes

Priority Actions

Code	Action	Status	Progress	Due Date	Update
12	Review and maintain continuous improvement frameworks		 100%	31-Mar-2019	<p>Environment and Infrastructure continue to demonstrate compliance with ISO9001 for quality management systems. The Facilities Management Catering Service in Secondary Schools and Council run Care Homes operate to ISO22000 for Food Safety Management Systems, providing confidence in the food produced within the kitchens and served to customers.</p> <p>In addition, Environment & Infrastructure, successfully contribute to the Corporate Occupational Health and Safety accreditation, OHSAS18001, a commitment to comply with defined health and safety standards to safeguard employees and customers.</p>



Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
01	Average number of work days lost through sickness absence per employee (FTE) (cumulative)		12.59	10.74	15.74	10.74	13.88	10.74	10.74	10.74	<p>The absence performance for 2018/19, was 13.88 days lost per FTE employee and was above the annual target of 10.74. This is, however, an improvement of the 2017/18 performance which was 15.74 days lost per FTE. Operations and Infrastructure service performed better than the department as a whole during 2018/19 with an overall absence rate 11.56 days lost per FTE.</p> <p>A working group has been set up to ensure that the department is monitoring the progress of employees through the absence management process and ensuring they are provided with support required to return to work.</p>
02	(Traffic & Transportation) Traffic Light Failure % of Traffic Light Repairs completed within 48 hrs		94.1%	95%	87.2%	95%	90.4%	95%	95%	95%	<p>The cumulative % of repairs completed within 48hr for 2018/19 is 90.4% an improvement on the 87.2% in the same period in 2017/18.</p> <p>Performance has not achieved target due to difficulties in sourcing spare parts for a small number of older lamps and additional required to be undertaken by Scottish Power out with the 48hr timescale.</p>




Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
03	% of pothole repairs completed within timescales		66%	66%	56%	68%	50%	75%	75%	78%	Over 21,000 potholes have been filled during 2018/19. The process for reporting and repairing potholes has been streamlined with mobile technology having been rolled out recently.
04	% of FOI requests completed within timescale by Environment & Infrastructure		100%	100%	99%	100%	97%	100%	100%	100%	Environment & Infrastructure dealt with 537 Freedom of Information requests in 2018/19. 142 of these requests were cross departmental and 395 were departmental.




Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
05	% of front line resolutions dealt with within timescale by Environment & Infrastructure		84%	100%	85%	100%	75%	100%	100%	100%	Environment & Infrastructure received 6,063 front line resolutions in 2018/19, of which 4,522 were responded to within timescale. In the same period the service dealt with 611 complaint investigations 421 of which were dealt with within the agreed timescale. Internal changes saw this performance improve from 40% in Q1 to 69% for the year. Changes to internal processes were made throughout the year thereby ensuring that all complaints continued to be fully investigated.
06	% of complaint investigations completed within timescale by Environment & Infrastructure		91%	100%	72%	100%	69%	100%	100%	100%	
07	Cost of Maintenance per Kilometre of roads (LGBF Indicator)		£17,587	n/a	£18,578	n/a	Data for 2018/19 will not be published until February 2020	n/a	n/a	n/a	This data is published by the Improvement Service on an annual basis as part of the Local Government Benchmarking Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking moved from 26th in 2016/17 to 27th in 2017/18. The 2017/18 costs reflect the £6.7m roads capital investment programme allocation expenditure on roads and pavements. The significant capital allocation to roads improvements is expected to lead to ongoing performance of above average spend reflecting the current focus on investment in the road's infrastructure. (LGBF Indicator)




Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
08	% of adults satisfied with parks and open spaces (LGBF Indicator)		85%	n/a	84%	n/a	Data for 2018/19 will not be published until February 2020	n/a	n/a	n/a	This is an indicator from the Local Government Benchmarking Framework extracted from the results of the Scottish Household Survey - Renfrewshire's ranking moved from 22nd in 2016/17 to 23rd in 2017/18. (LGBF Indicator)
09	Cost of parks and open spaces per 1,000 of the population (LGBF Indicator)		£21,645	n/a	£21,450	n/a	Data for 2018/19 will not be published until February 2020	n/a	n/a	n/a	This data is published by the Improvement Service on an annual basis as part of the LGBF Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking moved from 18th in 2016/17 to 17th in 2017/18. (LGBF Indicator)
10	% of adults satisfied with refuse collection (LGBF Indicator)		85.7%	n/a	84.3%	n/a	Data for 2018/19 will not be published until February 2020	n/a	n/a	n/a	This is an indicator from the Local Government Benchmarking Framework extracted from the results of the Scottish Household Survey- Renfrewshire's ranking moved from 13th in 2016/17 to 12th in 2017/18. (LGBF Indicator)


Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
11	Net cost of waste collection per premise (LGBF Indicator)		£56.96	n/a	£52.86	n/a	Data for 2018/19 will not be published until February 2020	n/a	n/a	n/a	This data is published by the Improvement Service on an annual basis as part of the LGBF Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking moved from 12th in 2016/17 to 8th in 2017/18. (LGBF Indicator)
12	Net cost of waste disposal per premise (LGBF Indicator)		£115.18	n/a	£114.79	n/a	Data for 2018/19 will not be published until February 2020	n/a	n/a	n/a	This data is published by the Improvement Service on an annual basis as part of the LGBF Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking remained 25 th in 2017/18. (LGBF Indicator)
13	% of adults satisfied with street cleaning (LGBF Indicator)		62.7%	n/a	61.3%	n/a	Data for 2018/19 will not be published until February 2020	n/a	n/a	n/a	This is an indicator from the Local Government Benchmarking Framework extracted from the results of the Scottish Household Survey. Renfrewshire's ranking improved from 30th in 2016/17 to 29th in 2017/18. (LGBF Indicator)

Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	2016/17		2017/18		2018/19		2019/20	2020/21	Explanation of Performance
			Value	Target	Value	Target	Value	Target	Target	Target	
14	Net cost of street cleaning per 1,000 of the population (LGBF Indicator)		£8,271	n/a	£6,181	n/a	Data for 2018/19 will not be published until February 2020	n/a	n/a	n/a	This data is published by the Improvement Service on an annual basis as part of the LGBF Framework and is extracted from the LFR information from the Scottish Government website. Renfrewshire's ranking improved from 4th in 2016/17 to 3rd in 2017/18. (LGBF Indicator)



To: Infrastructure, Land and Environment Policy Board

On: 29 May 2019

Report by: Director of Communities, Housing and Planning Services

Heading: Communities, Housing and Planning Service Improvement Plan – Overview of Performance 2018/19

1. Summary

- 1.1. The purpose of this report is to provide an update on the performance of Communities, Housing and Planning Services for the 12-month period to 31 March 2019 in relation to the Service Improvement Plan which was approved in March 2018.
- 1.2. This report provides a summary of performance of Communities, Housing and Planning Services for the 2018/19 period, with a detailed explanation on all relevant actions and performance indicators.
- 1.3. The Service Improvement Plan sits beneath the Council Plan and Community Plan, and along with the service's risk register and workforce plan forms a suite of documents which provide the strategic direction for the service. Service Improvement Plans are aligned to the priorities set out in the Council Plan 2017-2022 and include those areas of the Council Plan for which Communities, Housing and Planning Services is the lead.
- 1.4. In March 2018, the service identified key actions it aimed to achieve over the next three years, in order to deliver improved outcomes for local people and communities and contribute to the delivery of the Council Plan.
- 1.5. At the April 2018 Leadership Board meeting, new management arrangements were agreed for the Council which created the new Communities, Housing and Planning Service. The reporting on the 2018/19 Service Improvement Plan reflects this new structure and includes actions which previously sat within Children's Services and the former Environment and Communities Service. Actions and performance indicators previously in the former Development and Housing Service Improvement Plan but related to Regeneration and City Deal are now reported in the Chief Executive's Service Improvement Plan. All new Service Improvement Plans as approved in the March 2019 Board cycle, reflect the new structures.

- 1.6. The action plan is the core of the Service Improvement Plan. It sets out the priorities being addressed, the key tasks to be implemented, the implementation timetable and the measures of success. The service scorecard sets out a range of key indicators against which aspects of performance are measured.
- 1.7. Communities, Housing and Planning has continued to progress an ambitious programme of service development and improvement over 2018/19. We have continued to support the physical regeneration of Renfrewshire through regeneration plans for targeted areas as well as through the overall development planning for Renfrewshire, ensuring high quality, sustainable communities that meet the needs of our population now and in the future. The approach to delivering cultural regeneration in Renfrewshire has showed steady progress across a range of workstreams and won the COSLA Award for Strong and Sustainable Communities in October 2018. 2018/19 also saw the successful appointment of a Paisley Partnership Strategic Lead and her team, and new and innovative partnerships established.
- 1.8. Within Communities and Public Protection, our partnership approach to safeguarding and supporting our communities continues to be held up as an example of best practice and shows excellent results, including significant reductions in youth disorder, the ongoing expansion of the popular Team Up to Clean Up Campaign, and celebrating a successful and largest ever Reclaim the Night and White Ribbon Campaign to tackle gender-based violence.
- 1.9. Overall, the restructure of the service in summer 2018 with Community Learning and Development moving to the heart of the service, has created new opportunities to develop the capacity of individuals and communities, highlighted synergies across service areas and renewed our focus on working closely with our communities to deliver better outcomes for Renfrewshire. Most recently the very strong voter turnout in the Member of the Scottish Youth Parliament (MSYP) elections has demonstrated the success of the ongoing work to ensure that young people in Renfrewshire have a voice and are active and fulfilled members of our community. This builds on the vital work being taken forward to develop young peoples' literacy and numeracy skills through the Pizza Learning approach which was highlighted as best practice, having demonstrably improved attainment, in the recent audit of the Attainment Challenge in Renfrewshire by HMIE.
- 1.10. Local government continues to operate in a challenging financial environment. Communities, Housing and Planning Services, in common with other services across the Council, experiences a range of demand and financial pressures. As part of our landlord role, this includes managing and investing in the existing Council housing stock while keeping rents affordable. The implementation of Universal Credit is also being managed to support tenants to sustain their tenancies and to protect the service's largest income stream.

- 1.11. The UK is in the process of leaving the European Union and given the uncertainty which remains around this process, the Council and partners have developed a full range of contingency measures to respond to a variety of outcomes. This work has been led by the Civil Contingences Services working through a Brexit Readiness Steering Group chaired by the Chief Executive. The situation requires continued close monitoring as identified risks include potential impacts on contractual and procurement arrangements with third parties, on legislation impacting on food standards and trading standards and on the workload and service expectations of these teams among others. It is likely that there may be implications for Communities, Housing and Planning Services particularly around our public protection duties and work with Glasgow International Airport as well as our business continuity arrangements and support for local communities.
- 1.12. Following the tragic fire at Grenfell Tower, there has been a renewed national focus on fire prevention and safety measures in high rise tower blocks. Communities, Housing and Planning Services owns and manages 14 high rise tower blocks and has robust measures in place to ensure the safety of our tenants. We will continue to closely monitor emerging policy and practice in this area.
- 1.13. The Energy Efficiency Standard for Social Housing (EESH) aims to improve the efficiency of social housing in Scotland. Communities, Housing and Planning Services has made significant progress working to ensure our properties meet this standard. New targets are being developed up to 2032 and senior officers from Communities, Housing and Planning Services are involved in the national stakeholder working group influencing this work. The expectation is that the new targets will be challenging and the service is preparing for work to address this.
- 1.14. Considering these challenges, the service has reviewed the Service Improvement Plan for the period 2019-2022 and identified a range of actions that will be undertaken by officers in partnership with all stakeholders, to improve and develop service provision. This updated plan was approved by Communities, Housing and Planning Policy Board and this Policy Board in March 2019.
- 1.15. The Communities, Housing and Planning Services management team reviews progress against all performance indicators and service improvement actions on a quarterly basis. Six monthly reports on the service improvement plan are reported to Communities, Housing and Planning Policy Board and to this Policy Board, with the next updates scheduled for November 2019.
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2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board:
- (i) note the content of this report;
 - (ii) note that this outturn report is being presented to the Communities, Housing and Planning Policy Board but is also being presented to the Infrastructure, Land and Environment Policy Board in relation to areas covered within this Board's remit;

- (iii) note the progress that has been made on areas of service performance which fall under the remit of this Board in 2018/19; and
- (iv) note the progress made on actions and performance in the action plan.

3. Background

- 3.1. Communities, Housing and Planning Services was established on 1 July 2018 following a review of senior management arrangements in the Council. The service plays a key role in the creation, development, support, protection and empowerment of Renfrewshire's communities.
- 3.2. The service has a key strategic role in the development of the Local Development Plan and Local Housing Strategy, which set out the strategic frameworks for development and regeneration of Renfrewshire, including facilitating major regeneration and investment zones such as the City Deal projects and Community Growth Areas.
- 3.3. The service is responsible for planning and placemaking; for driving forward the cultural regeneration ambitions of the Council and its partners following the UK City of Culture bid; for managing and investing in approximately 12,200 council houses; delivering housing regeneration and new build programmes; providing support to tenants and prospective tenants; providing housing advice and assistance to residents, including vulnerable and homeless people.
- 3.4. The service is responsible for working with partners to ensure that communities are safe, and that public health, the environment, individual consumers, and local communities are safeguarded, and robust civil contingency and public protection arrangements are in place.
- 3.5. The service also plays a key role in reducing inequalities, encouraging people to fulfil their potential and ensuring they have access to a range of learning and development opportunities, working with schools to support achievement and attainment.
- 3.6. The service plays a key role in ensuring our spaces are there to be enjoyed by all - helping to create healthy places particularly through enforcement and monitoring air quality, but also by supporting the creation of attractive places, through Renfrewshire's Team Up to Clean Up campaign – our call to arms to communities to do their bit and tackle littering and fly tipping. Team Up to Clean Up is an important strand in the work being undertaken to support the development of communities, increasing their involvement in the development and delivery of services and facilities in their local area. The success of this approach is evident in the fact that a number of the groups that have been involved in Team Up to Clean Up have now progressed to developing funding bids and applications for projects to enhance their local environment or assets, including play parks, through the Green Spaces, Play Parks and Villages Investment Fund. Some of these groups are now also being supported to access significant additional external funding to finance their ambitious projects.

- 3.7. The Service Improvement Plan is one of the ways in which elected members can scrutinise the work of Communities, Housing and Planning Services and to consider and decide upon policy options as necessary. Refreshing Service Improvement Plans annually allows each service to consider the context in which they operate and revise plans where appropriate.
 - 3.8. The Service Improvement Plan also links Community Plan and Council Plan priorities to strategic and operational activity within the service, which supports employees to understand how their role contributes to the Council delivering on its objectives.
 - 3.9. The action plan details the progress of specific areas of work which, during 2018/19, enabled the service to support the Council's priorities and help deliver improved outcomes for Renfrewshire residents.
 - 3.10. The service also measures progress by reporting on performance indicators. The scorecard, included as Appendix 1 provides details of the progress of these indicators throughout 2018/19 against set targets.
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4. Overview of performance and key achievements

- 4.1. One of the purposes of the Service Improvement Plan is to enable elected members to take stock of what is happening in the service and to consider and develop policy options that reflect changing circumstances both in terms of customer needs and resource availability in the context of the Council's priorities and the need to deliver Best Value.
- 4.2. Appendix 1 provides an update on the progress made by the service during 2018/19 in terms of implementing the Service Improvement Plan. It includes an update on the Service's action plan and performance scorecard of indicators as at 31 March 2019.
- 4.3. Many actions relate to longer term projects and therefore the progress indicates the progress made against 2018/19's expected outcomes, not whether the project itself is complete. Essentially this shows whether the service achieved what it expected to in 2018/19 and gives an explanation of why (or why not, where it has fallen short).
- 4.4. Key achievements of the service during 2018/19:
 - Developing the new Local Development Plan which provides the framework for the Council's ambitious economic growth and physical development plans for Renfrewshire, including the City Deal projects and major housing development locations. A significant milestone was reached in March 2019 when the Communities, Housing and Planning Policy Board approved the plan for consultation.
 - Our placemaking team has worked closely and engaged positively with communities and a range of stakeholders across Renfrewshire, including through the development of the Foxbar Place Plan and Town Centre Strategies.

- Leading and coordinating the Local Biodiversity Action Plan Steering Group and Growing Grounds Forum, supporting partners to deliver a range of biodiversity actions, and the Local Access Forum supporting partners and local communities to deliver recreational access and active travel improvements.
- Progressing new build housing projects across Renfrewshire including in Johnstone Castle and the large-scale development at Dargavel Village, Bishopton. In consultation with the local community, revised plans have been developed which will deliver around 100 new homes in Ferguslie Park, and plans are progressing for a wider development framework for the area. Progress is also being made with the redevelopment of the Paisley West End, where Sanctuary Scotland are development partners. All council tenants have been rehoused, and purchases of both residential and commercial properties are progressing, to facilitate the redevelopment.
- Developing plans for future affordable housing provision and working with housing association partners to deliver the Strategic Housing Investment Programme and delivering 127 affordable homes by the end of March 2019. We have worked closely with colleagues on the Health and Social Care Partnership on housing, adaptations, and support needs for elderly and vulnerable members of the community and ensuring that there is strategic alignment between the Local Housing Strategy and HSCP's Strategic Plan.
- An award of £145,720 was secured from the Scottish Government's Decarbonisation Fund to support a project to specify, install and monitor a decarbonised heating solution to be installed in flatted accommodation and to assess whether this could be rolled out on a larger scale. An additional award of £224,250 was secured from the Scottish Government's Home Energy Efficiency Initiative for Scotland: Area Based Schemes (HEEPS: ABS) in October 2018 following on from previous allocations totalling £1.6million. Funds were used to extend the wall insulation programme within the Lochfield area to more owners within mixed tenure blocks.
- In September 2018 full digital Universal Credit was rolled out in Renfrewshire and we have worked to support tenants making the transition onto the benefits system.
- Advice, assistance and accommodation was provided to more than 800 homeless people, and we developed a Rapid Rehousing Transition Plan which sets out our proposals to ensure that homeless people are provided with settled accommodation more quickly, spend reduced time in temporary accommodation and have access to up-scaled support.
- Delivering a digital participation programme for tenants through a range of workstreams including sheltered and amenity housing complex training sessions and group and individual sessions at the George Street service.

- Building on the momentum of the bid for UK City of Culture 2021 we have worked with partners to develop a Future Paisley Partnership action plan to deliver cultural regeneration in Renfrewshire. Significant progress is already evident. The CHEF fund has continued to support new cultural projects, and a new organisational development fund was established. A research centre with the University of the West of Scotland (UWS) has been established, the partnership with Glasgow School of Art and Castlehead High is continuing, and a creative sector business support programme has been developed.
- In Communities and Public Protection, the Community Safety Hub has expanded and now has the wardens based at the hub, significantly improving partnership working. The Renfrewshire approach to tackling domestic abuse has been recognised as best practice nationally at Holyrood and at Westminster and is now receiving international interest. This has championed the White Ribbon Campaign, the 16 Days of Action and Reclaim the Night to increase awareness and improve the response of all partners.
- Street Stuff is now celebrating its 10th year and a programme of celebrations has been kicked off and will continue over the summer. The Street Stuff programme of diversionary activities had over 6,000 recorded attendances during the summer at core evening activities and summer camps and provided more than 3,000 healthy meals to children and young people in Renfrewshire. During the recent spring school holiday there were over 1,200 recorded attendances demonstrating its enduring appeal to local communities. Many of the participants continue to volunteer with the programme, a number now with over 200 hours of volunteering delivered.
- The Team Up to Clean Up campaign, delivered in partnership with Environment and Infrastructure, has been hugely successful with community clean ups increasing by over 474%. The Big Spring Clean and Spotless September Challenge were each very successful and demonstrated a real appetite for this type of engagement in our communities with over 50 community clean ups carried out in this year's Big Spring Clean.
- The Renfrewshire Air Quality Action Plan covering the three air quality management areas in Renfrewshire is now complete and being delivered. The action plan was subject to consultation with the Scottish Government, SEPA, neighbouring local authorities and the public. The plan was approved by the Infrastructure, Land and Environment Policy Board in March 2019. Most action measures identified within the plan for improving air quality are already underway with the remainder due to be implemented shortly.

- A vibrant and engaging 'Celebrating Youth' programme was designed by and for young people as part of the Year of Young People 2018. The Year of Young People calendar of events was delivered and engaged with young people throughout the year. The Youth Voice programme developed a Youth Symposium focused on 'Mental Health and Young People' and aimed to raise this issue as the key driver for youth voice initiatives within Renfrewshire. The Annual Positive About Youth Awards took place in November 2018 – celebrating the achievements of young people – and received its highest ever number of nominations and attendance.
- In community learning, community education officers delivered the successful pizza reading programme in schools playing a key part in the excellent improvements in attainment in literacy and numeracy highlighted by the HMIE in their recent audit of the Attainment Challenge.
- The service has been closely involved in preparing for the impact of Brexit, closely monitoring the potential for impact on food standards or trading standards legislation and the potential for additional workload pressures on these teams, particularly in regard to community protection duties and work with Glasgow International Airport.

Delayed or cancelled actions

- 4.5. A programme of self-assessment has been developed at a corporate level but has now been paused while the focus is on engaging the workforce in the Council's Values project.
- 4.6. The possibility of working with the public space Wi-Fi project to use their infrastructure for public space CCTV cameras was explored, but due to the need for secure encryption of camera signals and restrictions on the available bandwidth it has been assessed that this will not be a viable option at this time. Progress has therefore been made in using wireless technology to expand the public space CCTV network. So far CCTV cameras are successfully operating at 3 Household Waste Recycling Centre amenity sites using wireless technology and this approach will be continued where technically feasible.

Service scorecard

- 4.7. The service scorecard (attached as appendix 1) contains 31 indicators including the 5 CMT indicators for Communities, Housing and Planning Services. In terms of frequency of these indicators, 15 are annual and 16 are quarterly. The scorecard is reported to the Communities, Housing and Planning Policy Board and this Policy Board on a six-monthly basis, and within the service, to the SMT and 3rd tier managers regularly to scrutinise performance.
- 4.8. Of the 31 indicators, 3 are data only and have no target set. Of the indicators with targets, 17 are performing well, 5 require monitoring and 6 are below target. For those below target, more details are given below.

Areas of strong performance

- 4.9. Housing completions, both affordable and private, are showing good results for 2018/19. Affordable housing completions were 127, in line with our planned programme to deliver 1,000 new affordable homes by 2021 as detailed in our Local Housing Strategy. Private housing completions of 783 in 2018/19 have now reached a level that we have not seen in Renfrewshire in over 20 years and links closely to a range of measures to ensure we have a good supply of new homes and Renfrewshire is seen as a great place to live and invest.
- 4.9. The number of incidents of reported anti-social behaviour has seen a drop from 2017/18's 1,939 figure to 1,711 for 2018/19 and is below the target of 1,800 (aim to minimise). Current performance is approximately 65% below 2009 levels, a very significant achievement and the result of a range of activities across the Community Safety Partnership. Hot spot areas are actively targeted with close working with communities to develop action plans to tackle any emerging issues.

Areas requiring monitoring

- 4.11. The Vacant and Derelict Land Audit is undertaken annually and the 2018/19 audit saw 16 hectares brought back into use. While this figure is slightly lower than the target of 20 hectares, good progress continues to be made with over a 70% reduction in the level of vacant and derelict land in the last ten years. The amount of vacant land that has been brought back into use in recent years has been strongly influenced by new housing development. While the amount of vacant land developed appears to have fallen during the last year, over 80 hectares of vacant land has been brought back into use in the last two years and as outlined above, housing completions have reached their highest level in Renfrewshire in over 20 years.
- 4.12. The number of adults participating in literacy and numeracy classes has fallen short of the 450 target with 165 learners participating in literacy and numeracy classes over the course of the year. This indicator has been reviewed as it was identified that there are a range of other adult learning opportunities where learners participate in literacy learning for example ESOL, Family Learning and Work Clubs which were not captured in this indicator. As such, a new indicator has been developed for the new Service Improvement Plan 2019 - 2020. This new indicator will ensure that the full range of learning opportunities are reflected and recorded in the future and will monitor the 'Number of adults participating in Adult Learning and Literacy courses within our local communities'.
- 4.13. The number of opportunities for young people to achieve through accredited awards was 899 against a target of 1,130 for 2018/19, which is a fall from 1,193 in 2017/18. This service area has undergone significant change over the past year and the original target was set prior to this. There has been an impact on capacity to deliver to the same level as previously. Part of the fall in figures also relates to a reduction in enrolments for the Duke of Edinburgh Awards. A review of the service delivery, focus and capacity is planned and following this, the target will be re assessed to reflect the change going forward. Any adjustment to targets following the review will be included in the mid-term monitoring report.

- 4.14 The three indicators relating to building standards are short of target. The time to issue a building warrant has reduced from 87.4 days in 2017/18 to 82.4 days for 2018/19. As part of our performance scrutiny over the past year, this figure has been examined further, particularly as this measure calculates the combined response times of both the local authority verifier *and* the agent/architect. Investigation of our quarter 3 figure has shown that within that average 80.7 days for quarter 3, building warrants spent on average 41.3 days with Building Standards and 39.4 days with agents/architects.
- 4.15 The percentage of first reports issued within 20 days has shown a significant improvement from 29.6% in 2017/18 to 48.4% in 2018/19. Our third indicator, percentage of all warrants and amendments issued within 10 days, has also shown an improvement from 48.1% in 2017/18 to 59.7% in 2018/19.
- 4.16 Within the team, a new senior appointment has been made and a further graduate level post is being recruited; it is hoped these appointments will result in further improvements. We hope the performance will also be aided by the investment we are making in our ICT equipment for staff.
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5. Reporting progress

- 5.1. Progress on the implementation of the Service Improvement Plan is regularly monitored by Communities, Housing and Planning Services' management team and will be reported to the Communities, Housing and Planning Policy Board and this Policy Board on a six-monthly basis.
- 5.2. A review of progress throughout 2019-20 will be brought to this Board in November 2019.
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Implications of this report

1. **Financial** - the report highlights resourcing pressures arising from increasing demand for services and the current financial environment.
2. **HR and Organisational Development** - none
3. **Community/Council Planning** - the report details a range of activities which reflect local community planning themes.
4. **Legal** - none
5. **Property/Assets** - none
6. **Information Technology** - none
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only.

8. **Health and Safety** - none
9. **Procurement** - none
10. **Risk** - none
11. **Privacy Impact** - none
12. **COSLA Policy Position** - none

List of Background Papers

None

PM
15 May 2019

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Appendix 1




Communities, Housing and Planning Service Improvement Plan 2018-2021



Council Priority 1: Reshaping our place, our economy and our future



Status	Action Code	Action	Due Date	Progress	Latest status update
	DHS.SIP18 - 1.01	To develop and deliver a Bid Legacy Action Plan	31-Mar-2021		We are developing a Future Paisley Partnership action plan to deliver cultural regeneration in Renfrewshire. Significant progress is already evident, particularly around building new partnerships, establishing two funding programmes for projects and organisations (CHEF and CODF), the establishment of a research centre with the University of the West of Scotland and the development of a creative sector business support programme and innovative partnerships like Glasgow School of Art and Castlehead High School. To lead on this workstream a post of Paisley Partnership Strategic Lead, reporting to the Director of Communities, Housing and Planning Services was successfully recruited and took up post in October 2018 along with a Cultural Regeneration Officer.
	DHS.SIP18 - 1.04	Deliver the Economic Strategy within the current Local Development Plan (LDP)	31-Mar-2019		Implementation of this ambitious economic inclusive framework proceeds at pace with the planning approvals in place for City Deal Projects at the Advanced Manufacturing Innovation District beside Glasgow Airport along with the Clyde Waterfront Regeneration area in Renfrew as well as approvals for new active travel routes and connections between the two City Deal projects and surrounding economic hubs. Development and enhancement proposals also continue to be delivered at various Renfrewshire Economic Investment Locations such as Hillington, Westway, Phoenix, Murray Street and other important local economic and industrial areas through Renfrewshire's towns and villages. The Local Development Plan also provides the framework for the emerging Economic Regeneration Strategy.
	DHS.SIP18 - 1.05	Deliver the Centres Strategy within the current Local Development Plan (LDP)	31-Mar-2019		Renfrewshire's Centres are continually monitored, reviewed and analysed to ensure that they are fit for purpose and able to respond to changing demands and trends. Many of Renfrewshire's Centres have low and, in some centres, no vacancies, in commercial units.





Status	Action Code	Action	Due Date	Progress	Latest status update
					<p>Work continues to look at the offer provided by both Renfrewshire's Strategic Centres of Paisley and Braehead. Proposals to bring a new learning and cultural hub into the centre of Paisley's High Street has been approved with work already progressing to enliven this section of the High Street. Ambitious plans for Paisley's Town Hall and Museum will be complemented by various residential proposals for town centre living in gap sites in and around this centre.</p> <p>A refresh of Centre Strategies has been prepared and these will be presented to the Communities, Housing and Planning Policy Boards throughout 2019. The refreshed strategies will be in line with the Local Development Plan framework, with the ambitious vision and actions set with full consultation and engagement with communities, businesses and stakeholders.</p> <p>Proposals to deliver a new village centre at Dargavel Village are being progressed with the development currently on site.</p>
	DHS.SIP18 - 1.06	Deliver the Infrastructure Strategy within the current Local Development Plan (LDP)	31-Mar-2019		<p>Delivering the strategy set out for infrastructure is central to all development proposals and enhancements for Renfrewshire. Investment in Renfrewshire requires to be in the right locations and the Renfrewshire Local Development Plans sets out a framework to guide development to the locations where infrastructure is either in place and available or can be put in place and made available.</p> <p>The Planning Authority has resisted development proposals which are not supported by the Infrastructure Strategy. This consistent approach has meant that Renfrewshire has seen an increase in development on brownfield or previously used land, preserving Renfrewshire Green Belt where appropriate.</p> <p>The infrastructure to deliver the ambitious Advanced Manufacturing Innovation District at Glasgow Airport is progressing well with works underway.</p>
	DHS.SIP18 - 1.07	Develop and adopt new LDP 2	31-Aug-2019		<p>An important milestone was reached in the preparation of the next Renfrewshire Local Development Plan with the presentation of the Proposed Renfrewshire Local Development Plan to the Communities, Housing and Planning Policy Board on the 12 March 2019.</p> <p>Following extensive consultation and engagement with a range of stakeholders, taking into account all of the feedback from Renfrewshire's communities, businesses and investors at the Main Issues Report stage, the Proposed Renfrewshire Local Development Plan was approved for consultation by the Board.</p> <p>The Proposed Renfrewshire Local Development Plan will go out for a 12 week extensive consultation period, trying to reach as many people as possible by various consultation methods.</p> <p>The outcome of this consultation with Renfrewshire's stakeholders will be presented back to the Board before being sent to the Scottish Ministers for consideration.</p>







Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	
DHS.VD L.01	Amount of vacant and derelict land brought back in to use (hectares)				New indicator		65	20	16	20	<p>What is going wrong or impacting on performance? The Vacant and Derelict Land Audit is undertaken annually - the 2018/19 audit saw 16 hectares brought back into use. While this figure is slightly lower than the target of 20 hectares, good progress continues to be made with over a 70% reduction in the level of vacant and derelict land in the last ten years The amount of vacant land that has been brought back into use in recent years has been strongly influenced by new housing development. While the amount of vacant land developed appears to have fallen during the last year, over 80 hectares of vacant land has been brought back into use in the last two years and housing completions have reached their highest level in Renfrewshire in over 20 years.</p> <p>Has any corrective action already been undertaken? Actions within the Renfrewshire Vacant and Derelict Land Strategy are closely monitored by officers from Planning and Housing to monitor progress and to establish any requirement for updated or revised actions. Renfrewshire's Vacant and Derelict Land Strategy is currently being refreshed and will be reported to the Communities, Housing and Planning Policy Board in 2019. The Local Development Plan Proposed Plan includes a new policy which will support the temporary enhancement of vacant sites that are currently awaiting development. Officers will continue to work with partners to consider potential innovative delivery mechanisms that can bring stalled sites back into productive use.</p>











Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	
											When does the service expect to be back on track? In the coming years it is anticipated that the target will be achieved with City Deal investment helping to unlock vacant, stalled and underutilised development land and a number of new housing developments expected to go on site developing vacant land in Johnstone, Ferguslie, Glenburn and Paisley West End.






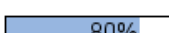


Council Priority 2: Building strong, safe and resilient communities







Status	Action Code	Action	Due Date	Progress	Latest status update
	DHS.SIP18 - 2.01	Implement revised Housing Asset Management Strategy	31-Mar-2021	<div><div>100%</div></div>	We are on target for completion of the revised Housing Asset Management Strategy within the due date of March 2021. The Strategic Asset Management System (SAMS) outputs are currently being reviewed and these will contribute to the development of the revised strategy
	DHS.SIP18 - 2.03	Along with our key partners, we will monitor and review the impact of the range of services provided to homeless people, and those threatened with homelessness.	31-Mar-2021	<div><div>100%</div></div>	The Renfrewshire Homelessness Partnership continues to meet quarterly, and allows Council services and a broad range of partners to review annual performance figures for homelessness and homeless prevention, as well as consider various new initiatives which have a positive impact on those who are homeless, such as Housing First (delivered in partnership with Turning Point Scotland), the Community Connectors project (RAMH and Linstone H.A), and the resettlement assistance provided by George Street service. Presentations have been given to local and national Registered Social Landlords who sit on the Housing Providers Forum, the HSCP, ADP and Community Justice Renfrewshire Steering Group on the new Scottish Government 'Rapid Rehousing' proposals and the services that will be required within this new programme to support those who are homeless, and a proposed investment plan to deliver RRTP for Renfrewshire was submitted to the Scottish Government by the 31 December 2018 deadline, and is currently being evaluated. The approved plan will be reported to Board in 2019.




	DHS.SIP18 - 2.04	We will deliver key outcome 1 from the Local Housing Strategy (LHS) - The supply of homes is increased.	31-Mar-2021	 100%	<p>Significant success has been achieved in increasing the supply of new homes across Renfrewshire. That success is down to good partnership working between various Services in the Council as well as positive working relationships with Housing Associations and various other sectors of the house building industry.</p> <p>During the period of the current LHS (2016-2021), a total of 312 affordable homes and 2028 private sector homes have been completed to date.</p> <p>Completions for 2018/19 are: 2018/19 completions: 127 affordable and 783 private sector.</p> <p>A further 413 affordable homes are due to complete in 2019/20.</p> <p>The refresh to Strategic Housing Investment Plan was approved by the Communities, Housing and Planning Policy Board on the 30 October 2018. Delivering on the priorities set out in the SHIP continues with proposals being prepared for key vacant sites within Renfrewshire including Millarston and Glenburn. New Council housing is also being delivered in Johnstone and Dargavel Village.</p> <p>Innovative mechanisms for delivering different types of new housing across Renfrewshire are being considered such as Self Build, Shared Equity and other new rental schemes.</p> <p>Over the last year, 13 properties which were long-term empty, have been brought back into use with the assistance of the Empty Homes Officer.</p>
	DHS.SIP18 - 2.05	We will deliver key outcome 2 from the Local Housing Strategy (LHS) - Through targeted investment and regeneration activity, Renfrewshire has attractive and sustainable neighbourhoods and well-functioning town centres.	31-Mar-2021	 100%	<p>Excellent progress has been made with the delivery of replacement Council houses at Johnstone Castle with many of the house plots taking shape, well on the way to implementing the 96 homes by Spring 2020.</p> <p>Tannahill Regeneration: The Communities, Housing and Planning Policy Board approved Housing Investment proposals for the Tannahill area of Ferguslie Park on 30 October 2018. Officers continue to work with tenants and residents regarding the newbuild development and will be working in partnership with the wider community to develop plans for the wider Tannahill area.</p> <p>Paisley West End: Tri-partite discussions continue between the Council, Scottish Government and Sanctuary Housing Association to progress the Regeneration Masterplan for Paisley West End. Sanctuary have completed the newbuild development of the former Co-op site on Wellmeadow Street and are now developing newbuild proposals for the Sutherland Street site within the Masterplan Boundary.</p> <p>Good progress has been made within Paisley Town Centre encouraging more people to live and use the town centre. The Link Group are currently on the third phase of redevelopment of the former Arnott's store site in Paisley providing 26 affordable flats. This project alongside the other 211 residential units that have been completed since 2016 adds to the tenure mix and increased residential provision within this key central location.</p>
















	DHS.SIP18 - 2.06	We will deliver key outcome 3 from the Local Housing Strategy (LHS) - People live in high quality, well managed homes.	31-Mar-2021	 100%	<p>The "Missing Share" pilot scheme was launched in January 2019, and subject to qualifying criteria, will provide financial assistance to help owners in tenemental property to progress essential common repairs when other owners fail to pay.</p> <p>The Council have been working in partnership with Shelter Scotland delivering awareness raising events in March 2019 providing information to private sector tenants/people thinking about private renting on the new Private Residential Tenancy and their rights and responsibilities under this agreement.</p> <p>Work is ongoing to progress the Orchard Street Housing Renewal Area, in close partnership with Paisley Housing Association and the Scottish Government. Engagement with owners in the area is ongoing, with a drop-in session held during March 2019.</p>
	DHS.SIP18 - 2.07	We will deliver key outcome 6 from the Local Housing Strategy (LHS) - People are able to live independently for as long as possible in their own home.	31-Mar-2021	 100%	<p>Discussions continue with Linstone Housing Association and partners including the Health and Social Care Partnership to develop Extra Care Housing in Paisley.</p> <p>Two joint planning groups continue to discuss cross cutting strategic and operational Housing and Health and Social Care related issues. Officers participated in Health and Social Care Partnership's review of Older Peoples' Services in Renfrewshire. Final recommendations are expected later in 2019.</p> <p>Officers contributed to the development of the Health and Social Care Partnership's new Strategic Plan 2019-2022. This sets out the vision and future direction of community health and adult social care services in Renfrewshire including services and support to help people stay independently for as long as possible in their own home.</p>
	DHS.SIP18 - 2.08	Deliver the Places Strategy within the current Local Development Plan (LDP)	31-Mar-2019	 100%	<p>The various elements required in delivering the Place Strategy continues to be a key focus. A range and choice of new homes are being implemented in Renfrewshire's existing places. The high quality of the design and layouts is integral to ensuring the new homes fit well ensuring that they connect into Renfrewshire's assets such as walking and cycling networks, parks, open space as well as facilities and amenities.</p> <p>The Community Growth Areas of Dargavel and South West Johnstone continue to promote a high quality of Place and community.</p> <p>A refresh of the Renfrewshire Places Residential Design Guide is currently underway which looks to learn from the successes and challenges of what makes a good place and what adds to existing communities. This refresh will not only look at guidance for residential development but will include a comprehensive design guide for all development in Renfrewshire to promote a high quality consistent approach to design across Renfrewshire. The first Place Plan for Renfrewshire was presented by Foxbar and Brediland Community Council in early in 2019, the result of successful partnership working between the community, the Council and Community Planning Partners and other stakeholders. An Action Plan forms part of the Place Plan for Foxbar. An action has already secured funding and likely to be implemented in the near future.</p> <p>The Council has prepared a 'How to Guide' as a learning experience from preparing the first pilot Place Plan for Foxbar with the aim to assisting others that may want to produce a Place Plan for their area.</p>




	DHS.SIP18 - 2.09	Lead on the development of an Empowering Communities model for the Council	31-Mar-2021	 100%	Visits to East Ayrshire Council and Wigan Council took place with the Chief Executive, senior elected members and key officers to learn more about the approaches to community engagement in these organisations. Learning has led to development of expanded enabling approach with a number of strategic workstreams. Work is ongoing to support the delivery of the £1.87m funding programme for communities for green spaces, parks, play areas and villages and a cross service group has been established to review and allocate funding.
	DHS.SIP18 - 2.10	Lead on the public protection agenda incorporating requirements from national legislation	31-Mar-2021	 100%	The Communities and Public Protection structure is currently under review to continue to develop and drive the Public Protection agenda. This includes driving the agenda on Prevent, Serious Organised Crime, Community Empowerment and Community Safety/Support. The Community Safety and Public Protection Steering Group is also under review to ensure that key issues are being covered by partner. Officers, including the SPOC (Single Point of Contact) attend national meetings to ensure local agenda is feeding into the national picture.
	DHS.SIP18 - 2.11	Develop and deliver phase 2 of the Renfrewshire Community Safety Partnership hub	31-Mar-2021	 100%	Work continues to develop the Renfrewshire Community Safety Partnership Hub. This has recently been a focus for a Collaborative Working Group involving Renfrewshire Council, Police Scotland and Scottish Fire and Rescue. The Groups reviewed the current work being undertaken with outcomes due to be delivered in the early Summer of 2019. To continue to grow the partnership, the CCTV operators have been realigned onto the Council terms and conditions from their previous contract under the Town Centre partnership. This has included ensuring that at CCTV operators are permanent to ensure 24 hour coverage is maintained.
	DHS.SIP18 - 2.12	Develop community interventions that build community resilience, improve safety and security and reduce victims of harm through improved intelligence sharing, partnership working and diversionary activities	31-Mar-2021	 100%	The Daily Tasking meeting with relevant partners continues to take place every weekday morning at 9.30am to review any incidents and deliver an early intervention approach through intelligence sharing to reduce harm and improve safety and the Community Safety Partnership continues to lead on the MARAC process and the development of strategies to combat domestic abuse. Intelligence sharing and partnership working is critical in delivering outcomes across Renfrewshire in reducing victims of harm. The Communities and Public Protection review is critical in building community capacity and resilience whilst providing a focus on reducing harm through the Prevent agenda.
	DHS.SIP18 - 2.13	Develop and deliver strategies for how the Council will respond locally to the risks posed by serious organised crime and terrorism	31-Mar-2021	 100%	The Council's single point of contact (SPOC) chairs a multi-agency CONTEST / Serious Organised Crime group which now operates across Police K division Renfrewshire and Inverclyde. This group has good representation from all key partners (Scottish Prison Service, Police Scotland, Scottish Ambulance Service, local universities and colleges etc). The Integrity Group is currently being reviewed to ensure that internal issues are reviewed and monitored and in future will be chaired by the Chief Auditor.

	DHS.SIP18 - 2.14	Develop the Renfrewshire Multi Agency Risk Assessment Conference (MARAC) to support high risk victims of domestic abuse and raise awareness of the issue in Renfrewshire	31-Mar-2021		The Renfrewshire MARAC is now fully operational and seen as a model of best practice across Scotland. The MARAC Strategic Lead continues to deliver training with Safe Lives to partners to assist them in understanding and awareness of high risk victims of domestic abuse
	DHS.SIP18 - 2.17	Work with key partners to develop a multi-agency counter terrorism strategy	31-Mar-2021		The CONTEST / Serious Organised Crime group is currently updating its local Counter Terrorism Strategy, to align with the National 2018 CONTEST Strategy. This will include the establishment of a Renfrewshire Prevent Divert local group to direct activities aimed at ensuring vulnerable people are not drawn into terrorism or serious organised crime.
	DHS.SIP18 - 2.15	Expand the use of wireless technology across public space CCTV	31-Mar-2021		The possibility of working with the public space Wi-Fi project to use their infrastructure for Public Space CCTV cameras has been explored. Due to the need for secure encryption of camera signals and restrictions on the available bandwidth, it has been assessed that this will not be a viable option at this time. Progress has been made in using wireless technology to expand the public space CCTV network. So far CCTV cameras are successfully operating at 3 Household Waste Recycling Centre amenity sites using wireless technology and this approach will be continued where technically feasible.
	DHS.SIP18 - 2.16	We will deliver key outcome 5 from the Local Housing Strategy (LHS) - Homelessness is prevented and vulnerable people get the advice and support they need.	31-Mar-2021		In December 2018 a draft of Renfrewshire's Rapid Rehousing Transition Plan was submitted to the Scottish Government, who in turn have provided feedback on this draft. Work is ongoing to develop a final plan which will set out how homeless households can be provided with settled accommodation more quickly with intensive housing support provided.







Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	
CR.PP.07	Number of incidents of anti-social behaviour reported to Renfrewshire Council Community Safety Service				1,916	1,700	1,939	1,750	1,711	1,800	Performance is positive in this area, meeting challenging targets. Our current levels are approximately 65% below 2009 levels. Using data to identify emerging areas of concern, action plans are developed through working with all key stakeholders including the local communities.
SOA08.090	Percentage of adults who agree that Renfrewshire is a safe place to live.				82%	84%	84.6%	84%	*	85%	This is an annual indicator from the Council's Public Services Panel survey. This is a snapshot survey which takes place once a year. In the most recent survey there were 839 respondents (43% response rate).






Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	
											<p>The percentage of adults who agree that Renfrewshire is a safe place to live has increased from 82% in 2016/17 to 84.6% in 2017/18 meeting the annual target of 84%.</p> <p>Over the last five years performance for this indicator has fluctuated but overall performance has improved for this indicator since 2014/15.</p> <p>*new figures not available as Public Services Panel has not yet been carried out for this year.</p>
SOA09.1 218a	% of adults who agree with the statement "I am satisfied with my neighbourhood as a place to live".				81%	86%	83.5%	87%	*	88%	<p>As with above, this is an annual indicator from the Council's Public Services Panel survey. The percentage of adults who agree with the statement "I am satisfied with my neighbourhood as a place to live" has increased from 81% in 2016/17 to 83.5% in 2017/18 but was below the target of 87%.</p> <p>Over the last five years performance for this indicator has also fluctuated but overall performance has improved since 2014/15. Within Housing Services a biennial tenants survey is conducted using telephone interviews by a research consultancy. Over 1,300 council tenants participated in the 2018 survey. They were also asked this question - 91% of tenants said they were very satisfied or satisfied compared to 7% who were very dissatisfied or dissatisfied. This is a marginal increase compared to 2015 when 88% stated that they were satisfied with their neighbourhood as a place to live.</p> <p>*new figures not available as Public Services Panel has not yet been carried out for this year.</p>





CR.PP.3 2	Number of complaints regarding youth disorder				747	750	358	740	284	740	The Q4 total for Youth Disorder was 78, making an overall total of 284 for the FY period 2018/19. This represents a reduction of around 21% in comparison to the overall total of 358 incidents for the previous Financial Year period 2017/18. These notable reductions continue to be attributed to the ongoing good work by all partners.
CR.PP.0 6c	Number of recorded attendances at Street Stuff activities				43,758	50,000	31,278	32,000	27,767	25,000	It has been business as usual with the programme delivering core activities and tackling poverty programme during the school holiday periods. The Festive programme with the provision of a healthy meal attracted the most recorded attendances to date at 643 which is an increase of around 50 on the previous year.
HPCMT 13a	% of Council housing stock which meets the Scottish Housing Quality Standard				91.4%	100%	93.51%	100%	94.49%	100%	The service brought a further 128 properties up to SHQS. At the end of 2018/19, 11,319 of the Council's stock of 12,002 properties met the SHQS. The Council has properties in abeyance where the current tenant has refused internal works/ the Council has been unable to secure owner participation to allow external works to be carried out to comply with SHQS.
HPCMT 05	Average time from household presenting themselves as homeless to completion of duty (number of weeks)				23.02	21	23.78	23	23.97	23	We continue to be considerably below the Scottish average of 36 weeks. Our draft Rapid Rehousing Transition Plan which has been submitted to the Scottish Government for evaluation includes proposals which if funded, would result in this figure reducing further.
HPSIP 01	Affordable housing completions				108	200	77	144	127	127	The Local Housing Strategy sets out Renfrewshire's Housing Supply Target for 1,000 new affordable homes over the five-year period 2016-2021. This target equates to an annual indicative target of 200 completions. However, we would not expect to see completions evenly distributed across the 5-year period in practice and targets are set based on our programme. The affordable newbuild housing programme involves both Council and housing association developments across a range of sites in Renfrewshire. By the end of March 2019, 312 new affordable homes were completed in the first three




											years of the five-year programme (108 in 2016/17, 77 in 2017/18 and 127 in 2018/19). Five sites across Renfrewshire are currently under construction, providing over 370 completed units by the end of 2019/20. This will be further complimented by another two sites that are due to start on site in the near future, providing 43 new affordable homes. This takes the anticipated affordable housing completions to over 400 for 2019/20. In addition, preliminary work has commenced on several other sites which are expected to complete in 2020/21, providing in approximately 300 new affordable homes.
SOA10.10a	Private housing completions				643	500	601	500	783	500	Private completions remain high with 783 private homes completed in the last year. Private sector completions have now reached a level that we have not seen in Renfrewshire in over 20 years.




Council Priority 3: Tackling inequality, ensuring opportunities for all

Status	Action Code	Action	Due Date	Progress	Latest status update
	DHS.SIP18 - 3.01	Monitor the impact of our Refugee resettlement programme.	31-Mar-2019		An Officer's Strategy Group was established in March 2018 to formally monitor and review the impact of the resettlement programme across a range of services and agencies. The Group consider and review the number of refugees, the suitability of the temporary and settled accommodation, location of resettled families etc.
	DHS.SIP18 - 3.02	We will deliver key outcome 7 from the Local Housing Strategy (LHS) - Affordable housing is accessible to people who need it.	31-Mar-2021		The Renfrewshire Common Housing Allocation Policy for Renfrewshire Council and four local Registered Social Landlords was approved by the Communities, Housing and Planning Policy Board in January 2019 for implementation in May 2019. 19 households were assisted through the Deposit Guarantee scheme to access privately rented accommodation in 2018/19.
	DHS.SIP18 - 3.03	Development and Housing Services will review our approach to developing EQIAs	31-Mar-2019		Work was undertaken on an EQIA for the Paisley Library Project including meeting with Renfrewshire Access Panel and reviewing examples of best practice EQIAs. This project has now moved over to Chief Executive's Services as part of our restructure.


✓	DHS.SIP18 - 3.04	Establish and deliver a digital participation programme for tenants	31-Mar-2020	 100%	<p>A Digital Participation Officer post was established in March 2018, and 233 awareness and training sessions have been held for tenants at sheltered and amenity housing complexes, as well as delivering a digital skills course for members of the Tenants Scrutiny Panel. Group and 1-2-1 sessions are being held at the George Street service for tenants referred by Housing Officers etc., and scoping work on extension of free wi-fi to accommodation for those who are homeless, and the provision I.T. solutions at our offices to assist service users with the transfer to Universal Credit is underway.</p> <p>A draft programme for 2019/20 has been produced which will see this postholder working with Syrian families and providing support with the development of the Neilston Rd high rise blocks proposals for telecare etc.</p>
✓	DHS.SIP18 - 3.05	Deliver the Street Stuff programme including activities and meals	31-Mar-2021	 100%	<p>The Street Stuff programme continues to be delivered in communities across Renfrewshire. Statistically analysis is used to target communities that require diversionary activities to tackle perceived issues. During the school holidays, an expanded programme is delivered to provide a healthy meal for participants. During the spring break, there were over 1200 recorded attendances at Street Stuff.</p> <p>Throughout 2019, Street Stuff will deliver activities celebrating 10 years in the Renfrewshire communities.</p>
✓	DHS.SIP18 - 3.06	Provide employment and training opportunities for identified groups of young people in Renfrewshire	31-Mar-2021	 100%	<p>Communities and Public Protection continue to offer employment opportunities for young people in Renfrewshire, including both permanent positions and sessional work in Street Stuff. Through Invest in Renfrewshire, it is anticipated that a further 5 trainee Community Safety Officer will be taken on in 2019. This will include young people being given the opportunity to get back into work.</p>
✓	DHS.SIP18 - 3.07	Deliver enhanced enforcement activity in the private rented sector	31-Mar-2021	 100%	<p>An enhanced enforcement activity remains in place for landlords within the private rented sector. Officers continue to liaise with landlords and tenants to ensure that legal requirements are met including landlord registration and properties meeting the repairing standard. Registration and compliance remains a priority as poorer communities are more likely to be affected by issues within the private rented sector.</p>
✓	DHS.SIP18 - 3.08	Take forward a 'Celebrating Youth' programme, offering young people the chance to get involved and participate in various social, cultural, digital and sport activities	31-Mar-2021	 100%	<p>The Year of Young People (YoYP) concluded and a report on all the outcomes and achievements by young people and their efforts to celebrate youth throughout the year, culminating in a Positive About Youth Awards (PAY) ceremony run by Renfrewshire Youth Voice (RYV), and the Deck the Halls Event at Christmas delivered by the Renfrewshire Youth Commission, has been compiled. The report includes actions to take forward as part of the legacy of YOYP and will include continued support to Youth Voice initiatives in 2019-20. The PAY Awards Ceremony will be celebrating its 10th year in November and will include a celebration of youth work and youth empowerment. RYV were shortlisted for a National YouthLink Award for Youth Participation. More young people are getting involved in creating digital content on the Young Scot portal raising awareness of youth activity across the authority including on-line consultations, case studies and signposting to local services and activities.</p>

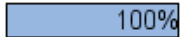


	DHS.SIP18 - 3.09	Introduce a youth and equalities forum as a key element of local engagement	31-Mar-2021		Youth Services continues to support the development of Youth Voice initiatives - Renfrewshire Youth Voice (RYV), including the Youth Events Panel, Youth Commission on Mental Health, newly elected Members of Scottish Youth Parliament, and Senior members from Community Youth Clubs . Youth Services and RYV have jointly run a Youth Leadership training day and a Youth Voice Residential where they have planned a year of Youth Voice activity; this will include roadshows and youth participation events across the authority. Partnership working with Children's Services, will see RYV involved in the forthcoming PSHE review in schools, youth perspective on developing Council Values, links to Local Partnership Forums, and Participative Budgeting process for the Youth Challenge Fund.
	DHS.SIP18 - 3.10	Provide children and young people with opportunities to participate in activities which provide a vehicle for wider achievement.	31-Mar-2021		<p>Youth Services continue to provide targeted youth work programmes in schools and communities-based settings in support of the action. (e.g. Personal and Social Development, Family Learning, Forest Schools, Community Youth Clubs, Holiday Programmes). Youth Work activities linked to wider achievement help young people work towards accreditation through Youth Achievement Awards, Saltire Award, Junior Award Scheme for Schools (JASS), John Muir, Go Mountain Bike, Heart Start, and the Duke of Edinburgh (D of E) Award Programme. Effort is also being made to accredit youth leadership training to SQA recognised awards (e.g. D of E Leaders Programme, Certificate in Participative Democracy). Support given to partners through training and networking to promote wider achievement opportunities.</p> <p>Youth Voice programme continues to develop a Youth Symposium focussed on 'Mental Health and Young People' and aimed to raise this issue as the key driver for youth voice initiatives within Renfrewshire.</p> <p>Youth Services is leading on Year of Young People and promotion of youth empowerment activities across council services and partners in authority. In addition, providing flexible work placements and volunteering opportunities and increasing awareness of wider achievement. Awards are open to all participants and significant support is provided to targeted groups who may experience disadvantage, barriers or access to learning opportunities.</p>


Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	
CHS/AT T/04	No. of opportunities for young people to achieve through accredited awards				1,004	1,030	1,193	1,130	899	1,130	What is going wrong or impacting on performance? This service area has undergone significant change over the past year and the original target was set prior to this. There has been an impact on capacity to deliver to the same level as previously. Part of the fall in figures also relates to a reduction in enrolments for the Duke of Edinburgh Awards.







Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	
											<p>Has any corrective action already been undertaken? A review of the service delivery, focus and capacity is planned, following this, the target will be reassessed to reflect the change going forward.</p> <p>When does the service estimate performance to be back on track? The service performance should be back on track by 2019/20, any adjustment to targets following the review will be included in the mid-term monitoring report.</p>
CHS/CL D/01	Number of adults participating in literacy and numeracy classes				408	315	340	450	165	450	<p>There are other adult learning opportunities where learners participate in literacy learning for example ESOL, Family Learning and Work clubs and to reflect this, a new indicator has been developed for the new CHAPs SIP.</p> <p>This new indicator will ensure that the full range of learning opportunities are reflected and recorded in the future – <i>“Number of adults participating in Adult Learning and Literacy courses within our local communities”</i></p>

Council Priority 4: Creating a sustainable Renfrewshire for all to enjoy

Status	Action Code	Action	Due Date	Progress	Latest status update
	DHS.SIP18 - 4.01	Deliver the Environment Strategy within the current Local Development Plan (LDP)	31-Mar-2019	<div><div>100%</div></div>	<p>A strong Environmental Strategy of guiding development to the right places has meant that 73% of Renfrewshire remains in Green Belt.</p> <p>Renfrewshire has many important assets including green corridors and networks that link Renfrewshire's Green Belt and open space assets. The Planning Authority will continue to protect and where possible enhance these assets. Inappropriate development will continue to be rejected in line with the Local Development Plan which is supported by a strong, up to date evidence base.</p>

					<p>A consistent approach to protecting and enhancing Renfrewshire's built and natural heritage has seen high quality development in many of Renfrewshire's Towns and Villages, assisting with the implementation of Paisley Town Centre Heritage Asset Strategy and Shopfront Improvement Schemes in Conservation Areas.</p> <p>Work is progressing to prepare a Green Network Strategy for Renfrewshire focusing on the protection of Renfrewshire's diverse environment and ensuring good links from all of Renfrewshire's Places.</p> <p>Implementation of Renfrewshire's Biodiversity Action Plan continues to be delivered in partnership with a range of bodies and groups.</p> <p>The refresh and update of Renfrewshire's Core Path Plan is progressing well with analysis and review of each of the current Core Paths with consideration of potential new Core Paths suggested by a variety of stakeholders. The updated Core Path Plan will be presented to the Communities, Housing and Planning Policy Board later in the year.</p>
✓	DHS.SIP18 - 4.02	We will deliver key outcome 4 from the Local Housing Strategy (LHS) - Homes are Energy Efficient and Fuel Poverty is minimised.	31-Mar-2021		<p>An award of £145,720 was secured from the Scottish Government's Energy Efficient Scotland Decarbonisation Fund which will be used to support a pilot project that will specify, install and monitor the performance of a decarbonised heating solution that can be installed in flatted accommodation and assess whether this is a viable option to be rolled out on a larger scale.</p> <p>An additional award of £224,250 was secured from the Scottish Government's Home Energy Efficiency Initiative for Scotland: Area Based Schemes (HEEPs: ABS) in October 2018, following on from previous allocation of just over £1.6million. Funds were used to extend the wall insulation programme within the Lochfield area to more owners within mixed tenure blocks.</p> <p>Work is also progressing to prepare an Energy Strategy for Renfrewshire which will help support a reduction in Fuel Poverty.</p>
✓	DHS.SIP18 - 4.03	Deliver the Team Up, To Clean Up campaign throughout Renfrewshire, involving local communities	31-Mar-2021		<p>The Team Up to Clean Up campaign continues to go from strength to strength. A 474% increase in community clean ups and over 500 members of the Facebook group have led to communities cleaning up across Renfrewshire. The Big Spring Clean was run throughout April with over 50 community clean ups.</p> <p>Renfrewshire Council continues to provide and assistance in carrying out core duties and ensuring waste is removed by StreetScene in a timely manner.</p>
✓	DHS.SIP18 - 4.04	Ensure that the Council's integrated enforcement policy is adhered to, ensuring businesses and communities are treated fairly and consistently	31-Mar-2021		<p>The Council's Integrated Enforcement Policy continues to align with the principles of Better Regulation and is monitored to ensure it is consistently applied across Communities and Public Protection.</p> <p>With Communities and Public Protection relocating to Communities, Housing and Planning Services, consideration is being given to establishing a Regulatory Officers meeting to ensure appropriate legislation is being used and any enforcement action taken aligns to the Integrated Enforcement Policy.</p>









	DHS.SIP18 - 4.05	Deliver a refreshed Air Quality Action Plan to improve air quality for Renfrewshire	31-Mar-2021	<div><div>100%</div></div>	The draft Renfrewshire Air Quality Action plan has been completed for the 3 Air Quality Management Areas in Paisley, Johnstone and Renfrew. This has been passed to the Scottish Government and SEPA for review as per requirements under legislation and once returned with comments, will go out to wider consultation in due course. The Action Plan details actions to reduce air pollutants within these areas.
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Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	
CR.PP.0 1	Air Quality - Annual average PM10 value across all continuous monitoring sites				13.7	18	13.1	18	*	18	*2018/19 figures not available yet. This performance indicator measures air quality across Renfrewshire's 4 automatic monitoring sites. It does this by measuring the average level of particulate matter (fine dust particles) which are 10 micro-meters or less in diameter (PM10). It is measured in micrograms per cubic meter (µg/m3). In 2017/18 the average of the PM10 values across the 3 automatic monitors in Renfrewshire at 13.1 was within the 2017/18 target value of 18.
CR.PP.0 1b	Air quality - average nitrogen dioxide value of monitoring sites, within AQMA(s) exceeding limits				0	45	41.6	44	*	43	*2018/19 figures not available yet. This performance indicator measures air quality across monitoring sites in Renfrewshire. It does this by measuring the average level of nitrogen dioxide (NO2) and is measured in micrograms per cubic meter (µg/m3). The 2017/18 target of 44µg/m3 will be reduced to 40µg/m3 by 2020 to meet the Scottish Government's target for this pollutant. During 2017/18, 2 monitoring sites within Air Quality Management Areas exceeded average nitrogen dioxide limits. Air quality is affected by a number of factors including weather conditions. Monitoring takes place at 27 sites in the 3 Air Quality Management Areas in Renfrewshire.













CR.PP.0 3a	Food Hygiene Information Scheme - % of premises which currently achieve a Pass rating				96%	97%	98%	97%	98%	97%	There are 1,060 premises within the Food Hygiene Information Scheme, of which 98% have a Pass or Pass with Eatsafe. This reflects a very high level of performance where food premises meet or exceed compliance standards at any given inspection. All premises are ultimately required to make the improvements necessary to achieve the Pass rating.
HPCHA RTER08	Percentage of council dwellings that are energy efficient				98.0%	100.0%	100.0%	100.0%	*	100%	*This is a charter indicator and 2018/19 year end figures are not available. As of 2017/18, all 12,220 council housing stock met the NHER or SAP ratings.













Council Priority 5: Working together to improve outcomes

Status	Action Code	Action	Due Date	Progress	Latest status update
	DHS.SIP18 - 5.01	We will use the Annual Return on the Charter (ARC) to Scottish Housing regulator (SHR) process to drive improvements across housing services.	31-Mar-2021		A detailed report outlining our performance in relation to the Annual Return on the Charter was presented to the Communities, Housing & Planning Policy Board in August 2018, with an Annual Housing Performance Benchmarking Report which compares our performance against other social landlords in Scotland and highlights some areas of further input presented to the Board on 30th October 2018. Performance against the charter and the results of the 2018 Tenant Satisfaction Survey were discussed with tenant representatives as part of the preparation of a report issued to all Council tenants in October 2018 (within the Peoples News newsletter).
	DHS.SIP18 - 5.02	We will use the Planning Performance Framework (PPF) process to drive improvements in the planning services we provide.	31-Mar-2021		The Scottish Government's Scorecard for Renfrewshire's Planning Performance Framework was received in January 2019. Overall the Feedback Report for Renfrewshire was positive with 9 out of the 15 performance markers indicating green, only 4 amber ratings and no red ratings. Two performance markers are not applicable to Renfrewshire due to the advanced stage the Planning Authority is with the preparation of the next Renfrewshire Local Development Plan. Preparation of the eighth Renfrewshire Planning Performance Framework has commenced. This Planning Performance Report for 2018/19 will be presented to the Communities, Housing and Planning Policy Board in August 2019.

	DHS.SIP18 - 5.03	Promote development and safeguards through the delivery of regulatory services (within Development Standards).	31-Mar-2021		<p>Renfrewshire Council continues to perform well in relation to the processing of planning applications with over 734 planning applications being determined by the Development Management Section over the year.</p> <p>98% of the applications were approved with small/household planning application being considered in just over 7 weeks and major applications also being dealt with well within the statutory timeframes.</p> <p>This efficient decision timeframe is due to the amount of pre-application discussions that take place before a planning application is submitted for determination as well as the clear advice and guidance given to applicants and developers over the phone, in emails and by face to face meetings by the Planning staff.</p>
	DHS.SIP18 - 5.04	Implement Development and Housing Services' workforce plan	31-Mar-2020		<p>Progress is on target for this year, with all elements of our Workforce Action Plan moving forward. The Director of Communities, Housing and Planning Services gave a progress update at the Corporate Management Team in February 2019, outlining completed actions and future plans. Our new service structure is now well-embedded and the Staff Conference in December 2018 was well attended and well received. Work is ongoing in areas of the service to proactively target recruitment for harder to fill posts. There is ongoing work developing more generic job roles as part of the Community Safety Review. The workforce are well represented across the corporate leadership training programmes and IDP completion rates are high. A range of methods continue to be deployed to engage with our workforce including our staff magazine, staff panel, annual director's tour and regular workshops.</p>
On hold	DHS.SIP18 - 5.05	Develop and implement a programme of self-assessment	31-Mar-2019	On hold	<p>A new Council self-assessment model has been developed and was approved by the Corporate Management Team in 2018. The roll out of the programme is currently on hold as the corporate focus is on engaging with staff through the Council's Values project and there are many areas of crossover which could potentially confuse or dilute the programmes and the messages. We continue to engage at a national level with other local authorities and the Improvement Service to support, learn from and help influence the national direction for self-assessment.</p>
	DHS.SIP18 - 5.06	Improve Tenant Participation by delivering the Customer Engagement Action Plan 2017/18.	31-Mar-2019		<p>Work is ongoing on the review of the Customer Engagement Strategy to reflect current and future priorities. We continue to involve, consult and support tenant groups as well as taking account of the Services' statutory responsibilities, regulatory guidance and good practice to improve tenant participation opportunities in Renfrewshire.</p>
	DHS.SIP18 - 5.07	Ensure robust and up to date business continuity arrangements are in place	31-Mar-2019		<p>All services have current, up to date business continuity plans in place. Updating of the arrangements falls under the remit of the Council Resilience Management Team which has it as a standing item on its agenda. This group meets on a quarterly basis with members confirming the status of their arrangements at each meeting. These documents/arrangements are regarded as live and will continue to be updated whenever necessary, based on the adoption of best practice and learning from any exercises or incidents.</p>

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	
HPCHARTER12	Average length of time taken to complete non emergency repairs (days)				7.4 days	15.0 days	7.1 days	15.0 days	6.9 days	15.0 days	The average time to complete non-emergency repairs has improved on last year, showing continuous improvement year on year and continues to be well above our target. The target remains at 15 days as this reflects our target timescales across a range of non-emergency repairs.
HPCHARTER13	% of reactive repairs carried out in the last year completed right first time				94.8%	91.0%	90.2%	92.0%	*	93.0%	*This is a charter indicator and 2018/19 year end figures are not yet available. Based on 2017/18 figures, more than 31,500 reactive repairs were completed 'right first time' last year. This represents 9 out of 10 repairs (90.17%) and shows very good performance in efficiently and effectively diagnosing repair problems and in planning for work to be completed.
HPCHARTER30	Rent collected as percentage of total rent due in the reporting year.				100.1%	95.0%	100.1%	95.0%	100.0%	98.0%	At the end of 2018/19 we had collected around £45.2m in rental income. Our performance for 2018/19 is the same as 2017/18 and remains ahead of target.
HPCHARTER31	Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year.				5.35%	8.00%	4.90%	6.00%	5.76%	5.70%	Positively we have managed to maintain current tenant arrears levels despite the challenges posed by universal credit. Nevertheless, the cumulative effect of former tenants' arrears means that the gross rent arrears figure continues to increase slightly. Also positively, there are arrangements in place for former tenants which means they will be maintained in the system until arrears can be reduced and cleared.
HPCHARTER34	% of rent loss due to voids				1.53%	2.40%	1.31%	1.80%	1.43%	1.50%	Performance remains within target at this stage.
HPCMT07	% Overall Repairs Completed Within Target				93.2%	95%	95.43%	91.5%	95.75%	95%	Repairs performance for 2018/19 has remained steady and in line with the target.
HPCHARTER35	Average length of time taken to re-let properties in the last year				38 days	40 days	38 days	38 days	38 days	38 days	The second half of the year showed a significant improvement to bring the annual figure in on target. In the first half of the year a number of longer-term voids were successfully let which lead to our average length of time being higher than usual. The last two quarters have seen this stabilise.

PT.DS.P PF.CMT. 01	Average Time for processing Planning Applications (Householder)				7.6	Data only	7.6	Data only	6.9	8 – new target	2018/19 has shown an improvement on the past two years, now coming in at just under 7 weeks on average. Following review, this indicator will now have a target of 8 weeks and this is included in the CHAPs SIP 2019-2022.
PT.DS.P PF.CMT. 06	Application Approval Rate				97.7%	Data only	97.2%	Data only	97.7%	Data only	Performance has stayed very consistent with previous years and continues to show good performance in this area.
PT.DS.P PF.CMT. 07	Percentage of applications dealt with under delegated authority				96.3%	Data only	98.1%	Data only	97.5%	Data only	Performance has stayed very consistent with previous years and continues to show good performance in this area.
DHS.BS TAN.1a	Time to issue a building warrant or amendment to warrant from receipt of application (days)				66.0	60.0	87.4	60.0	82.4	60.0	<p>What is going wrong or impacting on performance? This indicator slightly reduced from 87.4 days in 2017/18 to 82.4 days for 2018/19. As part of our performance scrutiny over the past year, the quarter 3 figure was examined further, particularly as this measure calculates the combined response times of both the local authority verifier and the agent/architect. Investigation has shown that within that average 80.7 days in Q3, building warrants spent on average 41.3 days with Building Standards and 39.4 days with agents/architects.</p> <p>Has any corrective action already been undertaken? At our midterm scrutiny meeting, the performance of the three building standards indicators was discussed. Since then, following discussions with the Director of Communities, Housing and Planning Services, a programme of performance management has been put in place including weekly meetings with the Head of Planning and Housing and monthly meetings with the Director and Head of Planning and Housing to scrutinise performance and discuss any trends or issues. The wording of these indicators has been changed to make it clearer what they mean and what they are measuring.</p>

											When does the service expect to be back on track? Within the team, a new senior appointment has been made and a further graduate level post is currently advertised; it is hoped these appointments will result in further improvements. We hope the performance will also be aided by an ICT investment funded from existing Communities, Housing and Planning Services budgets.
DHS.BS TAN.1b	Time to issue a first report (95% issued within 20 days)				53.0%	90.0%	29.6%	95.0%	48.4%	95.0%	Please see explanation above. This indicator has shown a significant improvement from 29.6% in 2017/18 to 48.4% in 2018/19 but is still below the target.
DHS.BS TAN.1c	Percentage of building warrants or amendments issued within 10 days of receipt of all satisfactory information				n/a		48.1%	90.0%	59.7%	90.0%	Please see explanation above. This indicator has shown an improvement from 48.1% in 2017/18 to 59.7% in 2018/19 but is still below the target.
DHS.CO MP.FRO NT%	Total Percentage of frontline (stage 1) complaints responded to within 5 days by DHS				91%	95%	88.6%	95%	90.1%	95%	Frontline complaints performance has improved since 2017/18. Our figure of 90.1% is based on receiving 664 complaints, of which 598 were answered within the 5 day timescales and 66 were not.
DHS.CO MP.INV %	Total Percentage of investigation (stage 2) complaints responded to within 20 days by DHS				86%	95%	85.7%	95%	82.4%	95%	Only 17 investigation complaints were received in 2018/19, of these 14 were answered in time and 3 were not. Due to the small volumes involved, this has a significant effect on the overall percentage meaning we did not meet our 95% target. We continue to closely monitor our complaints performance and intend to carry out another annual audit to gain insight into our performance and areas for complaints.



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 29th May 2019

Report by: DIRECTOR OF ENVIRONMENT AND INFRASTRUCTURE

Heading: CODE OF PRACTICE “WELL MANAGED HIGHWAY INFRASTRUCTURE”

1. Summary

- 1.1 At its meeting on the 29th August 2018 the Infrastructure, Land and Environment Policy Board approved that the Council should adopt the new Code of Practice for Well Managed Highways in relation to a risk-based approach for the management of road infrastructure network. The Policy Board also noted that a further report on the New Code of Practice, Policy will be brought to a future meeting of this Policy Board to approve revised inspection policies for roads and footways upon publication of the SCOTS guidance.
- 1.2 The new Code recommends that a risk-based approach should be adopted for all aspects of highway infrastructure maintenance, including setting levels of service, inspections, responses, resilience, priorities and programmes. All inspections of Renfrewshire’s roads will now be governed by a risk matrix analysis, whereby the level of risk will be defined by considering the category of probability or likelihood against the category of consequence and severity. In some instances, carriageway inspections will become more onerous under the new Code, meaning that some carriageway types will be inspected on a more frequent basis.
- 1.3 Although the Code of Practice was launched in 2016, guidance on implementation of the Code of Practice has only recently been issued by the Scottish Chief Officers of Transportation in Scotland (SCOTS). This has ensured that Councils in Scotland develop policy in a consistent manner, reflecting the priorities within the new Code of Practice.
- 1.4 As a result, Environment & Infrastructure has developed a risk matrix based on the Code of Practice which tailors it to Renfrewshire’s own particular priorities, needs and resources. The process involves the assessment of every road in Renfrewshire by inspectors in our Roads, Lighting and Structures areas and ensures that resources are prioritised in accordance with

known problem areas, local knowledge and inspection results rather than standardised inspection cycles.

- 1.5 The revised road safety inspection policy is attached as Appendix 1. The assessment process has commenced and is likely to be completed by the end of September 2019 at which point the new policy will apply to all roads in Renfrewshire and they will be inspected in line with the guidance associated with the Code of Practice.
 - 1.6 It should be noted that no road or footway will be inspected less frequently under the new policy than it was previously inspected under the previous policy with the resources identified for addressing the additional requirements under the new policy.
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2. Recommendations

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

- 2.1 Approves the new road safety inspection policy as outlined at Appendix 1 which establishes the Council's implementation of the Code of Practice, Well Managed Highways.
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3. Background

3.1 Previous Roads Maintenance Policy

- 3.2 Renfrewshire Council's current Carriageway and Footway Inspection Policy was approved at the Roads and Transportation Committee on 30 July 1997. The policy reflected the guidance given in 'Well Maintained Highways', which was the current industry standard at that time, for all aspects of road maintenance.
- 3.3 The inspection frequency for carriageways was related to the classification of the road set out in detail in appendix 1 but can be summarised as follows:
 - Monthly inspections on main distributor roads, local distributor roads and A and B class rural roads
 - 3 monthly inspections on general access roads and rural C class roads
 - 6 monthly inspections on minor access links
 - 12 monthly inspections on residential streets and unclassified rural roads.
- 3.4 The inspection frequency for footways and footpaths was dictated by pedestrian usage with monthly inspections on pedestrianised walking zones and pedestrianised areas, down to annual inspections for local access footways and cul-de-sacs. Defects are currently prioritised depending on the degree of danger presented to the public with five categories of response timescales available ranging from 2-hours for an emergency to 6 months for programmed works.

4. New Risk Based Roads Maintenance Policy

- 4.1 The intention of the new Code of Practice is that local authorities will develop their own levels of service, with the new Code providing guidance for authorities to consider when developing their approach in accordance with local needs, priorities and affordability. The new Code of Practice is a major change in policy, moving away from prescribed inspection frequencies and response times towards a fully risk-based process whereby local authorities can develop their own levels of service based on the nature of their own particular network, road types and conditions and historical inspection records.
- 4.2 There are a number of opportunities presented with the introduction of a risk-based approach, including:
- Provides an integrated approach to asset management,
 - Creates flexibility within inspection programmes to target resources to priority areas,
 - Provides a sound evidence base for future capital investment programmes, and
 - Delivers the ultimate aim of providing a framework for improving safety of infrastructure within the Council area.
- 4.3 The guidance document produced by the Scottish Chief Officers of Transportation in Scotland (SCOTS) requires each local authority to tailor the document to suit their own particular priorities, needs and resources. This process requires input from inspectors in the roads, lighting and infrastructure team to ensure that resources are prioritised in accordance with the road network, local knowledge and historical inspection results, as opposed to standard inspection cycles. This will require to be backed up with a documented risk assessment for roads where there is departure from standard frequencies.
- 4.4 The new risk-based matrix has been developed taking account of the likelihood and risk of issues occurring. This then generates a risk score for the road and associated priority interventions are then identified ranging from Priority 1 to Priority 5. The range of priorities and associated timescales for remedial action are outlined within Appendix 1.
- 4.5 All of the footway and carriageway inspectors have been trained in the new risk-based matrix methodology and the roads asset management software (symology) has been updated to reflect changes to current inspection and response frequencies.

Implications of this Report

1. **Financial** – The additional requirements as a result of implementation of the new road safety inspection policy will be met from within planned resources.
2. **HR & Organisational Development** – None
3. **Community Planning** – None
4. **Legal** - None

5. **Property/Assets** – The implementation of the new Code of Practice is designed to improve the safety of roads infrastructure within the Council area.
6. **Information Technology** - None
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None
9. **Procurement** – None
10. **Risk** – The implementation of the Code of Practice will target inspection resources in priority areas which could reduce the level of insurance risk in relation to roads and footway defects
11. **Privacy Impact** – None
12. **CoSLA Policy Position** – None

List of Background Papers - none

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Road Asset Inspections: A Risk Based Approach

Road Safety Inspection Policy



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Introduction

This Road Safety Inspection Policy has been developed with the primary aim of providing operational guidance to those officers involved in managing and undertaking road asset safety inspections. This is in order to ensure a consistent approach by utilising a formalised system that prescribes the frequency of inspections as well as the method of assessing, recording and responding to defects in the road asset.

‘Well-Managed Highway Infrastructure: A Code of Practice’ has specific recommendations regarding inspections of all road elements. This guidance document specifically relates to the procedure for the carrying out of road safety inspections. Recommendation 7 is that Road Authorities should adopt a Risk Based Approach to all aspects of road maintenance. A Risk Based Approach is also recommended by the Institute of Highway Engineers in their guidance on managing risk and liability, ‘Well Managed Highway Liability Risk’.

The establishment of an effective regime of safety inspections is a crucial component of road maintenance in accordance with the Code of Practice, The Society of Chief Officers of Transportation in Scotland (SCOTS) seeks to encourage the benefits that will be gained by harmonising such procedures across Scotland.

This Road Safety Inspection Policy has been developed in partnership with the roads authorities associated through SCOTS to focus on safety inspections and categorisations, and is now being made available for all Scottish roads authorities to consider adopting for their network.

Adoption of this guidance will provide a consistent methodology for the management of the road network, while focusing on delivering a proactive programme of permanent repairs. It is intended that the implementation of this new guidance will also allow performance to be monitored and reviewed, implementing any necessary improvements identified through its use.

Legislative Requirements

The Roads (Scotland) Act 1984 Section 1, states that “...a local roads authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their “list of public roads”) prepared and kept by them under this section.”

This Road Safety Inspection Policy contains guidance for safety inspections on public roads in the roads authority area including the nature and priority of response to defects encountered.

Road Safety Inspections are designed to identify defects likely to cause a hazard or serious inconvenience to users of the network or the wider community. Such defects include those that require urgent attention as well as those where the locations and sizes are such that longer periods of response are appropriate.

Safety inspections are derived from two main sources:

1. Planned Cyclic Safety Inspections

To identify defects which are hazardous (to any user of the road including drivers, pedestrians and cyclists) so that an effective repair can be carried out within a predetermined response time.

Cyclic Safety Inspections are carried out to specified frequencies, dependent upon the hierarchy of each section of road. During the inspection, defects are identified and processed for repair.

2. Reactive Safety Inspections (Ad-hoc)

Undertaken in response to particular circumstances, such as reports of defects from the

Police, general public, public utilities and other agencies.

The Safety Inspection regime forms a key aspect of the road authority's strategy for managing liability and risk.

The objectives of safety inspection activity are to:

- Minimise the risk of injury and disruption to road users as far as is reasonably practicable,
- Provide a regular, structured inspection of the public road network, within available resources,
- Deliver a consistent, reliable response to identified defects, within available resources,
- Maintain accurate and comprehensive records of inspections and response and
- Provide a clear, accurate and comprehensive response to claims.

The method of undertaking each inspection is subject to a risk-based approach considering

traffic type, accessibility and footfall. The reason for the mode of inspection adopted should be documented.

During safety inspections, observed defects that provide any foreseeable degree of risk to users will be recorded. The degree of deficiency in the road elements will be crucial in determining the nature and speed of response. Judgement will always need to take account of particular circumstances. For example, the degree of risk from a pothole depends upon not only its depth but also its surface area and location within the road network.

Any individual safety-related defect identified and inspected outside a planned or ad-hoc cyclic safety inspection originated from any source e.g. Police Report, Public Communication, Council Officer identified etc must be recorded.

In the case of absence of an inspector due to, for example, annual leave or ill health the roads authority will ensure that a suitably trained substitute Inspector undertakes any inspection due within the time frames set down in this document.

During periods of extreme weather, the roads authority will decide on the viability of a safety survey being undertaken, taking into account the availability of staff and the prevailing weather conditions.

Other Inspections

Road Condition Inspections (or Structural Condition Surveys)

Undertaken to consider the general condition of the individual roads and footways and the need for planned structural maintenance which can be programmed accordingly. Inspections for the carriageway asset are presently undertaken through the national Scottish Road Maintenance Condition Survey (SRMCS). Visual condition surveys of assets may also be undertaken with SCOTS guidance.

Utility Company Apparatus

Undertaken in accordance with the requirements of the New Roads and Street Works Act 1991. Where identified, defects will be notified to the relevant Statutory Undertaker.

Service Inspections

These are detailed inspection to ensure that particular road assets meet serviceability requirements. An example would be a General Inspection of a road bridge. Such inspections are not covered in this document.

Items for Inspection

The following are examples of the types of defect which, when identified, should be assessed and an instruction for repair issued with an appropriate response time specified. The list identified below is not exhaustive.

Carriageways

- Surface defects
- Abrupt level differences in running surface
- Edge deterioration of the running surface
- Excessive standing water, water discharging onto and / or flowing across the road
- Blocked gullies and obstructed drainage channels or grips which could lead to ponding or flooding
- Debris and/or spillages likely to be a hazard
- Missing road studs
- Badly worn Stop, Give Way, double continuous white line or markings associated with TRO's
- Missing or significantly damaged covers

Footways, Footpaths and Cycleways

- Surface defects
- Excessive standing water and water discharging onto and or flowing across the foot/cycleway
- Dangerous rocking paving slabs
- Large cracks or gaps between paving slabs
- Missing or significantly damaged covers
- Debris and / or spillages likely to be a hazard
- Damaged kerbs

Street Furniture

- Damaged vehicle restraint systems, parapets, handrails or guardrails
- Damaged boundary fence where animals or children could gain access
- Damaged or missing signs, such as Give Way, Stop, Speed Limit

Road Lighting

- Damaged column, cabinet, control pillar, wall mounting
- Exposed, live electrical equipment

Others

- Overhead wires in dangerous condition
- Sight-lines obstructed by trees and other vegetation,
- Trees in a dangerous condition
- Earthslips where debris has encroached or is likely to encroach the road or causing the road to fall away
- Rocks or rock faces constituting a hazard to road users
- Damaged road structures

Hierarchy

Carriageways

Carriageway hierarchy is not necessarily determined by the road classification but more by functionality and use. Table 1 below provides descriptions for carriageway categories based on those in 'Well-Managed Highway Infrastructure: A Code of Practice'.

Table 1 **Carriageway Hierarchy**

Category	Hierarchy Description	Description
1	Strategic Route	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits generally in excess of 40mph with few junctions. Parked vehicles are generally not encountered out with urban areas.
2	Main Distributor	Routes between strategic routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less.
3	Secondary Distributor	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network
4	Link Road	In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic
5	Local Access Road	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.
6	Minor Road	Locally defined roads.

Footways

Footway hierarchy is determined by functionality and level of use. Table 2 below is based on the recommendations of 'Well-Managed Highway Infrastructure: A Code of Practice' and should be used as a starting point when allocating a footway / footpath to a particular category.

The following should also be taken into consideration:

- pedestrian volume,
- designation as a traffic sensitive pedestrian route,
- current usage and proposed usage,
- contribution to the quality of public space and streetscene,
- age and distribution of the population, proximity of schools or other establishments attracting higher than normal numbers or specific groups of pedestrians,
- accidents and other risk assessments and
- character and traffic use of adjoining carriageway.

Table 2 **Footway Hierarchy**

Category	Category Name	Description
1	Prestige Walking Zones	Very busy areas of town centres with high public space and StreetScene contribution.
2	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes, including links to significant public transport locations.
3	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc
4	Link Footways / Footpaths	Linking local access footways through urban areas and busy rural footways.
5	Local Access Footways / Footpaths	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.
6	Minor Footways	Little used, serving limited number of properties.

Cycle Routes

Cycle routes are categorised by location and a proposed hierarchy is shown in Table 3 below. The cycling infrastructure inspection programme helps to support the aims of the Council's Cycling Strategy which strives to significantly improve cycling infrastructure across the Council area.

Table 3 **Cycle Route Hierarchy**

Category	Description
1	Cycle lane forming part of the carriageway, commonly a strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entry to traffic, but allowing cycle access).
2	Cycle track - a designated route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or unsegregated.
3	Cycle trails - leisure routes through open spaces, remote from carriageways

Inspection Frequencies

'Well-Managed Highway Infrastructure: A Code of Practice' advises that the frequencies for safety inspections for individual sections of the road network or for individual assets should be based upon consideration of the following,

- category within the network hierarchy,
- type of asset, e.g. carriageway, footway, embankment, cutting, structure, electrical apparatus, etc,
- critical assets,
- consequence of failure,
- network resilience,
- use, characteristics and trends,
- incident and inspection history,
- characteristics of adjoining networks elements,
- the approach of adjoining roads authorities and
- wider policy or operational considerations.

Table 4 Frequency of Inspection – Carriageways

Category	Hierarchy Description	Frequency
1	Strategic Route	Monthly
2	Main Distributor	Monthly
3	Secondary Distributor	Monthly
4	Link Road	Quarterly
5	Local Access Road	Annually
6	Minor Road	Annually

Table 5 Frequency of Inspection – Footways & Footpaths

Category	Category Name	Frequency
1	Prestige Walking Zones	Monthly
2	Primary Walking Routes	Monthly
3	Secondary Walking Routes	Quarterly
4	Link Footways / Footpaths	Six Monthly
5	Local Access Footways / Footpaths	Annually
6	Minor Footways	Annually

Table 6 Frequency of Inspections – Cycleways

Category	Category Name	Frequency
1	Cycle Lane	As per adjacent road
2	Cycle Track	Six Monthly
3	Cycle Trail	Annually

Inspection Tolerances

All road safety inspections will be carried out to the frequencies detailed in the following tables and should be completed within the tolerances shown in Table 7, as follows:

Table 7 Inspection Tolerances

Frequency of Inspection	Inspection Tolerances
Monthly	± 5 working days of the Due Date
Quarterly	± 10 working days of the Due Date
Six Monthly	± 15 working days of the Due Date
Annual	± 20 working days of the Due Date

Definition of above terms

- Frequency of Inspection - Monthly indicates that twelve regular spaced inspections will be carried out per year.
- Frequency of Inspection - Quarterly indicates that four regular spaced inspections will be carried out per year.
- Frequency of Inspection - Six Monthly indicates that two regular spaced inspections will be carried out per year.
- Frequency of Inspection - Annual indicates that one regular spaced inspection will be carried out per year.
- Due Date is the programmed date of an inspection.

But subject to the following limitations

- If and for reasons beyond the control of the roads authority, any inspection cannot be carried out in compliance with Table 7 then a record should be made to document the circumstances,
- Due to the nature of the weather in Scotland it is probable that the road surface will be wet with some elements of standing or running water whilst an inspection is in progress. However, if the quantity of water is excessive then the inspection should be abandoned and an entry should be made to document the circumstances,

- As soon as reasonably practicable following the above events a deferred programmed safety inspection should be carried out on the effected length of road,
- If an inspection Due Date falls during an extended period of absence e.g. inspector holiday or illness, then the inspection must be allocated to another suitably experienced member of staff who has the capacity to undertake the inspection and
- Additional inspections may be necessary in response to user or community concerns, as a result of incidents or extreme weather conditions, or in the light of monitoring information.

Defect Risk Assessment

Inspectors undertaking safety inspections or responding to reported incidents require to use judgement in determining response times to observed or reported defects. 'Well-Managed Highway Infrastructure: A Code of Practice' recommends that roads authorities adopt a system of defect risk assessment for determining the response categories to road defects.

The Code does not provide any minimum or default standards but provides guidance and advice to support the development of local levels of service in accordance with local needs, priorities and affordability.

The procedure for risk assessment is as follows:

- **Risk Identification**

An inspection item for which the inspector identifies a hazard is to be identified as a risk. The types of asset to be inspected and the potential associated hazards from defects are detailed in the Inspectors Operations Manual.

- **Risk Evaluation**

All risks identified through this process must be evaluated in terms of their significance which means assessing the likelihood of the risk happening and the likely impact should the risk occur.

- **Risk Likelihood**

The probability of a risk occurring will be quantified on a scale of Remote to Almost Certain. The probability of a risk occurring will also be quantified by assessing how many users are likely to pass by or over the defect and consequently the network hierarchy and defect location are important considerations in the assessment.

- **Risk Impact / Severity**

The impact of a risk occurring will be quantified on a scale of Negligible to Catastrophic.

- **Risk Matrix**

The risk factor for a particular risk is the product of the risk impact and risk. It is this factor that identifies the overall seriousness of the risk and consequently therefore the appropriateness of the speed of response to remedy the defect. Accordingly, the priority

response time for dealing with a defect can be determined by correlation with the risk factor as shown in the risk matrix, table 8.

Table 8 Risk Matrix

Impact Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Remote	NR	NR	NR	NR	P3
Unlikely	NR	NR	P4	P4	P3
Possible	NR	P4	P4	P3	P2
Likely	NR	P4	P3	P2	P1
Almost Certain	NR	P3	P2	P1	P1

- **Risk Management**

Having identified a particular risk, assessed its likely impact and probability and calculated the risk factor, the risk management procedure can be shown in the form of a risk management (response) matrix in Table 9.

Table 9 Risk Management Matrix

Risk Category	Priority Response
Critical Risk	Priority 1 response
High Risk	Priority 2 response
Medium Risk	Priority 3 response
Low Risk	Priority 4 response
Negligible Risk	No response

For defects located where carriageway and/or footway hierarchies intersect, for example at pelican or zebra crossings, or other defined crossing points at junctions, the hierarchy of the route with the most frequent inspection category will always take precedence in determining defect definition and responses. This principle will also apply to intersections between carriageways and cycle routes and between cycleways and footways and footpaths.

Priority Response Times

The Priority Response Times for each Defect Category are shown in Table 10 below.

Table 10 **Defect Priority and Response Times**

Defect Priority	1	2	3	4	NR
Response Time	24 hours	5 working days	60 working days	Programmed Work	No Action

Priority 1: Make safe within 24 hours

Represent a critical risk to road users and should be corrected or made safe at the time of inspection, if reasonably practicable. In this context, making safe may constitute displaying warning signs and / or coning off to protect the public from the defect. Where reasonably practicable, safety defects of this Priority should not be left unattended until made safe or, a temporary or permanent repair has been carried out.

When a Priority 1 defect is identified within a larger group / area of defects, only that particular element shall be treated as a Priority 1 defect. The remaining defects shall be categorised accordingly.

Priority 2: Repair within 5 Working Days.

This allows a more proactive approach to be adopted for those defects that represent a high risk to road users or because there is a risk of short-term structural deterioration. Such defects may have safety implications, although of a lesser significance than Priority 1 defects, but are more likely to have serviceability or sustainability implications.

Priority 3: Action within 60 Working Days.

Defects that require attention although they represent a medium risk to road users. This allows defects of this nature to be included in medium term programmes of work.

Priority 4: Consider for Planned Works Programme

The defect is considered to be of low risk; no immediate response is required. Defects in Priority 4 are not classed as safety defects and are collected to assist the development and prioritisation of Planned Maintenance Works Programmes.



To: Infrastructure, Land and Environment Policy Board

On: 29 May 2019

Report by: Director of Finance & Resources

Heading: Referral from Petitions Board: Petition re measures to improve safety and mitigate the perception of danger at the junction between Kelburne Oval and Glasgow Road, Paisley

1. Summary

- 1.1 The Petitions Board at its meeting held on 25 March 2019 considered a report relative to a petition by Paisley East and Whitehaugh Community Council relative to concerns about the risks facing pedestrians crossing Kelburne Oval in close proximity to the junction at Glasgow Road, Paisley. The report is appended hereto.
- 1.2 The role of the Petitions Board when considering a petition is to decide (a) that no action is taken, in which case the reasons will be specified and intimated to the petitioner; (b) that the petition be referred to the relevant director/and or policy board for further investigation, with or without any specific recommendation; or (c) refer the petition to another organisation if the petition relates to that organisation.
- 1.3 The Petitions Board, having heard from the petitioner and from the Development Manager, agreed to approve the action requested by the petition that Council officers investigate if measures can be taken to improve safety and mitigate the perception of danger at this particular junction and to refer the matter to the Infrastructure, Land and Environment Policy Board.

2. **Recommendations**

- 2.1 It is recommended that the Infrastructure Land and Environment Policy Board approves the Petition Board's decision that Council officers investigate if measures can be taken to improve safety and mitigate the perception of danger at this particular junction and report back to this Policy Board.
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Implications of the Report

1. **Financial – None**
2. **HR & Organisational Development - None**
3. **Community/Council Planning – None**
4. **Legal – None**
5. **Property/Assets - None.**
6. **Information Technology – None**
7. **Equality & Human Rights**

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

8. **Health & Safety - None**
 9. **Procurement - None**
 10. **Risk – None**
 11. **Privacy Impact - None.**
 12. **Cosla Policy Position – not applicable**
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List of Background Papers – None

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To: Petitions Board

On: 25 March 2019

Report by: Director of Finance and Resources

**Heading: Measures to Improve Safety and Mitigate the Perception of Danger
at the junction between Kelburne Oval and Glasgow Road, Paisley**

1. Summary

- 1.1 The Council has agreed procedures in relation to the submission of petitions including parameters for determining valid petitions and those areas where petitions would not be valid.
- 1.2 All valid petitions are to be submitted to the Board for consideration and a summary report is to be prepared on any petitions which are not considered to be valid in terms of the procedures. It is for the Board to determine the validity of such petitions.
- 1.3 A petition has been received on behalf of Paisley East and Whitehaugh Community Council in the following terms: -

"For some time, our Community Council has been concerned about the risks facing pedestrians crossing Kelburne Oval in close proximity to its junction at Glasgow Road, Paisley.

Environment and Infrastructure have in the past had a Driver Feedback Sign in place to monitor the speed of vehicles approaching/leaving the crossing.

A survey has also been carried out with a view to assessing the need for a formal crossing at the junction, but it was deemed that the data collected did not justify that.

However, we remain concerned as the locus is on a route to the three local schools and is also in a busy shopping area which is frequented by many of our elderly residents.

We would request Council officers investigate if measures can be taken to improve safety and mitigate the perception of danger at this particular junction”.

- 1.4 The Development Manager, Environment and Infrastructure advises that a survey of pedestrians crossing Kelburn Oval at Glasgow Road was undertaken on 1 November 2018. The results have been assessed and not found to justify the installation of a pedestrian crossing. He further advises there have been no injury accidents recorded at this location in the last five years.
- 1.5 The Development Manager indicates that the petitioner admits that surveys undertaken by the Council do not show any justification for action to be taken at this location. The carriageway has been narrowed by building out the footway so that pedestrians have less distance to cross and have an improved view of oncoming traffic around parked cars.
- 1.7 The Development Manager believes that the Council has implemented all reasonable measures to aid pedestrians crossing Kelburn Oval at this location. However, he advises that officers will investigate if measures can be taken to improve safety and mitigate the perception of danger at this junction, with no guarantee that any can be found.
- 1.8 The role of the Board is to consider the petition and take the appropriate action in respect of the petition which will be one of the following: (a) that no action is taken, in which case the reasons will be specified and intimated to the petitioner; (b) that the petition be referred to the relevant director/and or policy board for further investigation, with or without any specific recommendation; or (c) refer the petition to another organisation if the petition relates to that organisation. The principal petitioner, together with one supporter has been invited to attend the meeting.

2. Recommendation

- 2.1 That the Board hears from the principal petitioner.

Implications of the Report

1. **Financial** – none

2. **HR & Organisational Development** – none
3. **Community/Council Planning** - none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** - none.
7. **Equality & Human Rights** - none

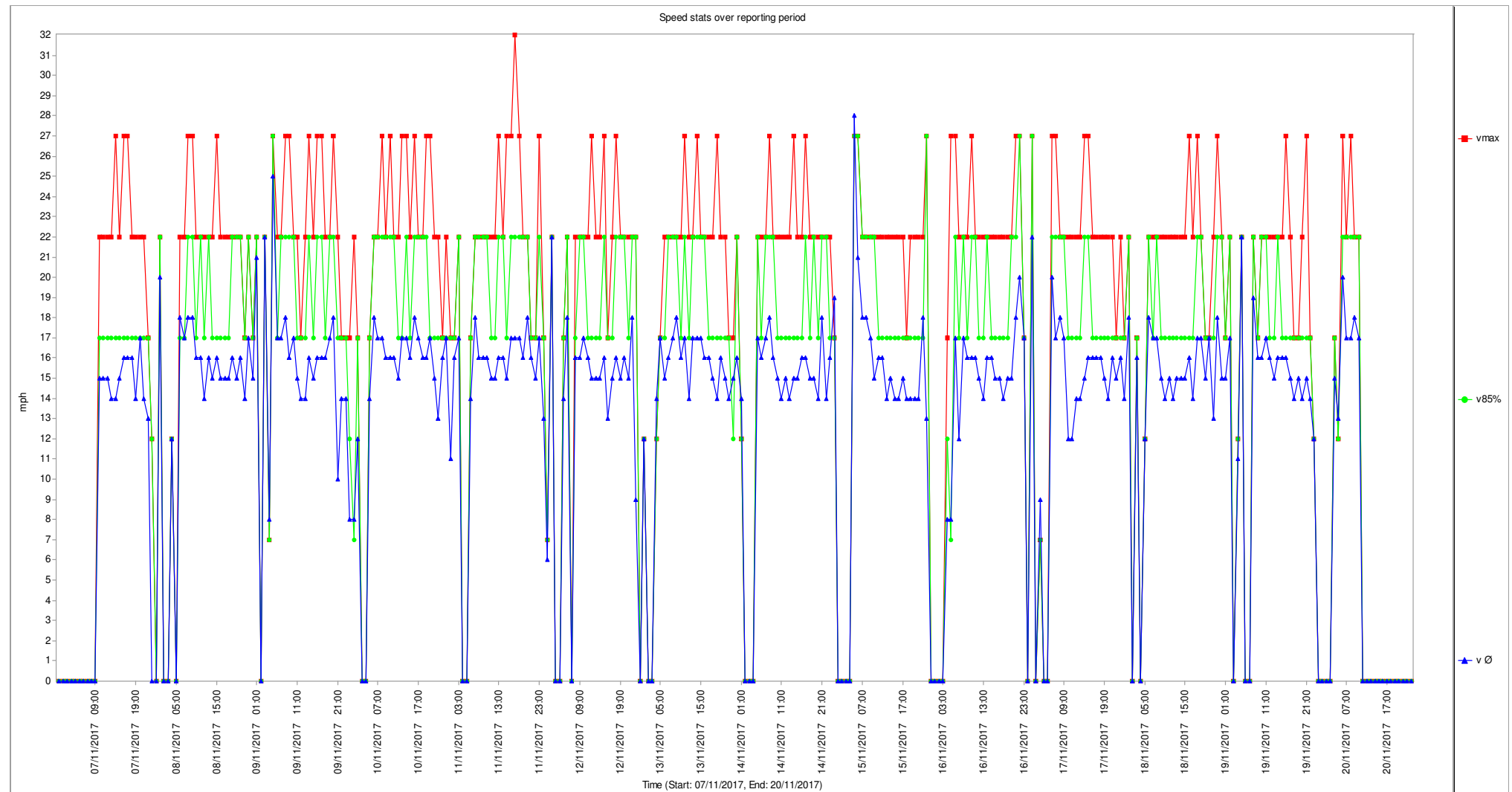
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.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

8. **Health & Safety** - none
9. **Procurement** - none
10. **Risk** - none.
11. **Privacy Impact** - none
12. **Cosla Policy Position** – not applicable.

List of Background Papers

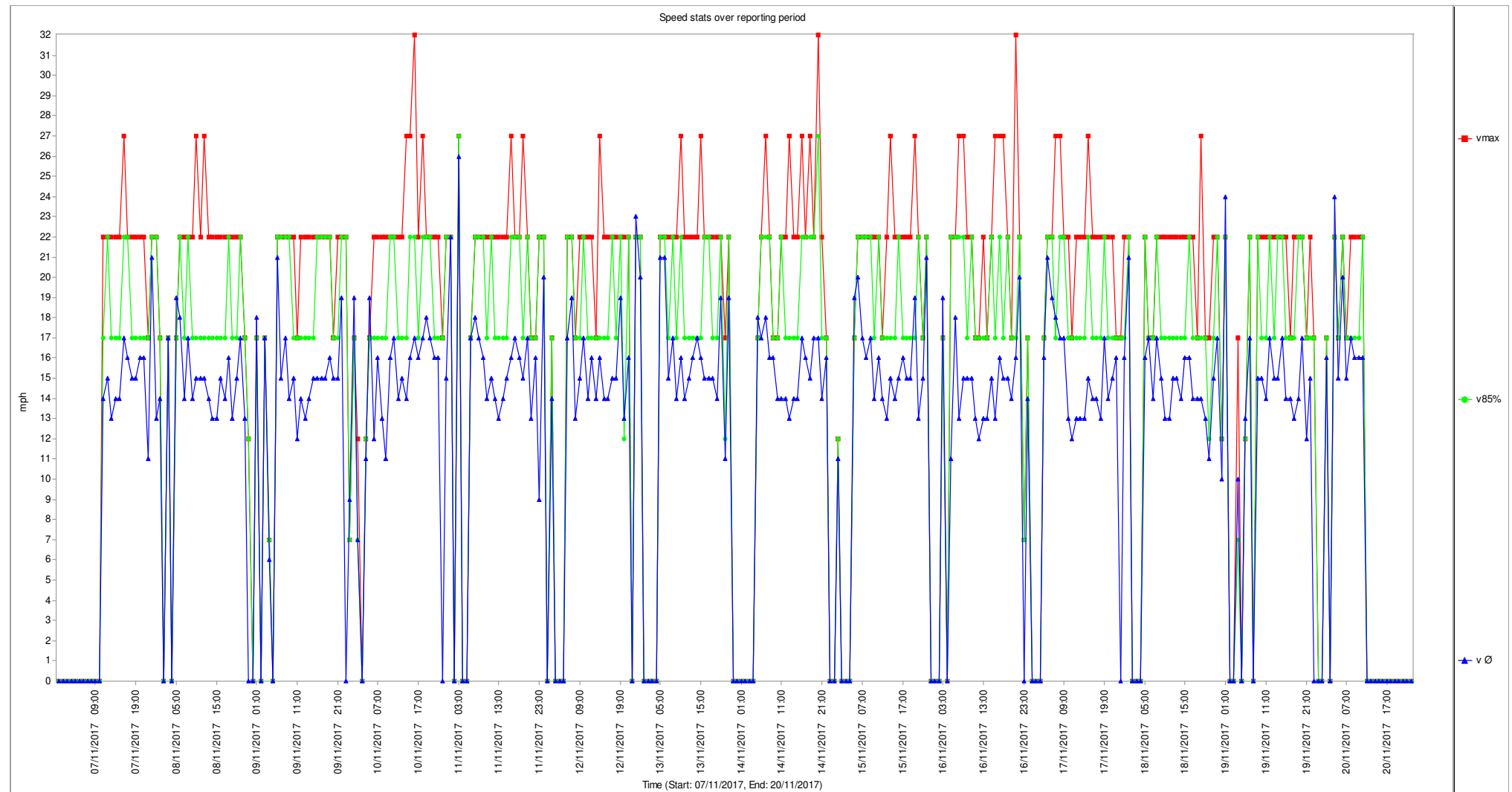
- (a) Background Paper - 1 Petition

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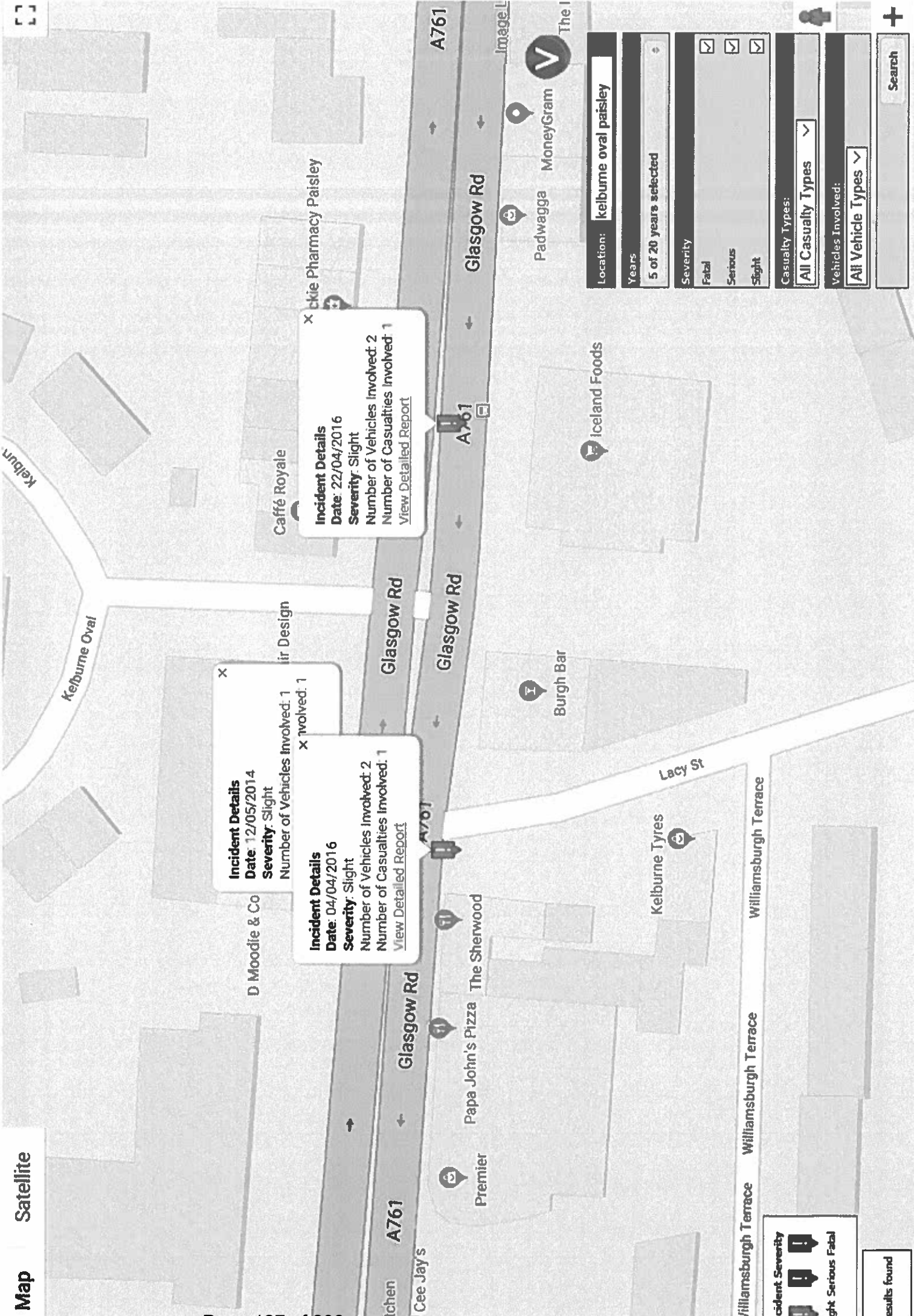
Data from 07/11/2017 to 20/11/2017 Time bin width 01:00 Speed bin width 5 mph

Measurement quantity = 6,303 v Ø = 15 mph v85% = 22 mph vmax = 32 mph



Data from 07/11/2017 to 20/11/2017 Time bin width 01:00 Speed bin width 5 mph

Measurement quantity = 3,960 v Ø = 15 mph v85% = 22 mph vmax = 32 mph





To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 29 MAY 2019

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

**Heading: CONSULTATION ON REFORMING THE UK PACKAGING
PRODUCER RESPONSIBILITY SCHEME**

1. SUMMARY

- 1.1 On 18 February 2019 the Department of Environment, Food & Rural Affairs (DEFRA), on behalf of the UK, Scottish and Welsh Governments, opened a consultation regarding possible reforms to the UK Packaging Producer Responsibility Scheme. The consultation document sought views on measures to reduce the amount of unnecessary and difficult to recycle packaging and increase the amount of packaging that can and is recycled through reforms to the packaging producer responsibility scheme. It also proposed that the full net costs of managing packaging waste are placed on those businesses who use packaging and who are best placed to influence its design, consistent with the polluter pays principle and the concept of extended producer responsibility.
- 1.2 The current system of producer responsibility for packaging has been in place since 1997 and has had the effect of increasing recycling of packaging waste from 25% to 64.7% in 2016. All UK and EU packaging targets have been met during this period. Stakeholders have expressed concerns over the transparency of the current system including how income from the sale of evidence has supported packaging waste recycling; that local authorities receive very limited direct financial support for managing packaging waste; and there is not a level playing field for domestic reprocessing.
- 1.3 Responses to the consultation will help to design an effective extended producer responsibility scheme for packaging and will put in place the necessary regulatory framework to deliver change.

- 1.4 A further consultation will be issued in early 2020 seeking views on the preferred approach and the proposed specific regulatory measures required. The proposed date for commencement of the new measures is 2023.
 - 1.5 Renfrewshire Council fully supports the proposals and objectives as outlined in the response to the consultation attached as Appendix 1. The closing date for the consultation was 13 May 2019. It was not possible to allow the Board the opportunity to consider a response prior to submission. A response was therefore submitted on behalf of the Council by the due date and is now attached for the homologation of the Infrastructure, Land and Environment Policy Board.
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2. RECOMMENDATIONS

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

- 2.1 Notes the consultation carried out by DEFRA on reforming the UK packaging producer responsibility system; and
 - 2.2 Homologates the Council's submitted consultation response as detailed in Appendix 1 to this report.
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3. BACKGROUND

Consultation on Reforming the UK Packaging Producer Responsibility System

- 3.1 The current packaging producer responsibility system operates UK-wide. The consultation concerns the whole of the UK and is being undertaken by DEFRA on behalf of the the UK, the Scottish and the Welsh governments The UK has agreed to consult on behalf of Northern Ireland because of the historic UK-wide approach to packaging producer responsibility.
- 3.2 The UK government and the governments in Scotland and Wales are committed to maximising value from resources and minimising waste through the circular use of materials. Ambitions have increased due to an increase in public consciousness in tackling packaging waste.
- 3.3 In several policy documents commitments have been made as to ways to explore and to better incentivise producers to manage resources more efficiently. This includes placing responsibility on businesses for the environmental impact of their products and for the full net costs of managing products at end of life.
- 3.4 The proposals that are being consulted on are as follows:
 - The definition of full net cost recovery and approaches to recover full net costs from producers

- Incentives to encourage producers to design and use packaging that can be recycled
- The businesses that would be obligated under a packaging extended producer responsibility system
- Producer funding is used to pay local authorities for the collection and management of household packaging waste and to support the collection for recycling of household-like packaging arising in the commercial waste
- Mandatory labelling on all packaging to indicate if it is recyclable or not
- New packaging waste recycling targets for 2025 and 2030, and interim targets for 2021 and 2022.
- Alternative models for the organisation and governance of a future packaging extended producer responsibility system
- Measures to strengthen compliance monitoring and enforcement including for packaging waste that is exported for recycling.

Implications for Local Authorities

3.5 The management of packaging waste costs UK local authorities in the region of £820m per year. The proposals in this consultation would mean that: -

- funding to meet these costs will transfer from central government and local tax payers to businesses
- local authorities will be paid by producers for collecting and managing packaging that arises in household waste
- local authorities will have to collect all recyclable packaging that is identified through household collection services
- collection services will have to meet with any minimum standards required in each nation
- this will lead to more consistent service provision across the country

Implications for Consumers

3.6 Consumers will have clarity on what packaging items can be recycled and those that cannot be recycled. For items that be recycled they will be able to recycle them wherever they live. Combined with more consistent collection services this will reduce confusion and contribute to more packaging being recycled, less contamination and hence better-quality materials. Consumers will be asked to take more responsibility and may be asked to recycle things differently. Good quality and reliable collections and effective communications will be crucial to keep them informed and motivated.

Related Measures and Consultations

- 3.7 The Scottish Government has announced it plans for the deposit return scheme (DRS) for single use drinks containers (plastic bottles, cans and glass) quoting 20p deposit on those items. The UK and Welsh governments are consulting on this.
- 3.8 The UK government is consulting on the requirement for segregation of recycling from household waste, for England only. This has been regulated in Scotland following the introduction of the Waste (Scotland) Regulations 2012

and supplemented by the subsequent commitments by local authorities to transition towards the household waste recycling charter and code of practice.

- 3.9 Renfrewshire Council implemented further segregation of recycling materials in December 2018 and restricted capacity of residual waste by moving to 3 weekly collections for standard households.
- 3.10 HM Treasury is consulting on the introduction of a new tax on the production of and import of plastic packaging from April 2022. This tax will provide a clear economic incentive for businesses to use recycled material in the production of plastic packaging, which in turn will create a greater demand for the material.

Implications of the Report

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

The Producer Responsibility Obligations (Packaging Waste) Regulations 2007 (as amended)

The Packaging (Essential Requirements) (Amendment) Regulations 2015

Plastic Packaging Tax

EU Circular Economy Package

Author: Karen Anderson (Sustainability, Places & Asset Manager)

Response ID ANON-N7RC-RFHA-U

Submitted to **Consultation on reforming the UK packaging producer responsibility system**
Submitted on **2019-05-13 16:10:06**

About You

1 What is your name?

Name:

Karen Anderson

2 What is your email address?

Email:

karen.anderson@renfrewshire.gov.uk

3 Please provide information about the organisation/business you represent

Which of the following best describes you?:

Local government

What is the name of the organisation/business you represent? (If you are responding on behalf of yourself please write 'Individual'):

Renfrewshire Council

What is the approximate number of staff in your organisation? (if applicable):

Not applicable

If you answered 'Other' above, please provide details::

4 Please provide any further information about your organisation or business activities that you think might help us put your answers in context.

Please answer below:

Local Authority-

responsible for collections of household and business waste and managing

contracts for the waste disposal, recycling and waste processing. additional

responsibility for providing Household Waste Recycling Centres for (Household

Waste only).

5 Would you like your response to be confidential?

No

If you answered 'Yes' above, please give your reason::

Background

6 Do you agree with the principles proposed for packaging EPR?

Yes

Please briefly state the reasons for your response. Specifically, if you respond No, please identify which principles you do not agree with and explain why.:

Renfrewshire Council welcomes and fully supports the

principles and objectives of this proposal. In particular

that;

Producers will bear the full net cost of managing packaging, including cost of collection, recycling, disposal, the clear-up of littered and fly tipped packaging and communications relating to recycling and tackling litter.

Fees raised from obligated businesses will be used to support the collection of a common set of packaging materials by Local Authorities and that appropriate measures are being put in place to ensure that costs to local authorities are met.

Labelling of materials will be simplified for the public and businesses and that this will incorporate alternative routes for recycling such as the deposit return schemeDo you agree with the outcomes that a packaging EPR should contribute to?

Yes

If you answered No, please state which outcomes you do not agree with.:

In particular the key outcomes for Local Authorities areas follows-

minimisation of packaging waste ensuring that minimum

quantities are produced by householders and businesses

reduction in residual waste as more packaging will be designed

to be recyclable

reduction in litter (supported by the Deposit Return Scheme)

7 Do you think these types of items not currently legally considered as packaging should be in scope of the new packaging EPR system?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

The use of single use packaging at a household level should be discouraged and the householder should be incentivised to seek more sustainable methods of storage at home. This will lead to greater awareness of costs and environmental impact. This in turn should lead to a reduction in waste at householder level.

It should however be noted that many of these items are not currently targeted recycling materials in current LA recycling schemes due to contamination and processing issues.

8 Which of these two classifications best fits with how your business categorises packaging?

Primary, secondary, tertiary

If neither, please say why, and provide a description of how your business categorises packaging:

Part A: 1. Full net cost recovery

9 Do you agree with our definition of full net cost recovery?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

It is essential that LA's are able to recover the net costs associated with collecting, processing and disposing of packaging waste. At present less than 7% of the costs of managing household packaging waste are covered by producers. Taking account of the true costs will drive producers to reduce packaging, innovate to replace unrecyclable packaging and increase reuse materials in closed loop cycles. This concept, in conjunction with the DRS in Scotland, will also reduce littering.

Funding for consumer communications will lead to better quality and quantity of recycling materials being produced at kerbside and innovation in packaging techniques and trends will allow consumers more sustainable choices in terms of packaging. This is particularly the case in terms of purchasing foods and supplies.

The impact of the DRS scheme in Scotland will result in processing costs for remaining recyclate increasing as the "more valuable" materials are removed from the waste stream. Therefore it is essential that LA's are funded to collect, process and treat remaining materials.

10 Do you agree that producers should be required to fund the costs of collecting and managing household and household-like packaging waste? (i.e. all consumer facing packaging)

Yes

If No, please briefly state the reasons for your response and state what waste you think full net cost recovery should apply to.:

11 Do you agree that packaging for commercial/industrial applications should be out of scope for full net cost recovery?

Yes

If No, please briefly state the reasons for your response.:

12 We would welcome your views on whether or not producers subject to any DRS should also be obligated a under a packaging EPR system for the same packaging items.

Yes they should

Please briefly state the reasons for your response.:

Not all DRS materials will be recovered through any proposed scheme.

Part A: 2. Driving better design of packaging

13 Do you agree with the development of an 'approved list' of recyclable packaging to underpin the setting of either modulated fee rates or deposits?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

This concept will assist by reducing packaging that has a higher environmental impact. It should lead to the elimination of packaging materials that cannot be recycled such as polystyrene and many containers used for storing and cooking foods such as carbon black plastics. This will lead to a reduction in "well intentioned" contamination of household recycling waste streams where public confusion can add significantly to processing of non target materials.

14 Do you think the payment of modulated fees or the payment of deposits with the prospect of losing some or all of the deposit would be more effective in changing producers' choices towards the use of easy to recycle packaging?

Modulated fee

Please briefly state the reasons for your response and provide any information to support your view.:

The fees set would cover the full net system cost managing packaging waste.

This system drives more sustainable design decisions resulting in significant environmental benefits with a shift towards using recyclable plastics. The positive reduction on carbon impact will resonate with public.

15 Do you think there could be any unintended consequences in terms of packaging design and use arising from:

Do you think there could be any unintended consequences in terms of packaging design and use arising from: - Modulated fees:

No

Do you think there could be any unintended consequences in terms of packaging design and use arising from: - Deposit (for recyclable packaging) and fee (for non-recyclable packaging):

No

Please briefly state the reasons for your response and provide any information to support your view.:

Both options drive towards more sustainable use of recyclable materials as opposed to "hard to recycle" materials. There are sufficient alternatives for industry to use given the introduction of either incentive.

16 Do you agree that the deposit approach should be designed to incentivise more closed loop recycling?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Closed loop recycling is a better environmental outcome and market evolution will encourage inward investment in processing plants in the UK and help promote a circular economy.

Part A: 3. Obligated producers

17 What do you consider to be the most appropriate approach to a single point of compliance, the Brand-owner or the Seller approach?

Brand-owner

Please briefly state the reasons for your response and provide any information to support your view.:

This reduces the burden on smaller business and brand owners would have the capacity to act quickly and effectively to changes in fee/deposit system. It should increase the drive towards reducing unnecessary packaging and a move away from hard to recycle materials.

18 If a single point of compliance approach was adopted, do you think the de-minimis should be:

Retained and wholesalers and direct-to-retail sellers take on the obligation of those below the threshold?

Please briefly state the reasons for your response and provide any information to support your view.:

This will ensure that small businesses are not unduly

burdened by complying with the obligations. Targets

are already being met by the existing thresholds.

Bringing up to 910,000 additional businesses into the EPR system may outweigh the environmental and societal gains.

19 Should small cafés and restaurants selling takeaway food and drinks whose packaging is disposed 'on the go' be exempt from being obligated?

Yes

Please briefly state the reasons for your response and provide any information to support your view:

Impact of compliance would be an undue burden to those businesses.

20 If shared responsibility is retained, is Option A or Option B preferable for including smaller businesses or the packaging they handle in the system?

Option B (De-minimis threshold remains as is and obligations extended to distributors of packaging or packaged products)

Please briefly state the reasons for your response and provide any information to support your view.:

Undue burden on small businesses to remove or reduce de-minimis.

21 If you have stated a preference for A, do you think the de-minimis threshold should:

Not Answered

Please briefly state the reasons for your response and provide any information to support your view.:

Not applicable.

22 Overall, do you have a preference for maintaining a shared responsibility compliance approach, or moving to a single point of compliance?

Single point of compliance

Please briefly state the reasons for your response and provide any information to support your view.:

The obligation should rest with the business who has the greatest amount of

influence over packaging design and use of materials. Experience in other EU

countries suggests that this system is successful and less complex in terms

of incentives and drivers.

23 Do you have a preference for how small businesses could comply?

Apply an allocation formula

Please briefly state the reasons for your response and provide any information to support your view.:

Fairer system allowing for variations in turnover.

24 Do you think that requiring operators of online marketplaces to take the legal responsibility for the packaging on products for which they facilitate the import would be effective in capturing more of the packaging that is brought into the UK through e-commerce sales?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

This is an area of significant growth in the UK and measures should be put in place to recover the costs.

Regulators will be able to monitor the operators of online market places and this will be less of a burden than attempting to monitor overseas producers.

Part A: 4. Supporting improved collections and infrastructure

25 Do you agree that payments to local authorities for collecting and managing household packaging waste should be based on:

Do you agree payments to local authorities for collecting and managing household packaging waste should be based on: - provision of collection services that meet any minimum standard requirements (by nation):

Yes

Do you agree payments to local authorities for collecting and managing household packaging waste should be based on: - quantity and quality of target packaging materials collected for recycling:

Yes

Do you agree payments to local authorities for collecting and managing household packaging waste should be based on: - cost of managing household packaging waste in residual waste:

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

It is necessary to ensure that national standards are complied with in terms of collecting target materials to stimulate inward investment by the provision large quantities of high quality materials.

26 Do you think we have considered all of the costs to local authorities of managing packaging waste?

No

Please briefly state the reasons for your response and provide any information to support your view.:

The costs of managing and communicating with residents who continually fail to comply with recycling schemes and contaminate waste streams has not been quantified or addressed. Many of these issues need staff to engage effectively with householders.

There is no statutory duty on a householder to recycle and no penalty for failing to recycle or for contaminating recycle in Scotland. This matter needs addressed and enforcement funded.

The ongoing costs of providing and analysing data has not been quantified.

27 Do you agree with our approach to making payments for the collection of household-like packaging waste for recycling?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

It supports the same principles as for household waste and ensures that business sector would be rewarded for recycling.

28 Should businesses producing household-like packaging receive a payment for the costs of household-like packaging waste in residual waste?

Yes

Please briefly state the reasons for your response and provide any information to support your view:

Currently there is a statutory obligation on businesses to segregate and recycle target materials. Businesses performance in this area is significantly less than general householders despite their legal obligation. This mechanism would incentive businesses to recycle more.

29 Are there other factors, including unintended consequences that should be considered in determining payments to:

Local authorities? Please explain the reasons for your response and provide any information to support your view:

Net costs to local authorities leaves them exposed to market fluctuations and significant budget uncertainty. Gross costs would be a more palatable option.

Many authorities in Scotland contract processing recycling services and timescales of introduction of fees should take into account existing processing contracts that perhaps run beyond the scheme commencement date. These contracts by design net off income in the form of gate fees.

There are implications to national procurement bodies such as Scotland Excel as contracts will require to be amended to take cognisance of new EPR.

For the collection and recycling of household-like packaging waste? Please explain the reasons for your response and provide any information to support your view:

See comments above.

In addition to this many Councils co-mingle household and commercial routes to ensure collections are efficient. It will be challenging to proportion costs to each of the different streams for collection.

30 Do you have any information that would help us to establish the costs incurred by local

authorities and other organisations of cleaning up littered and fly-tipped packaging items?

Please provide any information below:

Information specific to packaging waste is not currently collected and could only be determined using waste data analysis as most materials are disposed as residual waste.

We would be happy to engage in a waste analysis if this was funded for the Council.

31 How do you think producer fees could be used to improve the management of packaging waste generated on-the-go?

Please answer below:

Investing in appropriate recycling litter containers for Local Authorities

and ensuring that contamination is kept to a minimum. Ensuring that

funding for replacement bins is also addressed.

Funding additional collection and processing costs for recyclates.

32 Do you have any information that would help us to establish the costs of collection and disposal of increased on-the-go provision?

Please answer below:

Estimated at £265,000.

33 Do you agree that provision for the take back of single-use disposable cups for recycling should continue to be developed a voluntary basis by business prior to a government decision on whether disposable cups are included under an EPR scheme or DRS?

Yes

Please briefly state the reasons for your response and provide any information to support your view:

Disposable cups are challenging as they are not normally made from easily recycled materials. Local Authority waste processing contracts would not usually have this material in scope and as such are often put into recycling and classed as a contaminant.

More public education and awareness is needed over this packaging material so that the public are aware of the cost and the environmental consequences of using disposable cups.

34 Do you think the recycling of single-use disposable cups would be better managed through a DRS or EPR scheme?

Both

Please briefly state the reasons for your response and provide any information to support

your view:

This would remove a percentage of the material from the household/litter infrastructure.

35 Do you think a recycling target should be set for single-use disposable cups?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

To drive reduction in use of single use cups and removal of material from domestic and street sweeping collections.

Part A: 5. Helping consumers do the right thing – communications and labelling

36 Should producer fees be used to support local service related communications delivered by local authorities?

Yes

Please briefly state the reasons for your response. Where available, please share evidence to support your view.:

Scotland is further ahead in terms of implementing the Household Waste Recycling Charter.

Lack of understanding about recycling packaging materials leads to both "well intentioned" contamination where the wrong types of plastics and films are placed in recycling bins.

Equally there are other people who do not recycle to the maximum extent for fear of "contaminating" the recycling bin with wrong materials.

Significant budget constraints have affected the resources allocated to staff and communications materials. The public need regular reminders in relation to recycling and the financial and environmental cost of failing to comply with schemes.

Local campaigns can focus on challenging areas and local issues such as limited space for infrastructure.

37 Should producer fees be used to support nationally-led communications campaigns in each nation?

Yes

Please briefly state the reasons for your response. Where available, please share evidence to support your view.:

It is essential that local campaigns are supplemented and supported by key

national campaigns to drive the messages to the public. Consistency in terms

of material collected will make it easier to campaign nationally.

National campaigns will also be required to raise awareness of DRS schemes. This has

caused much social media debate on the necessity for new recycling infrastructure in the Renfrewshire area. Social media is another area that requires to be addressed as many of the public "seek advice" from others by this means.

38 Are there any circumstances where producers should be exempt from contributing to the cost of communications campaigns?

No

Please briefly state the reasons for your response. Where available, please share evidence to support your view.:

All producers should share the burden of the cost of communication campaigns even if they contribute their own campaigns such as has happened with some coffee shop chains as they are trying to reduce the demand for single use cups.

39 Do you agree it should be mandatory for producers to label their packaging as Recyclable/Not Recyclable?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Lack of clear and consistent labelling is a significant barrier

to the public choosing to recycle an item or not. Some items

say that they are recyclable yet they are not a target material

for a local authority.

40 Do you think that the percentage of recycled content should be stated on product packaging?

Yes

Please briefly state the reasons for your response and provide any information to support your view:

It allows consumers to make informed choices as to the products they use. Public awareness in relation to plastics waste is heightened at present due to media concern over plastics in the ocean.

Many consumers would not mind paying a slightly higher premium if they knew that materials were more sustainable and had less environmental impact.

41 If you responded yes to the previous question, how could recycled content information be provided to consumers?

Please describe briefly.:

This must be presented in simple terms, perhaps with a percentage recycling content. In order for the public to gauge if this percentage is good in terms of the product then it could be supplement by red, amber and green. This labelling is currently used in food and would be intuitive to the public.

42 Do you have any other proposals for a labelling system?

Please describe briefly.:

That exported/imported materials also have the same system applied.

43 Do you have experience to suggest an appropriate lead-in time for businesses to incorporate any mandatory labelling requirements?

Please describe briefly.:

Many materials have a long shelf life and non-labelled products will remain in circulation for a long period of time.

Part B: 6. Packaging waste recycling targets to 2030

44 In your view, are the estimates made in the Material Flow reports for packaging waste arisings the best available data?

I don't know / I don't have enough information

Please briefly state the reasons for your responses and provide any information to support your view.:

I have access to waste data flow as a local authority and often streams of waste are estimated at processors if several businesses use the facility so they may not be robust in terms of providing detailed impact analysis.

45 Are you aware of any other factors which may affect the estimates of packaging waste entering the waste stream?

Yes

Please briefly state the reasons for your responses and provide any information to support your view.:

Estimated tonnages (commercial/householder), level and scale of waste analysis, sources of waste.

46 In your view, are there other factors which may affect the amounts of obligated tonnage reported?

Yes

Please briefly state the reasons for your responses and provide any information to support your view.:

Companies who do not wish to register for

financial reasons such as free-riders.

Companies who are not legitimately

describing their waste to avoid additional

cost. Companies/processors who illegally

dispose of waste.

47 Do you agree with the packaging waste recycling targets proposed for 2025?

Yes

Please briefly state the reasons for your responses and provide any information to support your view:

The rates are achievable for all streams assuming that data is correct.

48 Do you agree with the packaging waste recycling targets proposed for 2030?

Yes

Please briefly state the reasons for your responses and provide any information to support your view:

Again the rates are challenging but achievable. In terms of paper and wood, some further focus will be required to achieve this.

49 Please provide your views on the policies and actions that could help us achieve an even higher overall packaging recycling rate, for example 75%, as well as your views on the costs associated with doing so.

Please answer below:

Robust producer responsibility regulations and stronger enforcement of regulations along with additional powers to "punish" non-compliance, under performance and offenders.

Better regulation and enforcement of householders with a statutory duty to recycle. Measures to allow public to be fined for non-compliance with schemes.

50 Do you foresee any issues with obtaining and managing nation specific data?

No

Please briefly state the reasons for your responses and provide any information to support your view.:

Scotland already uses waste data flow for household and commercial waste. This can be amended to ensure that the data incorporates any additional information required for the purposes of the regulation.

51 Should a proportion of each material target be met by “closed loop” recycling, e.g. as is the case for glass recycling targets?

Yes

Please briefly state the reasons for your responses and provide any information to support your view.:

This promotes a circular economy and if modulated fees were used this could incentivise recycling back to similar packaging and stimulate a closed loop economy.

52 Should government set specific targets for individual formats of composite packaging?

Yes

If yes, what key categories of composite packaging should be considered?:

Composite packaging should be discouraged as it is generally difficult to recycle.

Modulated fees should be used to ensure that obligations are representative of the types of packaging used and additional costs reflect the investment required to collect, sort and reprocess materials.

53 Do you agree with the proposed interim targets for 2021 and 2022 set out in Table 6?

I neither agree nor disagree

Please briefly state the reasons for your responses and provide any information to support your view.:

Renfrewshire Council is not in a position to comment on this matter.

54 Do you agree with the proposal to increase the allocation method percentage to 35% for 2021 and 2022?

I neither agree nor disagree

Please briefly state the reasons for your responses and provide any information to support your view.:

Renfrewshire Council is not in a position to comment on this matter.

Part C: 7. Governance Models

55 Overall, which governance model for packaging EPR do you prefer?

Model 1

Please briefly explain your preference.:

The scheme uses modulated fees to

incentivise recycling and recovers full net

costs. The compliance model is familiar to

businesses.

Producer fees would be used for communications and litter initiatives.

Schemes would compete for LA packaging waste and enter into contracts. LA's are familiar with this type of contractual arrangement with compliance schemes. Arbitrator arrangements would be put in place by the Board to resolve any issues arising.

Model 1 has strengthened accreditation

arrangements for exports of packaging waste.

This model is widely used in other European

countries.

56 If you had to modify any of the models in any way to make them better suited to achieve the principles and outcomes government has set for packaging EPR what changes would you suggest?

Please describe briefly.:

Consideration should be given to Nationally administered contracts for Waste

Processing such as Scotland Excel's dynamic purchasing scheme. Pay gross cost to

LA's to avoid market fluctuations.

57 Do you have any concerns about the feasibility of implementing any of the proposed governance models?

Yes

If yes, please provide specific reasons and supporting information for each governance models that you have concerns about:

Timing of existing contractual obligations.

Net cost recovery leaves Council's subject to market fluctuations and budget uncertainty. Gross cost paid to Councils would eliminate this risk.

58 Do you think that any of the governance models better enable a UK-wide approach to packaging producer responsibility to be maintained whilst respecting

devolved responsibilities?

Please describe briefly.:

Scottish policy on the Environment and its legislative background and statutory duties is very different from other UK countries and this would need to be considered in terms of merging arrangements UK wide.

Any model would require to be discussed with all devolved administrations.

59 Stakeholders have suggested that a compliance fee mechanism similar to the arrangements currently in place under the WEEE producer responsibility scheme should be introduced if a competitive evidence market continues to operate such as in Model 1. Do you agree?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Business sectors are familiar with this model and there is assurance that none of the local authorities are excluded from access to fully funded collections.

This however does not deal with the issue of poor performance of a scheme for WEEE where the numbers of compliance schemes are limited. The proposed advisory board would address this shortfall.

60 Should a Packaging Advisory Board be established to oversee the functioning of the EPR system and the compliance schemes in the competitive compliance scheme model 1 or do you think other arrangements should be put in place?

Packaging Advisory Board

Please briefly state the reasons for your response and provide any information to support your view.:

The appointment of a packaging advisory board will ensure that outcomes are delivered and provide governance with an additional level of scrutiny and oversight to ensure that all schemes are performing as they should be.

The arrangements can be negotiated per nation.

61 Please let us know your thoughts as to whether the proposed single management organisation should be established on a not-for-profit basis or as a government Arm's Length Organisation.

Please answer below:

The Council has no views in relation to this matter.

62 If such a management organisation is established as not-for-profit, one option is for government to invite proposals from potential operators and then issue a licence to operate for a defined period of time. Do you agree with this approach?

Yes

If no, would you like to suggest an alternative approach?:

The Council has no views in relation to this matter.

63 Should a single scheme be established for household/household-like packaging and C&I packaging as described for model 2?

No

Please briefly state the reasons for your response and provide any information to support your view.:

Separate schemes should be organised as the C&I packaging system is already established for those producers.

64 Or, should there be a separate system for managing compliance for household/household-like packaging and C&I packaging as described for model 3?

No

If yes: could model 3 work as described? Or would additional mechanisms be required to make this approach work effectively? Please indicate what these might be.:

If no: do you have suggestions for an alternative approach?:

65 Under model 4 are producers more likely to:

Not Answered

Please briefly state the reasons for your response and provide any information to support your view.:

The Council has no views in relation to this matter.

Part C: 8. Responsible management of packaging waste domestically and globally

66 Do you agree that government should seek to ensure export of packaging waste is undertaken in a transparent and environmentally responsible manner?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Half of packaging waste is exported therefore the UK is currently reliant on export markets. The UK must ensure that if exported recycle is destined for countries where regulations are

inadequate in terms of protecting the environment that the material is recycled. There is currently a heightened awareness of pollution from plastics in UK media. Inadequate measures for recycling and high levels of contamination could potentially cause serious reputational damage to a member st

67 Do you agree that measures identified here would help ensure the export of packaging waste is undertaken in a transparent and environmentally responsible manner?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

The introduction of mandatory accreditation of UK reproprocessors will allow a better measure of the packaging waste which is in the system. This measure will ensure a higher level of market stability.

The measure to require exporters to register within the jurisdiction of the regulatory authority within which they operate and to register their principle place of business will ensure that issues relating to correct regulatory authority will be avoided.

The measure to ensure that accreditation fees better reflect regulatory effort will allow better enforcement of regulations.

Enhanced requirements for Waste Shipment regulation recording will give assurance that exports packaging waste are compliant and appropriately recycled/recovered.

The measure to pre-report shipments will ensure that inspections can take place

by regulators before the shipment leaves the UK. Enhanced measures to ensure

that recyclate is fit for processing will protect unfit materials being exported and

possibly disposed of illegally.

68 Have we missed potential measures that you believe need to be considered alongside those measures we have proposed?

No

If yes, please explain which potential measures should be considered.:

69 Do you have any concerns about the feasibility and / or costs of implementing any of the proposed measures?

No

If yes, please provide specific reasons and supporting information for each measure that

you have concerns about:

Part C: 9. A more transparent system

70 Do you agree that accredited reprocessors and exporters should be required to report their financial information?

Yes

Please briefly state the reasons for your response and provide any information to support your view. If you answered no, how would you suggest transparency is provided on how income from the sale of evidence has been used to support capacity building?:

It ensures that the regulator is able to establish how PERN revenue has been raised. It will also allow regulatory scrutiny over rejected loads. It is also vital to give assurance that exports are being sold at reasonable market rates.

71 Should accredited reprocessors and exporters be required to generate evidence for every tonne of packaging waste that they process?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

It improves transparency and increases data regarding flow of packaging waste and records . This provides increased certainty that exports have been treated in an environmentally sustainable manner.

72 Should accredited reprocessors and exporters be required to report on the packaging waste they handle monthly?

I don't know

Please briefly state the reasons for your response and provide any information to support your view.:

The Council has no views in relation to this matter.

73 Do you think that any additional measures to those already described would be required to ensure transparent operating of the evidence market in model 4?

I don't know

If yes, please provide details:

74 Are there any additional requirements that should be placed on compliance schemes to ensure greater transparency of their operations and reporting?

I don't know

If Yes, please briefly state the reasons for your response and provide any information to

support your view.:

75 Under a reformed system do you think compliance schemes should continue to be approved by the existing regulators or do you think a different approach is required?

Yes, approved as now

Please explain below:

76 Are there any additional requirements of a single producer organisation to ensure transparency of its operation and reporting?

I don't know

If yes, please briefly state the reasons for your response and provide any information to support your view.:

77 Do you think there is a need to make more information on packaging available to consumers?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Costs for processing could be added to the information on packaging.

Part C: 10. Compliance monitoring and enforcement

78 Are there other datasets that will be required in order to monitor producers in any of the proposed models?

No

If yes please explain which datasets will be needed:

79 Is there a specific material, packaging type or industry sector whereby producing accurate data is an issue?

No

If yes, please provide further information on where producing accurate data may be an issue. :

80 Do you think a single database, as opposed to the current range of methodologies available, would be an effective alternative?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Transparency.

81 Do you agree that compliance schemes (models 1 and 3), the producer management organisation (model 2) or the scheme administrator (model 4) should be

responsible for carrying out audits of producers, which should be reportable to the regulators?

I neither agree nor disagree

Please briefly state the reasons for your response and provide any information to support your view.:

The Council has no views in relation to this matter.

82 Do you support the broadening of legally enforceable notices to obtain required information?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Reduce the impact of free-riders and ensure appropriate funding is paid to support the scheme.

83 Are there other enforcement mechanisms that should be considered which would be timely and effective to bring producers into compliance, for example in relation to free riders?

No

If yes, please explain which other enforcement mechanisms should be considered:

84 Are there any further data that should be required to be collated / collected via compliance schemes or a single management organisation?

Please provide brief details.:

The Council has no views in relation to this matter.

85 Do you think a penalty charge, as described, is the correct lever to ensure packaging recycling targets are met?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Provided that the penalty is in excess of the avoidance and that all avoidance is recovered.

86 Should stakeholders other than reprocessors or exporters be able to issue evidence of recycling?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Local Authorities use MRF providers for the majority of waste processing contracts.

The addition of additional stakeholders will attract additional funding to operate the scheme.

87 Are there any additional enforcement powers that should be applied to waste sorters, MRFs and transfer stations handling packaging waste?

No

Please briefly state the reasons for your response and provide any information to support your view.:

Proposed measures are sufficient.

88 Do you agree with the proposed amendments to enforcement powers relating to reprocessors and exporters?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Provides better regulation.

89 Do you have any evidence to indicate that under any of the proposed governance models the likelihood of waste packaging being imported and claimed as UK packaging waste might increase?

No

If yes, please provide information on any evidence you have:

90 Is the current requirement for a sampling and inspection plan and subsequent auditing by the regulator sufficient to address any misclassification of imported packaging waste?

Yes

Please briefly state the reasons for your response and provide any information to support your view.:

Audits undertaken to support the plan.

91 Are there other mechanisms that could be considered that would prevent imported UK packaging waste being claimed as UK packaging waste under the proposed governance models?

No

If yes, please explain which other mechanisms could prevent imported packaging waste being claimed as UK packaging waste:

11. Estimated costs and benefits

92 Do you have any additional data or information that will help us to further assess the costs and benefits (monetised or non-monetised) that these reforms will have?

Please answer below:

No

93 Do you have further comments on our impact assessment, including the evidence, data and assumptions used? Please be specific.

Please answer below:

No further comments.

12. Further comments

94 If you have any other views or evidence that you think we should be considering when reforming the packaging waste regulations, which you have not yet shared, please add them here.

Please answer below:

no information

Consultee Feedback on the Online Survey

95 Overall, how satisfied are you with our online consultation tool?

Neither satisfied nor dissatisfied

Please give us any comments you have on the tool, including suggestions on how we could improve it.:



TO: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

ON: 29 MAY 2019

REPORT BY: DIRECTOR OF COMMUNITIES, HOUSING AND PLANNING

HEADING: VOLUNTARY PROFESSIONAL DOG WALKING SCHEME

1. Summary

- 1.1 At the Infrastructure, Land and Environment Policy Board on 30 May 2018 Members considered a report on Dog Fouling: Requirement to carry bags/Licensing of Dog Walkers. At this time, Members requested that a further report be brought back to this Policy Board giving consideration to establishing a voluntary registration scheme for Dog Walkers.
- 1.2 Legislation, relating to the care and impact of dogs in communities, is broadly similar across the UK. At the current time, the main legislation is the Dog Fouling (Scotland) Act 2003, and the Control of Dogs (Scotland) Act 2010 which aims to ensure that dogs should be under control in public places and not present a danger/nuisance.
- 1.3 An individual who is paid to look after dogs in their home, kennels or other premises requires a licence from the Local Authority. There are guidelines to secure the safety and welfare of the dogs, limiting the number of dogs permitted at any one time, ensuring dogs are well fed, adequately exercised and protected from disease.
- 1.4 Trading Standards and Licensing currently enforce the Animal Boarding Establishments Act 1963 which requires this license to be granted before a private dwelling can board dogs for a monetary fee. This license requires renewal annually and conditions are held in statute, the conditions that can be imposed do not address dog walking or dog fouling.
- 1.5 At the current time, there is therefore no legislation for the licensing of dog walking companies and therefore no provision for enforcement that can be undertaken by local authorities. Unlike Animal Boarding, dog walkers do not require a license and are not subject to any regulations monitoring their activities.

- 1.6 Scotland has seen a rapid increase over the last few years in dog walking businesses and this is also the picture within Renfrewshire. This has coincided with an increase in complaints regarding the management and operation of such businesses.
- 1.7 Renfrewshire Council's Community Safety Partnership would like to provide reassurance to dog owners who use these businesses, that they are compliant with fundamental good practice principles. It is believed that the wider public would also benefit from recognising Renfrewshire Council is taking active measures to seek to monitor activity and support best practice in this area.
- 1.8 To this end, Communities and Public Protection are proposing to introduce a voluntary scheme where professional dog walkers can register and show that they are going above basic legal requirements. It is hoped that a register will improve the public perception of local dog walking companies, reassure pet owners that their dogs are being treated well whilst on these walks and demonstrate Renfrewshire Council's commitment to raising standards in this regard.
- 1.9 The Community Safety Partnership propose to secure agreement from these businesses in relation to:
- The number of dogs walked at any one time
 - The provision of appropriate insurance
 - The suitability of any Vehicle used to transport the dogs
 - Dog fouling being removed and disposed of accordingly
 - Appropriate areas being used to exercise the dogs
- 1.10 The scheme will operate in a similar manner to the responsible dog owners pledge and include the professional dog walker signing up to adhere to similar best practice. Registered dog walkers could potentially be included as part of the Council's Trusted Traders Scheme.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board:
- (i) agrees to introduce a voluntary dog walking scheme for professional dog walkers; and
 - (ii) requests a further progress report detailing the terms and operation of the scheme as outlined in this report be brought back to a future Board Meeting.
-

3. Proposed voluntary professional dog walking scheme

- 3.1 It is proposed that Renfrewshire Council liaise with all professional dog walkers within the Renfrewshire boundary. Work has been undertaken so far and there are currently believed to be over 40 professional dog walkers in Renfrewshire.
- 3.2 Renfrewshire Council will look to set minimum standards for professional walkers to adhere to, thus ensuring these exceed legal expectations. If they meet the criteria, Renfrewshire Council will advertise these companies on a register, showing they have been checked by the Council and that they have agreed to adhere to the best practice set out in the scheme for Professional Dog Walkers. Renfrewshire Council will advertise the register on the Council website. Consideration will be given to linking the scheme to the Trusted Traders Scheme with a fee to cover the administration of the scheme charged in line with the Trusted Traders Scheme.
- 3.3 A targeted marketing campaign will raise the profile of the initiative and ensure brand recognition. Registered walkers will likely be trusted by pet owners, the wider public will be reassured that recognised dog walkers will adhere to the principles of the initiative. Pet owners would be able to make a considered choice following a check on the Council website.
- 3.4 Van stickers and arm bands will identify participating dog walkers to further increase brand recognition and ensure compliance.
- 3.5 Evidence or reports of non-compliance will be investigated. Where repeated non-compliances are noted, the business may be removed from the register. Animal Wardens are employed within the Community Safety Partnership and already manage issues relating to stray dogs and the control of dogs. They will play a fundamental role in this initiative approaching registered dog walkers while out in Renfrewshire, promoting the scheme and ensuring compliance with the terms of the scheme by registered businesses.

Implications of the Report

1. **Financial** – There is potential for the Council to set a fee for the implementation and running of the scheme in line with the Trusted Trader Scheme.
2. **HR & Organisational Development** – None
3. **Community Planning**

Renfrewshire is Well – By introducing a voluntary scheme, this will improve the cleanliness, safety and feeling of wellbeing amongst communities.
4. **Legal** – None
5. **Property/Assets** – None

6. Information Technology – None

7. Equality & Human Rights

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

8. Health & Safety – None

9. Procurement – None

10. Risk – None

11. Privacy Impact – None

12. CoSLA Policy Position – Not applicable

List of Background Papers

- (a) Dog Fouling; Requirement to Carry Bags/Licensing of Dog Walkers – Infrastructure, Land and Environment Policy Board, 30 May 2018.

OR
15 May 2019

Author: Oliver Reid, Head of Communities and Public Protection.
Email: oliver.reid@renfrewshire.gov.uk



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 29 MAY 2019

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

**Heading: ENVIRONMENT & INFRASTRUCTURE HEALTH, SAFETY AND
WELLBEING PLAN 2019/20**

1. Summary

- 1.1 The Council's Health, Safety and Wellbeing Strategy 2019-2022 promotes a positive Health and Safety culture to ensure compliance with relevant Health and Safety legislation and support the 'A better future, A better council strategy'.
 - 1.2 Health, safety and wellbeing plans are important service documents which are reviewed and updated on an annual basis to ensure there is sufficient focus on Health and Safety compliance and improvement activity.
 - 1.3 Environment & Infrastructure has reviewed its Health, Safety and Wellbeing plan for the period 2019 / 2020 and identified a range of actions that will be undertaken to support and improve Health & Safety compliance and performance.
 - 1.4 The Plan is attached as Appendix 1 and reports on the Health & Safety performance of Environment & Infrastructure in the previous financial year 2018/19 and sets out the future objectives in an Action Plan for the current financial year 2019 to 2020.
-

2. Recommendations

It is recommended that the Environment & Infrastructure Policy Board:

- 2.1 Approves the Environment & Infrastructure Health and Safety report for 2018/19 and the Action Plan for 2019/20 attached as Appendix 1.
 - 2.2 Note that the attached Health, Safety and Wellbeing Plan for Environment & Infrastructure is also being presented to the Finance, Resources and Customer Services Policy Board to approve elements covered within that Board's remit.
-

3. Background

- 3.1 Environment & Infrastructure Services are provided directly to the public of Renfrewshire, to other services within the Council and to community partners. The service has a gross expenditure budget of approximately £73 million and has approximately 1,500 employees. The principal role and purpose of Environment & Infrastructure is to provide key frontline services:
 - Operations and Infrastructure - Waste, StreetScene, Roads, Infrastructure & Transportation, Fleet & Social Transportation.
 - Facilities Management (Hard & Soft Services) – including PPP & Compliance and Building Services.
 - 3.2 Environment & Infrastructure is committed to continually improving health and safety performance in the delivery of its services. The British Standard for Occupational Health and Safety OHSAS 18001:2007 registration has been embedded within the Service, independently audited and successfully retained in 2018/19. The retention of this registration reflects a strong commitment to ensuring robust, health, safety and welfare management arrangements are in place throughout Environment & Infrastructure.
 - 3.3 The actions outlined in the Action Plan for 2019 to 2020 will be monitored on Pentana, the Council's performance management system and regular performance updates will be submitted to the Environment & Infrastructure Leadership Team to ensure key actions are implemented.
-

Implications of the Report

1. **Financial** - None
2. **HR & Organisational Development** – The report supports the Council's commitment to the health, safety and wellbeing of employees.

3. **Community Planning –**
Renfrewshire is well – the safety of employees and public are of paramount importance to Renfrewshire Council and the Health and Safety plan is reflective of this.
4. **Legal** - The service will continue to comply with current Health & Safety legislation.
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – The report supports and demonstrates Environment & Infrastructure commitment to ensuring effective Health & Safety management.
9. **Procurement** – None
10. **Risk** – The report supports the overarching management of risk within Renfrewshire Council.
11. **Privacy Impact** – None
12. **Cosla Policy Position** – None

List of Background Papers

None

Author: Gordon McNeil, Director of Environment & Infrastructure

E-mail: Gordon.mcneil@renfrewshire.gov.uk

APPENDIX 1

**ENVIRONMENT & INFRASTRUCTURE
ANNUAL HEALTH, SAFETY AND WELLBEING PLAN**

1.0 Introduction

- 1.1 The Council's Health, Safety and Wellbeing Strategy 2019-2022 promotes a positive Health and Safety culture to ensure compliance with relevant Health and Safety legislation and support the 'A better future, A better council strategy'.
- 1.2 The intention of the Council's Health, Safety and Wellbeing Strategy is to:
 - Reinforce effective health, safety and wellbeing management across the Council;
 - Refocus and engage with those who undertake or influence health, safety and wellbeing management which support more robust governance;
 - Ensure legal compliance and, where appropriate meet industry standards and good practice; and
 - Ensure that effective health, safety and wellbeing risk management is embedded in the organisation and thereby aid in the reduction in the number of incidents and the potential for harm to workers and the public.
- 1.3 Environment & Infrastructure has reviewed its Health, Safety and Wellbeing plan for the period 2019 / 2020 and identified a range of actions that will be undertaken to improve Health & Safety compliance and performance.
- 1.4 The Plan is attached as Appendix 1 and reports on the Health & Safety performance of Environment & Infrastructure in the previous financial year 2018/19 and sets out the future objectives in an Action Plan for the current financial year 2019 to 2020.
- 1.5 Environment & Infrastructure Services are provided directly to the public of Renfrewshire, to other services within the Council and to community partners. The service has a gross expenditure budget of approximately £73 million and has approximately 1,500 employees. The principal role and purpose of Environment & Infrastructure is to provide key frontline services:
 - Operations and Infrastructure - Waste, StreetScene, Roads, Infrastructure & Transportation, Fleet & Social Transportation.
 - Facilities Management (Hard & Soft Services) – including PPP & Compliance and Building Services.
- 1.6 These wide ranging and highly visible services are delivered at 270 Council premises, to over 89,000 households and businesses with more than 846km of roads and transport structure being maintained across Renfrewshire. The Health, Safety and wellbeing of our staff, contractors and visitors is of paramount importance.

2.0 Management of Health and Safety within the Service

Broad Context of Health and Safety Policy

- 2.1 The Director of Environment & Infrastructure has overall responsibility for the application of Environment & Infrastructure Health & Safety Policy. The Leadership Team of Environment & Infrastructure also takes a lead and active role in the monitoring and application of the integrated “Quality and Health & Safety” management system.
- 2.2 The Health & Safety Policy continues to reflect and provide a guidance framework for the management of Health & Safety in Environment & Infrastructure.
- 2.3 The objective of Environment & Infrastructure is to ensure that health, safety and welfare is an integral part of its business and all service areas continually seek to develop a positive culture and attitude amongst its staff to achieve this.
- 2.4 The integrated “Quality, Health & Safety” management system has been further developed as part of the continuous improvement of our management system to reflect structure changes, service improvements and enhanced service delivery arrangements.
- 2.5 The BS OHSAS 18001:2007 registration has been embedded within the Service and successfully retained in 2018/19. The retention of this registration reflects a strong commitment to ensuring robust, health, safety and welfare management arrangements are in place throughout Environment & Infrastructure.
- 2.6 Continued review of the “Quality, Health & Safety” system will be carried out during 2019/20 to take account of the structural changes required to reflect the changes which have occurred within the service in recent times.

3.0 Organisation for Implementing Health & Safety Management

Health & Safety Committee

- 3.1 Environment & Infrastructure is represented on the Corporate Health & Safety Committee and seeks to play a positive part in the quarterly meetings of the Committee. A programme of meetings of the Environment & Infrastructure Health & Safety Committee are arranged to align with the quarterly meeting cycle of the Corporate Health & Safety Committee.
- 3.2 The Environment & Infrastructure Health & Safety Committee will continue to keep the Health & Safety Policy up to date and assuring its relevance to, and implementation by, all employees. The committee meets quarterly and comprises Environment & Infrastructure Senior Managers together with a representative from the Corporate Health and Safety Team and Trade Union representatives.
- 3.3 The committee provides a forum for discussion and sharing of ideas in the development of the Quality, Health & Safety Management system. The group has been instrumental in the successful retention of BS OHSAS 18001:2007 registration. In addition to the quarterly meetings outlined above, the Senior Planning and Policy Development Officer and Facilities Manager meet regularly to ensure that a Health & Safety culture continues to be embedded in Environment & Infrastructure Services.
- 3.4 The meetings are chaired by the Facilities Manager and consider:

- (a) Accidents - statistics, trends, investigations and other information to identify causes and provide so far as is practicable for their prevention.
- (b) Workplace inspections (internal) and audits (Corporate and external)
- (c) The planning, performance management and review of our approach to Health & Safety
- (d) The monitoring and implementation of the Health & Safety action plan
- (e) The identification, assessment and recording of risks
- (f) Actions arising from the Corporate Health & Safety committee
- (g) Actions arising from the corporate and service Risk Management and planning arrangements, and
- (h) New developments in Health & Safety arising from legislation and Government and Council policy

Consultation Mechanisms

- 3.5 Information on Health & Safety issues is communicated to employees using various internal channels such as strategic meetings, operations meetings, trade union meetings, workload reviews, performance reviews, tool box talks, e-mail, and notice boards.
- 3.6 The joint Environment & Infrastructure Health & Safety Committee provides a forum for the exchange of views and consultations on Health & Safety issues between management and Trade Unions representing employees who work within Environment & Infrastructure. This ensures that information is exchanged and disseminated to all employees. The communication with employee groups is essential and allows for better awareness and practice of Health & Safety; the management of risk; the prevention of accidents and ill health, and the maintenance of safe working practices.
- 3.7 This is complemented by joint working arrangements which have been introduced for employee and Trade Union consultation. Regular meetings take place with the Environment & Infrastructure Directorate and Trade Union representatives where key Health & Safety issues may also be discussed.
- 3.8 Separate service subgroup meetings also take place involving Union and staff representatives to discuss and resolve specific service related concerns, including Health & Safety issues.

4.0 Planning and Setting Standards

Setting of Health and Safety Objectives

- 4.1 The Environment & Infrastructure Health & Safety Committee reviews and assesses a number of matters, including:
 - Developments in the regulation of health and safety in the workplace and in working practices,
 - The identification of areas of work where there is a need for improvement that may entail the implementation of works or investment in equipment, and
 - The need for training and raising awareness in relation to health & safety.

- 4.2 The Q-pulse management system assists with monitoring of Health & Safety performance. In addition, the Action Plan contained in the annual plan is monitored on Pentana, the Council's performance management system.

Training

- 4.3 Training is integral to the approach to Health & Safety within Environment & Infrastructure. In 2018/19, health and safety training has been noted to be lower than in previous years. A full review of Training and Development within Environment & Infrastructure started in March 2019 to determine core skills and development needs.
- 4.4 All training is recorded in Q-pulse system, with Service Managers having access to the system to allow performance monitoring of training programmes that have been developed.

5.0 Measuring Performance

- 5.1 The action plan from the current annual Health & Safety plan is monitored on Pentana, the Council's performance management system and quarterly reports are produced to monitor performance against the key performance indicators detailed in the plan. The performance report is detailed together with the action plan at Appendix 2.

Active Monitoring

- 5.2 Environment & Infrastructure successfully retained the BS OHSAS 18001:2007 registration during 2018/19 with the service being externally audited in line with the Council wide auditing programme by BSi, the Council's external assessor.
- 5.3 The previous BSi audit was carried out in Sept 2018 and BSi are due to be carrying out their next H&S Audit between 3rd- 6th June 2019.
- 5.4 A Corporate programme of planned workplace inspections for 2019 – 2020 is currently being developed.
- 5.5 The Environment & Infrastructure Health & Safety Committee met during 2018/19 facilitating the monitoring of health and safety performance throughout the year to ensure there is regular and focussed monitoring of the key Health & Safety activities within Environment & Infrastructure.
- 5.6 Seven key themes have been identified in Corporate Health, Safety and Wellbeing Strategy 2019-2022 and Environment & Infrastructure will actively work with Corporate Health & Safety in these key activities between 2019 and 2022.
- Violence and Aggression
 - Mental Health
 - Hand Arm Vibration Syndrome (HAVS)
 - Fire Safety
 - Musculoskeletal
 - Managing Contractors
 - Audits and Inspections
- 5.7 Accident statistics were reported and analysed at the committee and planning groups with subsequent accident prevention programmes being devised, where required.

HSE Intervention

- 5.8 There have been no HSE Interventions involving Environment & Infrastructure during 2018 / 2019.

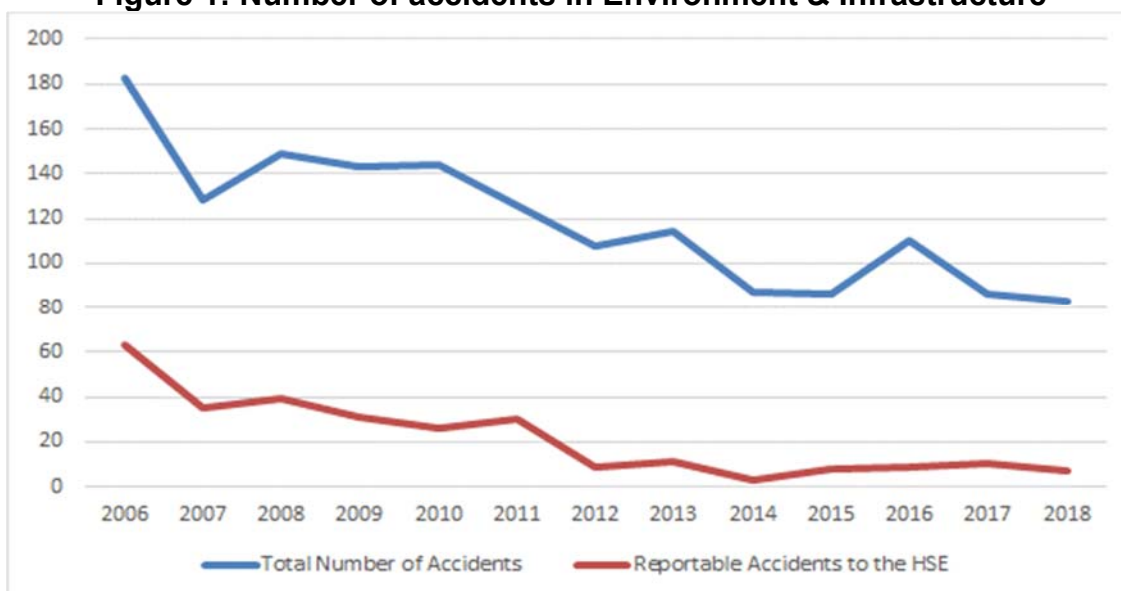
Reactive Monitoring

- 5.9 The number of accidents that have occurred in recent years is detailed in the following table and graph:

Table 1: Table detailing number of accidents in Environment & Infrastructure

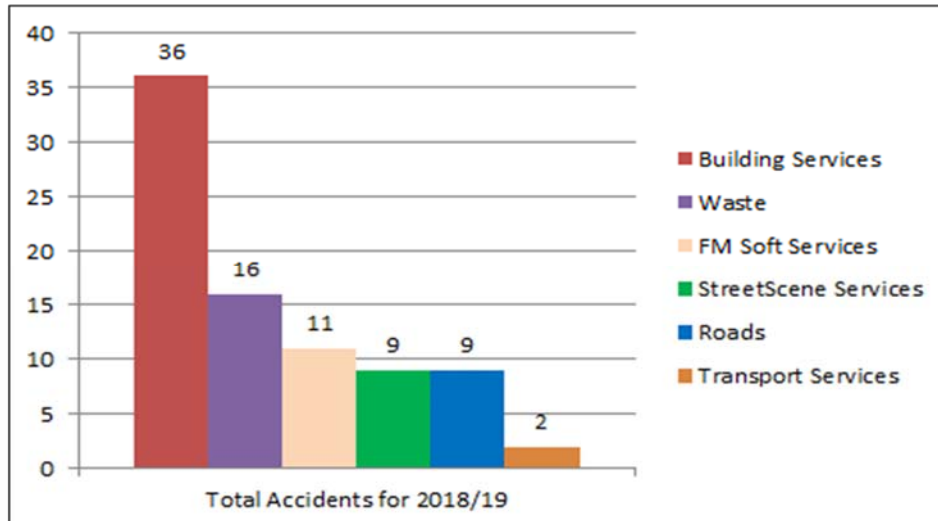
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Total Number of Accidents	128	149	143	144	126	108	114	87	86	110	86	83
Reportable Accidents to the HSE	35	39	31	26	30	9	11	3	8	9	10	7

Figure 1: Number of accidents in Environment & Infrastructure



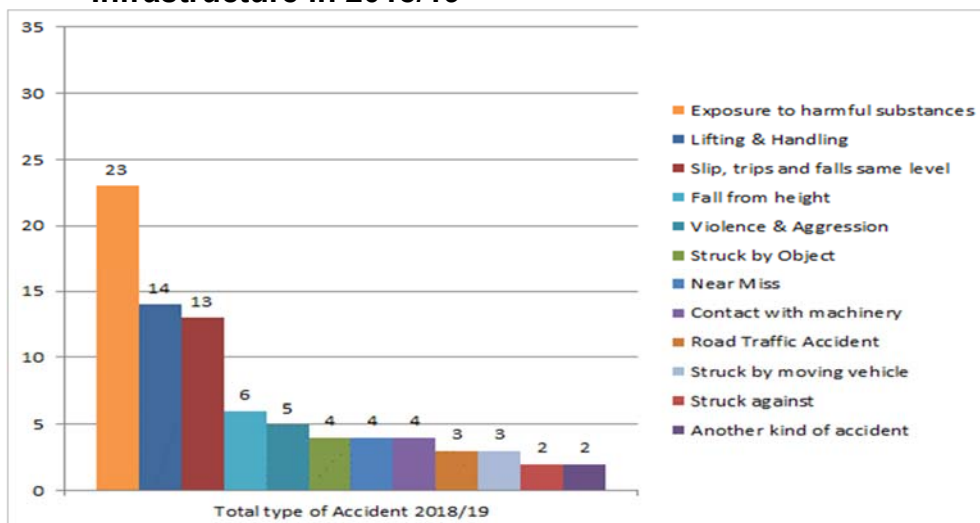
- 5.10 There has been an overall decrease in the number of accidents, incidents and occurrences reported in 2018/19, compared to 2017/18 and showing a continued year on year downward trend. 8% of accidents were recorded as RIDDOR reportable. Accident trends over 2019/20 will be monitored by the Health and Safety Co-ordinators and quarterly through the Environment & Infrastructure Health and Safety Committee meeting to determine if any actions need to be taken to ensure the safety of our employees and members of the public.
- 5.11 Accident trends have been analysed in 2018/19 and the breakdown of figures for each type of accident and service area is provided in the charts below:

Chart 1: No of accidents in each service area in 2018/19



NOTE: 21 reported accidents in Building Services relate to one incident in 20 August 2018 due to potential exposure to harmful substance which proved to be an inaccurate testing programme conducted by an external contractor. Staff are issued with appropriate PPE and subject to refresher Asbestos awareness training to mitigate the risk and how to deal with a potential risk situation.

Chart 2: Total number of each type of accident in Environment & Infrastructure in 2018/19



5.12 The analysis of the accident figures identified that exposure to harmful substance, lifting and handling and slips, trips and falls from same level were the most significant type of accident across Environment & Infrastructure in 2018/19.

5.13 The following areas were identified as the most significant types of accident across Environment & Infrastructure and details are provided into what preventative steps have been taken to reduce the number of accidents in these areas:

- Exposure to harmful substances – 28% of all recorded accidents recorded in Environment & Infrastructure in 2018/19 were attributed to exposure to harmful substances. HSE conducted a site visit and investigation in February 2019 within Building Services to review training and managing contractors HSE provided a positive report based on our training and procedures. It is

noted that due to the nature of the services delivered and risk of asbestos within Council properties this will always be a significant factor in accident reporting, however, this will continue to be a focus for refresher training in 2019/20.

- Manual Handling – 17% of all accidents in Environment & Infrastructure in 2018/19 were attributed to lifting and handling injuries. This is a 10% decrease from 2017/18. It is noted that due to the nature of the services delivered this will always be a significant factor in accident reporting, however, this should be a focus for refresher training and tool box talks in 2018/19.
- Slip/Trips – Slip/Trips accounted for 16% of accidents within Environment & Infrastructure in 2018/19. Incident reviews are carried out after each accident and any required training or awareness is provided. All employees are provided with the correct Personal Protective Equipment (PPE) to carry out their tasks and regular update given during toolbox talks.

Accident Reporting and Investigation

- 5.14 Environment & Infrastructure has fully implemented use of the Corporate Accident/Incident Recording system on Business World in February 2019. Local arrangements are in place to accommodate staff who do not have access to a PC. Support is provided to Service Managers in recording and investigating accidents as required.
- 5.15 Training was provided in the use of Business World accident reporting system, for Supervisors and Managers.

6. Review of Health and Safety Management

- 6.1 The Environment & Infrastructure Health and Safety Committee will continue to review Health & Safety management issues across the service.
- 6.2 A review of the Quality and Health and Safety management system will be carried out in 2019/20 to reflect the operational and structural changes required by the departmental and Council reviews.
- 6.3 Supporting attendance is a key priority for Environment & Infrastructure. Arrangements are in place to utilise the services of the Council's Occupational Health provider. The main elements of the service utilised by Environment & Infrastructure have been:
- Early intervention programme,
 - Employee counselling service,
 - Treating employees referred to the service,
 - Physiotherapy, and
 - Cognitive behavioural therapy for employees.
- 6.4 Service managers are provided with regular updates providing the number of employees who did not attend occupational health appointments. The updates are distributed by the Health & Safety co-ordinator to ensure service managers monitor the use of this valuable resource and to maximise attendance at appointments.

Environment & Infrastructure Health and Safety Plan 2019-2020




Health and Safety Objective

01: Audits and Inspections - Managing non-conformities resulting from internal audits and BS OHSAS 18001:2007 audits

Related PI Code	Description	Performance			Status	Latest Note
CR.SERV.05b	% of actions, resulting from Health and Safety audits, carried out on schedule (including Environment & Infrastructure audits, BSI audits and Corporate H&S audits)		Value	Target		<p>100% of external audits were carried out on schedule. There was one BSI OHSAS 18001 Health and Safety audits.</p> <p>Internal audits are based on a three year audit programme and conducted as an Integrated Quality, Health and Safety Management audit by auditors from Policy and Performance Team who are independent to the Service areas.</p> <p>All actions that were raised through audits are currently being worked on or are complete.</p>
		2017/18	100%	100%		
		2018/19	100%	100%		


Related Action Code	Related Action Description	Due Date	Status	Latest Note
CR.HS.16.01.01	Continue to ensure BS OHSAS 18001:2007 standard is retained by Environment & Infrastructure	31 March 2020		This is an on-going action, assessed by external BSI auditors every 6 months. Next Surveillance audit in June 2019
Related Action Code	Related Action Description	Due Date	Status	Latest Note
CR.HS.16.01.03	Ensure Environment & Infrastructures is prepared for the transition from OHSAS18001:2007 to ISO45001:2018	31 March 2021		The new 45001 was released in March 2018. Organisations already certified to OHSAS

				18001 will have three years to comply with the new ISO 45001 standard.
--	--	--	--	--

Related Action Code	Related Action Description	Due Date	Status	Latest Note
CR.HS.15.05.01	Monitor the implementation of the annual corporate health and safety inspection programme for Environment & Infrastructure	31-Mar-2020		Progress will be monitored at quarterly Environment & Infrastructure Health & Safety meetings with Corporate Health & Safety management, service managers and trade union reps.


Health and Safety Objective


02: Risk Assessments - Monitor and review risk assessment programmes


Related PI Code	Description	Performance			Status	Latest Note
CR.SERV.11	% of Environment & Infrastructure risk assessments reviewed, as scheduled		Value	Target		<p>A full risk assessment review took place in February 2019 in readiness for the migration from Lotus Notes to Business World System. A new ICT system for recording risk assessments is under development within Business World. There has been a delay in the testing/implementation of this system and will require significant work to migrate risk assessments which will now take place in the next few months.</p> <p>Health and Safety Reps continue to work with all Services in Environment & Infrastructure by implementing risk assessments and safe working practices.</p>
		2017/18	52%	96%		
		2018/19	94%	96%		

Health and Safety Objective


03: Accident Reporting - Secure a reduction in the number of accidents in the workplace and the resulting days lost due to accidents


Related PI Code	Description	Performance		Status	Latest Note
CR.SERV.05c	Number of recorded workplace accidents for Environment & Infrastructure employees (RIDDOR, Major and Minor)		Value		The trend for accidents in 2018/19 decreased slightly from 2017/18. The accident trends over 2019/20 will be monitored very closely by the Health and Safety Co-ordinators and quarterly through the Environment & Infrastructure Health and Safety Committee meeting to determine if any actions need to be taken to ensure the safety of our employees and members of the public.
		2014/15	87		
		2015/16	86		
		2016/17	110		
		2017/18	86		
		2018/19	83		

Related Action Code	Related Action Description	Due Date	Status	Latest Note
CR.HS.16.03.01	Monitor and review the number of workplace accidents to deliver a downward trend in the number of accidents	31-Mar-2020		The trend in accidents over 2018/19 has continued to show a decrease from previous years.


Related Action Code	Related Action Description	Due Date	Status	Latest Note
CR.HS.16.03.02	Monitor post action recommendations and ensure they are robust and fully completed for RIDDOR and major accidents	31-Mar-2020		All RIDDOR reportable accidents and recommendations are checked to ensure completed. The Environment & Infrastructure H&S Committee will look to continue to strengthen this in 2019/20 by ensuring all Managers and Supervisors follow up actions.

Health and Safety Objective**04: Training - Ensure health and safety training is appropriately delivered and recorded**

Related Action Code	Related Action Description	Due Date	Status	Latest Note
CR.HS.16.04.01	Monitor new working practices, legislation changes, internal and external accident trends and provide training for employees on specific activities to ensure safe working practices are followed	31-Mar-2020		A full review of Training and Development was started in March 2019 to determine the core skills required for each service area.

Related Action Code	Related Action Description	Due Date	Status	Latest Note
CR.HS.16.04.02	Ensure employees receive health and safety induction training	31-Mar-2020		All new employees receive Health and Safety induction training. This is particularly relevant to seasonal staff with training being undertaken when they start and on-going as part of toolbox talks.

Health and Safety Objective**05: Key Themes from Corporate Health Safety and Wellbeing Strategy – Work with Corporate team to ensure key themes are delivered**

Related Action Code	Related Action Description	Due Date	Status	Latest Note
CR.HS.19.01.01	<p>Seven key themes have been identified in Corporate Health, Safety and Wellbeing Strategy 2019-2022 and Environment & Infrastructure will actively work with Corporate Health & Safety in these key activities between 2019 and 2022.</p> <ul style="list-style-type: none">• Violence and Aggression• Mental Health• Hand Arm Vibration Syndrome (HAVS)• Fire Safety• Musculoskeletal• Managing Contractors• Audits and Inspections	31-Mar-2022		Progress will be monitored at quarterly Environment & Infrastructure Health & Safety meetings with Corporate Health & Safety management, service managers and trade union reps.



To: Infrastructure, Land & Environment Policy Board

On: 29th May 2019

Report by: Director of Finance & Resources

Heading: Johnstone Bowling Club – Long Lease Request

1. Summary

- 1.1 This purpose of this report is to seek approval from the Board for Renfrewshire Leisure to be granted consent to approve a new 21-year sub- lease to Johnstone Bowling Club, for the lease of the club premises located at Park Road, Johnstone as per the attached report plan E2890.
-

2. Recommendations

It is recommended that the Board:-

- 2.1 Provide its' consent to Renfrewshire Leisure for it to grant a new 21- year sub- lease to Johnstone Bowling Club on the terms and conditions detailed within this report.
- 2.2 Authorise the Head of Corporate Governance to provide the Council's consent for Renfrewshire Leisure to conclude the sub- lease with Johnstone Bowling Club, based on the enclosed Heads of Terms and on such other terms as required to protect the Council's interest.
- 2.3 Note this will require a change to the existing lease between Renfrewshire Leisure and the Council to include the basement store and access route indicated on the plan, which will subsequently be sub- let to Johnstone Bowling Club.

3. Background

- 3.1 The property located at Park Road is currently leased to Renfrewshire Leisure in terms of a lease interposed by the Council on 1 December 2015, when it transferred management of its Bowling Clubs and other Community facilities to Renfrewshire Leisure. This in turn changed the existing lease to Johnstone Bowling to a 21- year sub- lease agreement which is scheduled to terminate on the 6th of October 2019 as shown on report plan E2890.
- 3.2 The Bowling Club following discussions with both the Council and Renfrewshire Leisure, has requested that a new long sub- lease be granted for Johnstone Bowling Club.
- 3.3 The Bowling club has requested a long sub- lease of 21 years which shall commence on the 7th of October 2019 following the existing sub- lease terminating.
- 3.4 The existing sub- lease states that the Council are responsible for the storage area located on the lower ground floor of the property. This is currently used by Environment & Infrastructure, however it has been agreed that this area will be included in the leased area and shall be the responsibility of Johnstone Bowling Club in terms of the new sub-lease.
- 3.5 The following heads of terms have been provisionally agreed which will form the basis of the sub- lease:

Subject Property: All and whole the subjects known as and forming Johnstone Bowling Club, Park Road, Johnstone and including the store on the lower ground floor of the building and access road as per the attached plan.

Head Landlord: Renfrewshire Council.

Tenant: Renfrewshire Leisure Ltd.

Sub-tenant: Trustees of Johnstone Bowling Club.

Lease Start: 7th of October 2019.

Lease End: 6th of October 2040.

Rent: £6,000 per annum payable from the date of entry, payable monthly in advance.

Rent Review: Rent reviewed every 5 years. The rent shall be increased from the date of review by calculating an average of 15% of the gross bar income for the preceding 5 years. This average amount will be the new annual amount due but shall be no less than the income received at the lease start date or previous rent review.

Repairing Obligation & Maintenance:

- Sub-tenant will take on a Full Repairing and Insuring Lease.
- Sub-tenant is to be responsible for the maintenance of the building including the store on the lower ground level of the building.
- The Sub-tenant will be responsible for maintaining the boundary wall to its current condition. The Head Landlord will cut back the hedge fronting Park Road at the commencement of the Lease.
- The Head Landlord will maintain the grassed areas, trees, verges and hard landscaping and the access path to the park.
- The Head Landlord will carry out grass cutting of the main green three times per week and grass cutting to the top green will be carried out monthly to an open space standard.
- Sub-tenant is to decorate the subject exterior every 5 years and in the last year of the lease.
- Sub-tenant to decorate the interior of the property every 7 years and in the last year of the lease.
- The Head Landlord will maintain the bowling greens to a standard that is suitable for the Head Landlord. The Head Landlord will notify the Sub-tenant of any maintenance issues or defects that arise during routine green maintenance within 7 days and will notify the Sub-tenant of any defects and maintenance works that would impact on the use of the greens within 24 hours and the Sub-tenant is to do the same.
- **Use:** To be used as a Community Bowling Club and for no other purpose whatsoever.
- **Legal Cost:** Each party will meet their own Professional & Legal costs in concluding the sub- lease, with the sub- tenant responsible for meeting any registration fees and taxes.

Implications of the Report

1. **Financial** – Continued rental income of £6,000 per annum.
2. **HR & Organisational Development** – None.
3. **Community Planning** – None

4. **Legal** – Consent for a new 21 year sub lease to be concluded with Johnstone Bowling Club.
 5. **Property/Assets** – As per this report.
 6. **Information Technology** – None.
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – None.
 9. **Procurement** – Not applicable.
 10. **Risk** – None.
 11. **Privacy Impact** – Not applicable.
 12. **Cosla Policy Position** – Not applicable.
-

List of Background Papers

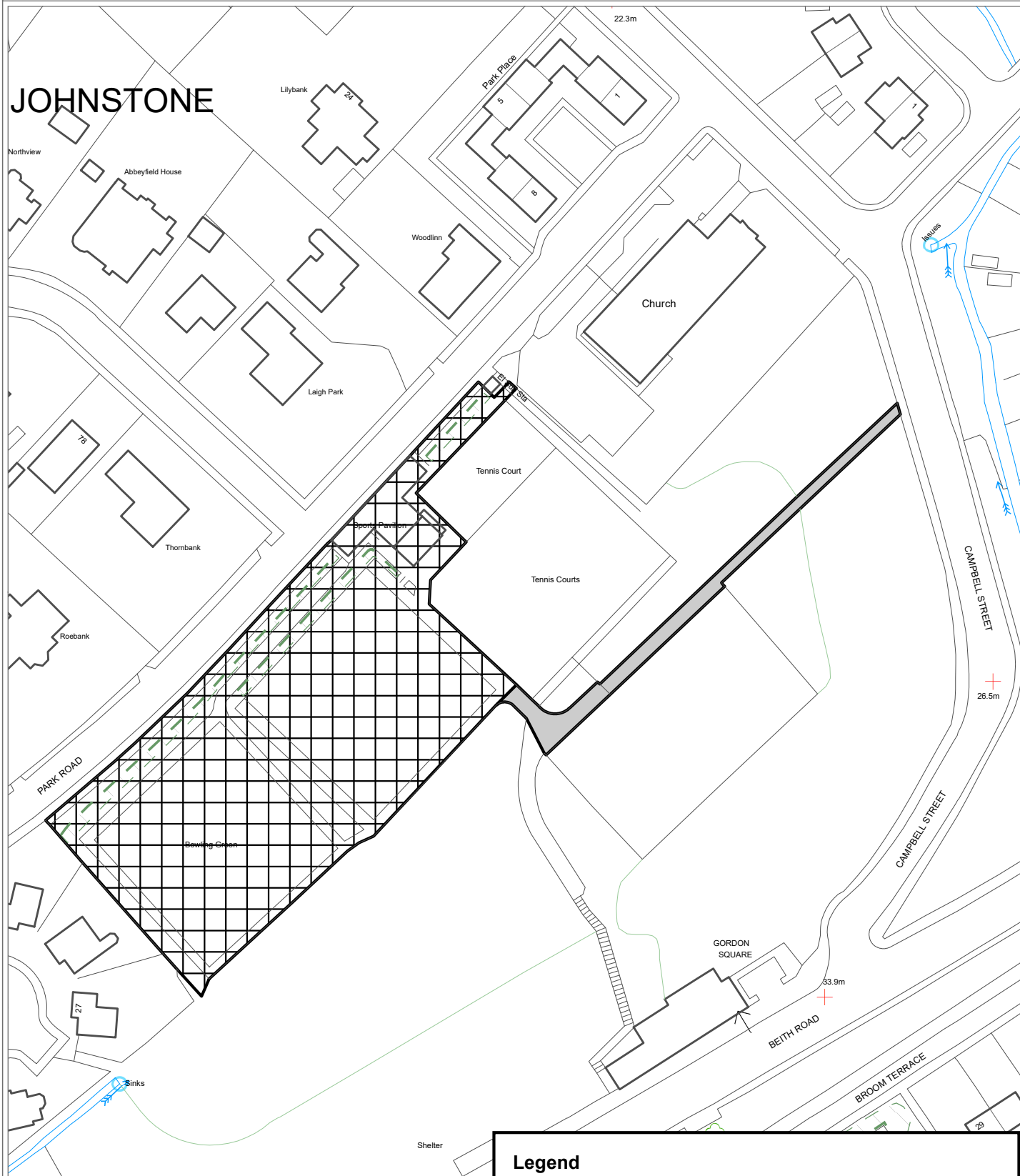
- (a) Background Paper 1 – None.
-

Author: Louise Le Good – 0141 618 6111, louise.legood@renfrewshire.gov.uk

Johnstone Bowling Club Report Plan Ref. E2890



User: howardhaughj2

Date: 03/05/2019



Notes:

Legend

-  Area to be leased to Johnstone B.C. extends to 5900sqm or thereby, Lease area
-  Right of access in favour of Johnstone B.C. extends to 410sqm or thereby



To: Infrastructure, Land and Environment Policy Board

On: 29 May 2019

Report by: Director of Finance & Resources

Heading: Disposal of land at St Ninians Crescent, Paisley

1. Summary

- 1.1 This report advises the Board of a proposed disposal of land at St Ninians Crescent, Paisley to Link Housing Association, (part of the Link Group), for the development of affordable housing.
-

2. Recommendations

It is recommended that the Board:-

- 2.1 Authorise the Head of Property and the Head of Corporate Governance to dispose of the land at St Ninians Crescent shown indicated on the attached plan E2826 to Link Housing Association, on the terms and conditions detailed within this report.
-

3. Background

- 3.1 Renfrewshire's Strategic Housing Investment Plan 2019/20 – 2023/24 was approved by the Communities Housing & Planning Board at its meeting on 30 October 2018 and sets out how investment in affordable housing will be targeted to achieve the objectives of the Local Housing Strategy. This was approved following consultation and engagement with Community Planning partners, including the Housing Associations operating in Renfrewshire.

- 3.2 The plan identified Link Housing Association as the partner for the development of the site at St Ninians Crescent identified on plan E2826. Following discussions with Link Housing Association, they have indicated a proposal to develop approximately 23 new affordable homes for social rent, on the area of ground shown indicated on the attached plan.
- 3.3 Link have undertaken detailed site investigations, and provided reports confirming that ground conditions are very poor, such that abnormal development costs in excess of £700,000 are required. These costs effectively eradicate the agreed site valuation of £276,000, therefore Link are looking to acquire this site at nil cost. Council officers have analysed the accuracy of the abnormal cost reports received, and although this figure has been reduced through negotiation, extraordinary development costs greater than £276,000 still exist, supporting a site transfer at nil value.
- 3.4 Deemed consent for the transfer of land from the Housing Revenue Account to a Registered Social Landlord will be provided in terms of Scottish Government Guidance on the Disposal of Assets from the Housing Revenue Account.
-

4. **Proposed terms and conditions of sale**

- 4.1 The following provisional terms and conditions of sale have been agreed with Link Housing Association;
- 4.1.1 The purchase price payable for the land shown outlined on the attached plan, which extends to approximately 0.74 Hectares, shall be £1.00, if asked.
 - 4.1.2 The sale of the land is subject to the purchasers obtaining all necessary planning and statutory consents required for their proposed development.
 - 4.1.3 Each party shall bear their own legal and professional expenses incurred in concluding the sale with the purchaser responsible for meeting any land transaction taxes and registration dues.
 - 4.1.4 Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance and the Head of Property to protect the Council's interest.
-

Implications of the Report

1. **Financial** – No capital receipt to be received.

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

Building strong, safe and resilient communities. Increasing the supply of affordable housing and regenerating communities.
4. **Legal** – Disposal of land required.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.
7. **Equality & Human Rights**

(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – Not applicable.
10. **Risk** – None.
11. **Privacy Impact** – Not applicable.
12. **Cosla Policy Position** – Not applicable.

List of Background Papers

Background Paper 1 – Report to Communities, Housing and Planning Policy Board on 7 November 2017 entitled 'Renfrewshire Strategic Housing Investment Plan 2018/19 to 2022/23'

Author: Andrew Smith – 0141 618 6180. andrew.smith@renfrewshire.gov.uk



Renfrewshire
Council

Land at St Ninians Crescent, Paisley

Report / Disposal Plan Ref. E2826



1:1,250

User: howardhaughj2

Date: 23/01/2019



Notes:

Legend

Areas to be disposed extend to 0.74 hectares or thereby

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To: Infrastructure, Land and Environment Policy Board

On: 29 May 2019

Report by: Director of Finance & Resources

Heading: Disposal of land at Millarston Drive, Paisley

1. Summary

- 1.1 This report advises the Board of a proposed disposal of land at Millarston Drive, Paisley to Link Housing Association, (part of the Link Group) for the development of affordable housing.
-

2. Recommendations

It is recommended that the Board:-

- 2.1 Authorise the Head of Property and the Head of Corporate Governance to dispose of the land at Millarston Drive shown indicated on the attached plan E2806 to Link Housing Association, on the terms and conditions detailed within this report.
-

3. Background

- 3.1 Renfrewshire's Strategic Housing Investment Plan 2019/20 – 2023/24 was approved by the Communities Housing & Planning Board at its meeting on 30 October 2018 and sets out how investment in affordable housing will be targeted to achieve the objectives of the Local Housing Strategy. This was approved following consultation and engagement with Community Planning partners, including the Housing Associations operating in Renfrewshire.

- 3.2 The plan identified Link Housing Association as the partner for the development of the site at Millarston Drive identified on plan E2806, and on 23rd January 2019, Board approved the provisional sale to Link at an in principle price of £1,104,000, based at that time on the erection of 92 units on the Council's site. This was however a headline rate agreed in advance of any detailed Site Investigation reports being undertaken and provided for analysis. Board should note that the proposal now is for Link Housing Association to develop approximately 84 new affordable homes, mainly for social rent, on the area of ground shown indicated on the attached plan, plus an additional 15 units on an adjacent site already within its ownership. This has amended the headline purchase price to £1,008,000.
- 3.3 Link have also now undertaken detailed site investigations, and provided reports confirming that ground conditions are very poor, such that abnormal development costs in excess of £1,850,000 are required on the Council's site. These costs effectively eradicate the agreed site valuation of £1,008,000, therefore Link are looking to acquire this site at nil cost. Council officers have analysed the accuracy of the abnormal cost reports received, and although this figure has been reduced through negotiation, extraordinary development costs greater than £1,008,000 still exist, supporting a site transfer at nil value.
- 3.4 Deemed consent for the transfer of land from the Housing Revenue Account to a Registered Social Landlord will be provided in terms of Scottish Government Guidance on the Disposal of Assets from the Housing Revenue Account.
-

4. **Proposed terms and conditions of sale**

- 4.1 The following provisional terms and conditions of sale have been agreed with Link Housing Association;
- 4.1.1 The purchase price payable for the land shown outlined on the attached plan, which extends to approximately 3.85 Hectares, shall be £1.00, if asked.
- 4.1.2 The sale of the land is subject to the purchasers obtaining all planning and statutory consents required for their proposed development.
- 4.1.3 Each party shall bear their own legal and professional expenses incurred in concluding the sale with the purchaser responsible for meeting any land transaction taxes and registration dues.
- 4.1.4 Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance and the Head of Property to protect the Council's interest.

Implications of the Report

1. **Financial** – No capital receipt to be received
2. **HR & Organisational Development** – None.
3. **Community Planning**

Building strong, safe and resilient communities. Increasing the supply of affordable housing and regenerating communities.
4. **Legal** – Disposal of land required.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – Not applicable.
10. **Risk** – None.
11. **Privacy Impact** – Not applicable.
12. **Cosla Policy Position** – Not applicable.

List of Background Papers

Background Paper 1 – Report to Infrastructure, Land & Environment Policy Board on 23rd January 2019 entitled 'Disposal of land at Millarston Drive, Paisley'

Author: Andrew Smith – 0141 618 6180. andrew.smith@renfrewshire.gov.uk



Renfrewshire
Council

Land at Millarston, Paisley

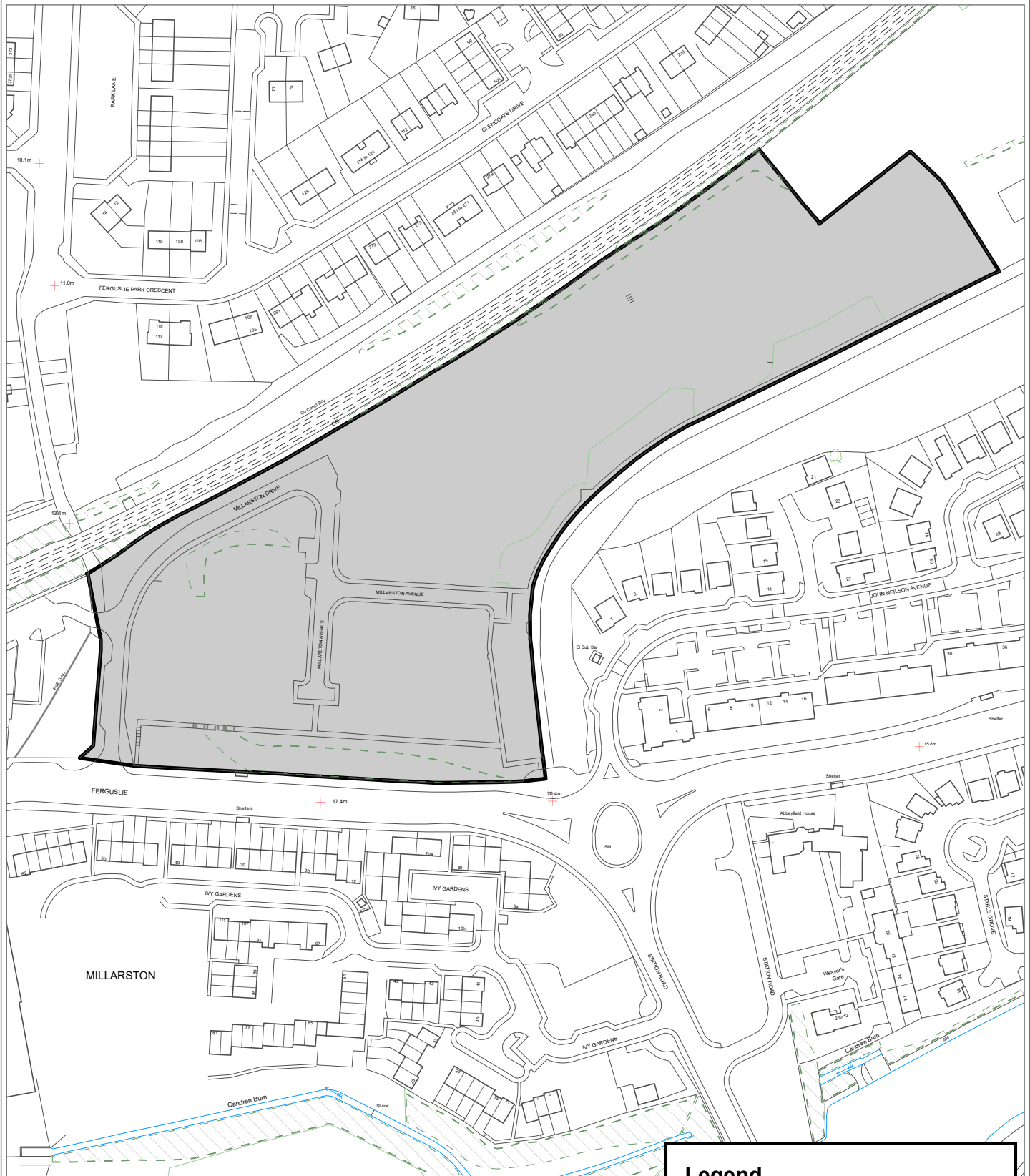
Report Plan Ref. E2806



1:2,200

User: howardhaughj2

Date: 14/12/2018



Notes:

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To: Infrastructure, Land & Environment Policy Board

On: 29 May 2019

Report by: Chief Executive and Director of Finance & Resource

Heading: Temporary Licences to Occupy land to provide Working Areas for City Deal construction

1. Summary

- 1.1 To submit details for land required under short term Licences to occupy certain land for construction working areas to implement the Glasgow Airport Investment Area Project and the Clyde Waterfront and Renfrew Riverside Project (the “**Projects**”) to facilitate these City Deal infrastructure developments.
-

2. Recommendations

- 2.1 That the Board approves the Council entering into licences to occupy the areas of land listed in Appendix A for periods in excess of 12 months and authorises the Head of Property in consultation with the Head of Corporate Governance to finalise the terms and conditions of and to sign missives for those licences with the relevant land owners.
-

3. Background

- 3.1 The Board previously approved the making of Compulsory Purchase Orders in relation to these three Projects – namely, (a) Glasgow Airport Investment Area,

City Deal (Number One) Compulsory Purchase Order 2018; (b) Glasgow Airport Investment Area, City Deal (Number Two) Compulsory Purchase Order 2018; and (c) Clyde Waterfront and Renfrew Riverside, City Deal Compulsory Purchase Order 2019. Each of these Compulsory Purchase Orders included land purchase, acquisition of permanent servitude rights and acquisition of temporary rights where they are required to form construction working areas.

- 3.2 Scottish Government guidance (Planning Circular 6/2011) recommends a “twin track” approach to land acquisition in order to provide a greater degree of certainty on programme should voluntary negotiations falter and to resolve any defects in the title in the land to be acquired. The Council therefore continues to adopt this approach i.e. pursuing acquisition of land required on a voluntary basis while at the same time progressing with the preparation of a compulsory purchase order (“CPO”). The CPO would be used as a fall back in the event of failure to reach agreement with the affected parties.
- 3.3 Voluntary negotiations are progressing well across both Projects and this has highlighted the need to provide for a delegation to progress these temporary Licences within the timeframe of the construction program.
- 3.4 The current Scheme allows the Head of Property, in conjunction with the Head of Corporate Governance, to approve the terms and conditions of and to sign missives for leases or licences to occupy by or to the Council for periods not exceeding one year.
- 3.5 The Council’s construction contract(s) stipulate access to all land required to deliver the Projects will be available throughout the entire contract period(s). This allows each contractor to phase the Project works in the most efficient manner. The Council therefore requires to enter into Licences to Occupy and Licences for Works (as appropriate) for initial periods up to 36 months and monthly thereafter. Although the initial Licence period may be up to 36 months, the works in each location and the actual occupation at each location are likely to be for significantly shorter periods
- 3.6 The land where provisional terms have been agreed voluntarily for Licences are identified on the following plans, outlined in red and shaded green (copies of the plans can be supplied on request)
 - (a) Glasgow Airport Investment Area, City Deal (Number One) Compulsory Purchase Order 2018 - Map 1, Map 2, LIP plan No. 13, LIP Plan No. 12, LIP plan no. 24, LIP Plan No. 9 and LIP Plan No. 19;
 - (b) Glasgow Airport Investment Area, City Deal (Number Two) Compulsory Purchase Order 2018 – Map and LIP Plan No. 18;

(c) Clyde Waterfront and Renfrew Riverside, City Deal Compulsory Purchase Order 2019 – LIP Plan No. 4, LIP Plan no. 17, LIP Plan No. 2 and LIP plan No. 16.

- 3.7 The land where provisional terms have been agreed voluntarily for Licences are further detailed on the attached Appendix A.
-

Implications of the Report

1. **Financial** – Where applicable compensation for Licences is funded through the City Deal Projects and included in adjacent land acquisition costs.
2. **HR & Organisational Development** – N/A
3. **Community Planning** –

Children and Young People – The City Deal infrastructure encourages children, young people as well as adults to use active travel

Community Care, Health & Well-being - The City Deal infrastructure will facilitate new development opportunities and business growth with both projects improving educational and health opportunities for people within the local communities as well as aiding employees to access these major existing and new employment centres.

Empowering our Communities – N/A

Greener - The completed infrastructure will provide segregated provision for walking and cycling at key locations.

Jobs and the Economy - The completed City Deal infrastructure will provide connectivity and access to new and existing jobs for people in our communities. During the project construction periods hundreds of new jobs will be created and as a result of new business creation thousands of additional permanent jobs are expected to be created.

Safer and Stronger – N/A
4. **Legal** – Concluding missives and Licences for initial periods of up to 36 months and then monthly thereafter as detailed in the body of this report.
5. **Property/Assets** – As per this report
6. **Information Technology** - none

7. **Equality & Human Rights**

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

8. **Health & Safety - None**

9. **Procurement - None**

10. **Risk -** Should planning, overall land assembly and other statutory consents not be granted timeously then this would delay Project delivery and realisation of Project benefits.

11. **Privacy Impact - None**

12. **Cosla Policy Position – N/A**

Schedule of interests attached
Individual plot plans can be provided on request

Author: Barbara Walker, City Deal Depute Project Director
Telephone 0141 618 7156
Email Barbara.walker@renfrewshire.gov.uk

Appendix A

Glasgow Airport Investment Area, City Deal (Number One) Compulsory Purchase Order 2018		
Plan	Plot	Area (m2)
Map 1	27A	24
	27B	87
	27C	25
	27F	100
	27G	109
	27H	511
	27I	319
	27J	4
	29	24
Map 2	21C	15
	21D	61
	21E	32
	21H	251
	21K	503
	21J	1,237
	40	106
LIP Plan No. 13	25A	28
	25B	9
	25C	20
	25D	55
	25E	22
	25F	27
LIP Plan No. 12	23A	2,271
	23B	329
LIP Plan No. 24	38	95
LIP Plan No. 9	16D	72
	16E	46
	16F	367
	16G	175
	16H	112
	South of plot 15	650
LIP Plan No. 19	32D	186
	32E	171

Glasgow Airport Investment Area, City Deal (Number Two) Compulsory Purchase Order 2018		
Plan	Plot	Area (m2)
Map	12B	1,148
	12C	101
	12D	226
	12E	353
	14C	70
	43	403
LIP Plan No. 18	31C	372
	31D	381

Clyde Waterfront and Renfrew Riverside, City Deal Compulsory Purchase Order 2019		
Plan	Plot	Area (m2)
LIP Plan No. 4	48E	66
	48F	76
	48G	391
LIP Plan No. 17	50A	120
	50B	149
	51	30
	59(2) A	916
	59(2) B	4,218
	59(2) C	64
	59(2) D	56
	59(3)	180
LIP Plan No. 2	49B	31
LIP Plan No. 16	58C	3,385
	58D	30
	58E	21
	58F	9
	58G	192



To: Infrastructure Land & Environment Policy Board

On: 29th May 2019

Report by: Director of Finance & Resources

Heading: Community Asset Transfer Request – Former Public Toilets, 19 Inchinnan Road, Renfrew PA4 8LS

1. Summary

- 1.1 To seek Board approval on the request received from Kustom Kruizers for an Asset Transfer for the former public toilets located at 19 Inchinnan Road, Renfrew PA4 8LS by way of a long-term lease (30 years) in accordance with the Community Empowerment (Scotland) Act 2015.
-

2. Recommendations

- 2.1 It is recommended that the Board: -
- 2.2 Approve the Community Asset Transfer Request.
- 2.3 Authorise the Head of Corporate Services and the Head of Property to conclude a long-term lease of 30 years on the terms detailed within this report with Kustom Kruizers and on such other terms as to protect the Council's interest.
- 2.4 Note that the officer Community Asset Transfer Panel, chaired by the Head of Property was convened on the 28th January 2019 and upon reviewing the application and supporting documentation determined to support this proposal.
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Background

- 3.1 The subjects are indicated on the attached plan E2834A, and consist of the former Public Toilets, 19 Inchinnan Road, Renfrew PA4 8LS, and an area of ground within the park which Kustom Kruizers would seek to lease for their proposal. The subjects extend to approximately 225 sqm.
- 3.2 Kustom Kruizers have been established since 21 February 2017. It is a not for profit Community Interest Company No 558228. They are based in Renfrew and aim to engage young people in bike maintenance – stripping, building and restoring bicycles – through community workshops and partnerships with local schools. They will use this to engage with potentially disenfranchised individuals, offering them training and an opportunity to obtain qualifications in bicycle maintenance. Promote practical life skills, allow members of the community to participate in cycling, an activity that promotes health and wellbeing.
- 3.3 The company currently recondition old bikes, recovering them from donations by individuals and from the Council's waste transfer facilities, offering them for sale once reconditioned, undertake bike checks and repairs for members of the community at Knockhill Park and at Robertson Park Renfrew. They propose to lease the former toilet block, which has lain empty for a number of years, and to convert it into a workshop and sales area, whereby it can promote its activities and services for the benefit of the local community
- 3.4 The initial proposal is for the Company to lease, for a period of 30 years, the former toilet block and area of ground as highlighted within the attached plan at an annual rental of £1 (if asked). While stating this the company has in their submission provided that a rent should be charged from 6 months at £1,800 and stepping up to £8,000 per annum after year 5. This will support the company in terms of meeting its initial outlay in fitting out the premises which has been costed at £50,000.
- 3.5 The company has been successful in obtaining grant funding to establish itself, having obtained £47,000 in Feb 2018, from the National Lottery; £9,000 from the Renfrew & Gallowhill Local Area Committee, and have recently been allocated £25,000 towards the £50,000 cost to fit out the premises from the Council's Community Empowerment Fund.
- 3.6 The business case and current estimated costs were reviewed by the Community Asset Transfer Panel, which were satisfied by the proposal and the benefits that can be achieved by the company's proposal.

- 3.7 The company are aware that they will require to obtain any necessary statutory consents for their proposals to fit -out the former toilet block and to install a decking area and realign paths within Robertson Park to accommodate their proposal.;
- 3.8 The funding allocated by the Council is subject to the following
- The Company securing sufficient funding for the proposed development and completion of the same.
 - The Company and Council finalising lease terms for the premises and the land required.
 - The Company obtain all necessary statutory consents
 - The Company providing the Council and Environment & Infrastructure with a safe working delivery plan for the proposal.
- 3.9 In summary what is proposed is the following
- A 30year Full Repairing and insuring lease of the former toilet block and land as indicated on plan E2834A
 - Initial rent of £1, if asked, to be stepped up over 5years to £8,000 per annum
 - Date of entry to be mutually agreed
 - Tenant to obtain all necessary statutory consents for their proposal
 - Each party to meet their own respective professional & legal costs in this transaction, with the tenant responsible for meeting any land buildings transaction taxes and lease registration dues.

Implications of the Report

1. **Financial** – There is a potential short fall in terms of the funding which the company have secured to date for the potential fit-out costs. They are looking to secure this from other grant sources.
2. **HR & Organisational Development** - Nil
3. **Community/Council Planning** –
 - Our Renfrewshire is thriving – new facility to enhance the locality;
 - Our Renfrewshire is well – facility which will promote education and sporting activity, improving health and well-being;
 - Our Renfrewshire is fair - providing learning opportunities to the local community and beyond;
 - Reshaping our place, our economy and our future – reinvigorating a former toilet block to create a new facility for the benefit of the community.

4. **Legal** – A 30year Full repairing and Insuring lease will require to be concluded with a stepped rental agreed.
5. **Property/Assets** – As per the report.
6. **Information Technology** – Not applicable.
7. **Equality & Human Rights**

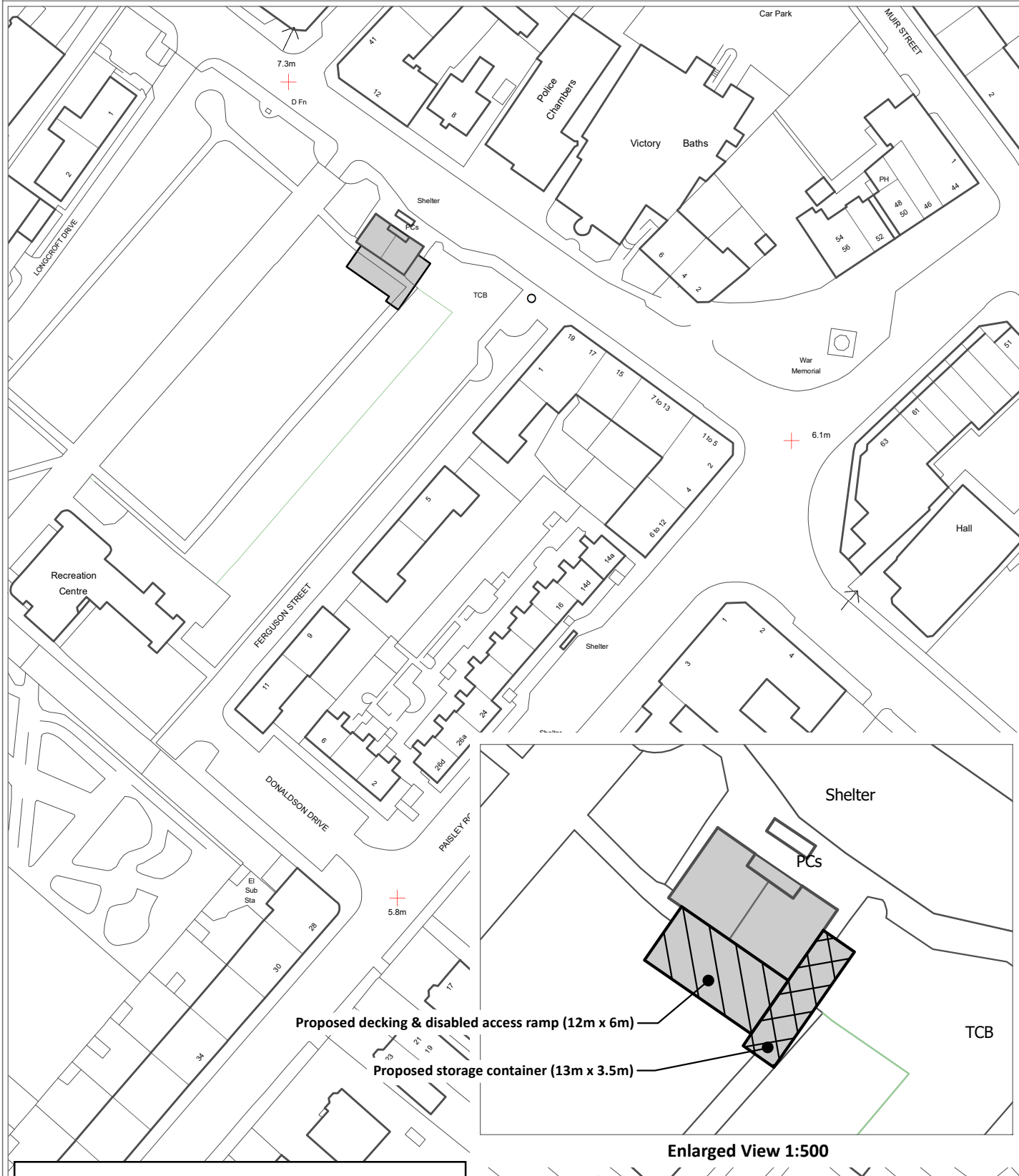
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report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

8. **Health & Safety** – Not applicable
9. **Procurement** – Not applicable
10. **Risk** – Please refer to section 3.6
11. **Privacy Impact** – not applicable
12. **Cosla Policy Position** – not applicable.

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Date: 16/05/2019



Legend

Area to be leased to Kustom Kruizers extends to 225sqm or thereby

