

## Notice of Meeting and Agenda Finance & Resources Policy Board

Date	Time	Venue
Wednesday, 24 August 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Bill Brown: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Tommy Williams:

Councillor Michael Holmes (Convener): Councillor Derek Bibby (Depute Convener):

### Members of the Press and Public

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

### Further Information

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

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

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.



## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

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

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Procurement Sub-committee</b>  | <b>5 - 16</b>  |
|          | Minutes of meetings of the Procurement Sub-committee held on 18 May 2016 and 8 June 2016. |                |
| <b>2</b> | <b>Investment Review Board</b>  | <b>17 - 20</b> |
|          | Minute of the meeting of the Investment Review Board held on 1 June 2016.                 |                |
| <b>3</b> | <b>Joint Consultative Committee (Non-teaching)</b>  | <b>21 - 24</b> |
|          | Minute of meeting of the Joint Consultative Committee (Non-teaching) held on 8 June 2016. |                |
| <b>4</b> | <b>Revenue Budget Monitoring Report</b>   | <b>25 - 36</b> |
|          | Joint report by the Chief Executive and the Director of Finance & Resources.              |                |
| <b>5</b> | <b>Revenue Budget Monitoring Overview</b>   | <b>37 - 48</b> |
|          | Report by the Director of Finance & Resources.  |                |
| <b>6</b> | <b>Capital Budget Monitoring Report</b>   | <b>49 - 54</b> |
|          | Report by the Director of Finance & Resources.  |                |
| <b>7</b> | <b>Capital Budget Monitoring Report Overview</b>  | <b>55 - 62</b> |
|          | Report by the Director of Finance & Resources.  |                |
| <b>8</b> | <b>Revenues Collection Statement</b>  | <b>63 - 66</b> |
|          | Report by the Director of Finance & Resources.  |                |

<b>9</b>	<b>Benefits Administration - Welfare Reform and Performance Statement</b>	<b>67 - 74</b>
	Report by the Director of Finance & Resources.	
<b>10</b>	<b>Council Tax: Accounts for Write-off</b>	<b>75 - 78</b>
	Report by the Director of Finance & Resources.	
<b>11</b>	<b>Non-domestic Rates: Accounts for Write-off</b>	<b>79 - 82</b>
	Report by the Director of Finance & Resources.	
<b>12</b>	<b>Sundry Debtors: Accounts for Write-off</b>	<b>83 - 86</b>
	Report by the Director of Finance & Resources.	
<b>13</b>	<b>Health &amp; Safety - Annual Report 2015/16 and Action Plan 2016/17</b>	<b>87 - 96</b>
	Report by the Chief Executive.	
<b>14</b>	<b>Annual Efficiency Statement 2015/16</b>	<b>97 - 102</b>
	Report by the Director of Finance & Resources.	
<b>15</b>	<b>Data Protection Policy</b>	<b>103 - 124</b>
	Report by the Director of Finance & Resources.	
<b>16</b>	<b>Information Handling Policy</b>	<b>125 - 142</b>
	Report by the Director of Finance & Resources.	
<b>17</b>	<b>Public Holidays 2017</b>	<b>143 - 146</b>
	Report by the Director of Finance & Resources.	
<b>18</b>	<b>Applications to Renfrewshire Council Citizens Fund</b>	<b>147 - 150</b>
	Report by the Director of Finance & Resources.	
<b>19</b>	<b>Civic Hospitality</b>	<b>151 - 154</b>
	Report by the Director of Finance & Resources.	

## Minute of Meeting Procurement Sub-committee

Date	Time	Venue
Wednesday, 18 May 2016	14:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Grady, Harte, Henry, Holmes, Lawson, Mack, K MacLaren, M MacLaren, Murrin, Noon and Williams.

### CHAIR

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

F Hughes, Strategic Commercial & Procurement Manager, D Taggart, Procurement Category Manager, B Lambert, Senior Procurement Specialist and G McLatchie, Communications Officer (all Chief Executive's); K MacLeod, Waste Services Manager (Community Resources); K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, L Mitchell, Managing Solicitor (Contracts/Conveyancing) and P Shiach, Committee Services Officer (all Finance & Resources).

### DECLARATIONS OF INTEREST

Councillor Audrey Doig declared a non-pecuniary interest in relation to item 1(c) of the agenda – Contract Authorisation Report – Alterations and Internal Refurbishment Works at New Museum Storage Facility - as she was an employee of Renfrewshire Leisure Limited, and indicated her intention to leave the meeting during consideration of this item and to take no part in any discussion or voting thereon.

1(a) **CONTRACT AUTHORISATION REPORT: CARRIAGEWAY DEFECT PATCHING WORKS 2016/2017**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of an NEC3 Engineering and Construction Short Contract (April 2013) for Carriageway Patching Defect Works 2016/17.

The report advised that at the deadline for the return of tenders eight bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Carriageway Defect Patching Works 2016/17 to Mac Asphalt Limited;

(ii) That it be noted that the value of the contract was £215,372.28 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 8 August 2016, with the completion date within 33 weeks from the date of commencement.

1(b) **CONTRACT AUTHORISATION REPORT: REMOVAL, TRANSPORT AND DISPOSAL OF UNTREATED LEACHATE ARISING FROM LINWOOD MOSS LANDFILL SITE**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of contract for the removal, transport and disposal of untreated leachate arising from the Linwood Moss landfill site.

The report advised that at the deadline for the return of tenders six bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 80:20. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Removal, Transport and Disposal of Untreated Leachate arising from Linwood Moss Landfill Site to Clearwater DC 2001 Limited;

(ii) That it be noted that the value of the contract was up to £1,000,000 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 1 July 2016 until 30 June 2019 or from the date stated on the letter of Acceptance.

**SEDERUNT**

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

1(c) **CONTRACT AUTHORISATION REPORT: ALTERATIONS AND INTERNAL REFURBISHMENT WORKS AT NEW MUSEUM STORAGE FACILITY**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to entering into a Standard Building Contract with Quantities for use in Scotland (SBC/Q/Scot (2011 edition)) for alterations and internal refurbishment works at the New Museum Storage Facility, contract reference RC/OC/123/16 which formed part of the Paisley Heritage Asset Strategy, relating to the new Museum Store.

The report advised that at the deadline for the return of tenders three bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 50:50. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract RC/OC/123/16 for Alterations and Internal Refurbishment Works at New Museum Storage Facility to Project Management & Construction Limited;

(ii) That it be noted that the estimated value of the contract was £1,880,243,78 excluding VAT; and

(iii) That it be noted that the contract had an anticipated start date of on or around 31 May 2016 or from the date stated on the letter of Acceptance and would be for a total term of 48 weeks.

**SEDERUNT**

Prior to consideration of the following item of business, Councillor Audrey Doig re-entered the meeting.

1(d) **CONTRACT AUTHORISATION REPORT: PROPOSED NEW SHARED CAMPUS - BARGARRAN PRIMARY SCHOOL AND ST JOHN BOSCO PRIMARY SCHOOL AND NURSERY CLASS - ENABLING WORKS**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of contract entering into a Standard Building Contract for use in Scotland (MW/Scot(2011 edition)) for the Proposed New Shared Campus – Bargarran Primary School and St John Bosco Primary School and Nursery Class – Enabling Works Contract Reference RC/OC/141/16 which formed part of the work detailed in the School Estate Management Plan (SEMP 2014).

The report advised that at the deadline for the return of tenders three bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 60:40. Details of the scores relative to the award criteria of each tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Proposed New Shared Campus – Bargarran Primary School and St John Bosco Primary School and Nursery Class – Enabling Works RC/OC/141/16 to Cleantech Civils Limited;

(ii) That it be noted that the estimated value of the contract was £318,334.02 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 31 May 2016 or on the date confirmed in the letter of Acceptance to allow for suitable mobilisation, with work on site commencing on 28 June 2016 for duration of six weeks and two days.

**1(e) CONTRACT AUTHORISATION REPORT: PROVISION OF TELEHEALTHCARE SERVICES**

There was submitted a joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the provision of telehealthcare services for a period of one year with a one-year optional extension, commencing on 2 August 2016.

The report advised that at the deadline for the return of tenders one bid had been received. The bid was evaluated against a set of award criteria which was based on a price/quality ratio of 60:40. Details of the scores relative to the award criteria of the tenderer were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of Telehealthcare Services to Hanover (Scotland) Housing Association Limited (Financial Services Regulation number 1983 RS), Contract RC1507\_4460\_itt\_9274;

(ii) That it be noted that the anticipated spend, based on the tendered rate and the estimated usage, including the maximum option period would be £213,408 excluding VAT; and

(iii) That it be noted that the contract would commence on 2 August 2016 for an initial period of one year with an option to extend for a maximum period of one year, such option to be taken up at the Council's sole discretion.

**1(f) ITC HOSTING PARTNER**

Under reference to paragraph 1(c) of the minute of the meeting of this Sub-committee held on 17 February 2016 there was submitted a joint report by the Chief Executive and the Director of Finance & Resources seeking an amendment of the decision of that Sub-committee relative to the award of the contract for an ICT Hosting Partner, in accordance with paragraph 28 of the Council's Procedural Standing Orders.

The report advised that the original paper presented to the Procurement Sub-committee held on 17 February 2016 had stated the period and values for the ICT Hosting Partner contract based on a duration of three years with an option to extend for two 12-month periods. It had not been noted that the duration and values were incorrect and should have been stated for duration of four years with an option to extend for two 12-month periods.



**DECIDED:**

(i) That the following Addendum to amend the award as detailed in the ICT Hosting Partner report submitted to and approved by the Procurement Sub-committee on 17 February 2016;

(ii) The original value of the contract reported on 17 February 2016 as £4,006,350.80 and £5,470,446.80 if the extension periods were utilised, be amended to £4,858,470.80 and £6,322,566.80 if the extensions were utilised; and

(iii) The original duration of the contract reported on 17 February 2016 as three years with the Council having an option to extend on two separate occasions for a further 12-month period be amended to read as four years with the Council having an option to extend on two separate occasions for a further 12-month period.

**2 THE PROCUREMENT REFORM (SCOTLAND) ACT 2014 AND THE REVIEW OF STANDING ORDERS RELATING TO CONTRACTS**

There was submitted a report by the Director of Finance & Resources relative to the Procurement Reform (Scotland) Act 2014 and seeking approval for the revocation of the existing Standing Orders Relating to Contracts and their replacement by the revised Standing Orders Relating to Contracts, which formed an appendix to the report.

The report advised that the revised Standing Orders had been developed following a detailed review in light of the Public Contracts (Scotland) Regulations 2015; the Procurement (Scotland) Regulations 2016; the Concession Contracts (Scotland) Regulations 2016; and statutory guidance made under the terms of the Procurement Reform (Scotland) Act 2014.

The key changes to the Standing Orders Relating to Contracts were highlighted in the report.

A presentation entitled Legal Update relative to legislation and guidance was provided by the Managing Solicitor (Contracts/Conveyancing) and the Strategic Commercial & Procurement Manager.

**DECIDED:**

(a) That the revised Standing Orders Relating to Contracts forming the Appendix to this report be approved and implemented;

(b) That the existing Standing Orders Relating to Contracts be revoked; and

(c) That it be agreed that the revocation of the existing Standing Orders and the implementation of the revised Standing Orders shall take effect on the first working day following the expiry of the call-in period.



## Minute of Meeting Procurement Sub-committee

Date	Time	Venue
Wednesday, 08 June 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Audrey Doig, Gilmour, Harte, Henry, Holmes, Lawson, Mack, K MacLaren, M MacLaren, Noon and Williams

### CHAIR

Councillor Holmes, Convener, presided

### IN ATTENDANCE

F Hughes, Strategic Commercial & Procurement Manager, D Taggart, Procurement Category Manager, B Lambert, Senior Procurement Specialist and Y Khan, Senior Policy Officer (all Chief Executive's); J Trainer, Acting Head of Early Years and Inclusion (Children's Services); K Markwick, Amenity Services Manager, Waste and Transportation (Community Resources); C Rosbotham, Economic Development Officer (Development & Housing Services); J Lynch, Head of Property Services and P Shiach, Committee Services Officer (both Finance & Resources); and L Gillan, Procurement Data Specialist (Scotland Excel).

### APOLOGY

Councillor Murrin.

### DECLARATION OF INTEREST

Councillor Audrey Doig declared a non-pecuniary interest in relation to item 2 of the agenda - Notification of Contracts Proposed for Award During the Summer Recess- as she was an employee of Renfrewshire Leisure Limited, and indicated her intention to take no part in any discussion or voting thereon.

## **OBITUARY**

Prior to the start of the meeting, the Convener referred with sadness to the recent death of Councillor Eddie Grady. Reference was made to the contribution Councillor Grady had made to the Procurement Sub-committee in his capacity as Depute Convener. The Convener intimated that he would be missed by all and he offered his condolences and those of the Sub-committee to Councillor Grady's family.

### **1(a) CONTRACT AUTHORISATION REPORT: ADULT EMPLOYABILITY SERVICES**

There was submitted a joint report by the Chief Executive and the Director of Development & Housing Services relative to the award of a contract for Adult Employability Services.

The report advised that at the deadline for the return of tenders seven bids had been received. The bids were evaluated using a two-stage process of Bid Selection and Award criteria. One bid failed to meet the minimum requirements in relation to the bid selection criteria. The remaining six bids were evaluated against a set of award criteria which was based on a price/quality ratio of 40:60. Details of the scores relative to the award criteria of each tenderer were contained within the report.

#### **DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Adult Employability Services to Working Links (Employment) Limited;

(ii) That it be noted that the contract would commence on 18 July 2016 until 30 June 2018 at which time the Council at its sole discretion would have the option to extend for an additional two years on an annual basis; and

(iii) That it be noted that the value of the contract would not exceed £1,000,000 if the extension periods were utilised.

### **1(b) CONTRACT AUTHORISATION REPORT: PROVISION OF FUNCTIONAL FAMILY THERAPY**

There was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of a contract for the Provision of Functional Family Therapy.

The report advised that Functional Family Therapy could only be delivered by staff trained and approved by the programme developers and owners, Functional Family Therapy Inc, and that Action for Children was the only United Kingdom based provider of the service.

The report indicated that approval to enter into a negotiated contract with Action for Children had been granted in February 2016 in accordance with Contract Standing Order 12.2 (c). Documentation was issued to Action for Children Services Limited on 31 March 2016 and their submission received on 11 April 2016.

The report intimated that the submission was assessed by representatives from the Corporate Procurement Unit and Children's Services and was considered acceptable on both technical and commercial grounds.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for the Provision of Functional Family Therapy to Action for Children Services Limited;

(ii) That it be noted that the value of the contract was £1,1439,807.33 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 27 June 2016 for a period of three years with the Council having the option to extend for one year on two separate occasions.

**1(c) CONTRACT AUTHORISATION REPORT: CARRIAGEWAY RESURFACING WORKS 2016/2017**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of an NEC3 Engineering and Construction Short Contract (April 2013) for Carriageway Resurfacing Works 2016/17

The report advised that at the deadline for the return of tenders, 11 bids had been received. The bids were evaluated against a set of award criteria which were based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria were contained within the report.

**DECIDED:**

(i) That the Head of Corporate Governance be authorised to award the contract for Carriageway Resurfacing Works 2016/17 to Mac Asphalt Limited;

(ii) That it be noted that the contract value was £453,466.93 excluding VAT; and

(iii) That it be noted that it was anticipated that the contract would commence on 5 July 2016 for a period of 33 weeks, and that the date of commencement would be confirmed in the letter of acceptance.

**1(d) CONTRACT AUTHORTISATION WORKS: FOOTWAY RESURFACING WORKS 2016/2017**

There was submitted a joint report by the Chief Executive and the Director of Community Resources relative to the award of an NEC3 Engineering and Construction Short Contract (April 2013) for Footway Resurfacing Works 2016/17.

The report advised that at the deadline for the return of tenders 12 bids had been received. The bids were evaluated against a set of award criteria which was based on a price/quality ratio of 70:30. Details of the scores relative to the award criteria were contained within the report.

**DECIDED:**

- (i) That the Head of Corporate Governance be authorised to award the contract for Footway Resurfacing Works 2016/17 to Finco Contracts Limited;
- (ii) That it be noted that the contract value was £212,574.20 excluding VAT; and
- (iii) That it be noted that it was anticipated that the commencement date was 5 July 2016 with a completion date 21 weeks from commencement, and that the starting date would be confirmed in the letter of acceptance.

**1(e) CONTRACT AUTHORISATION REPORT: CARE AND REPAIR SERVICES**

The Convener advised that Item 1(e) Contract Authorisation Report: Update on Care and Repair Services contract had been withdrawn.

**DECIDED:** That it be noted that item 1(e) on the agenda, Contract Authorisation Report: Update on Care and Repair Services contract had been withdrawn.

**1(f) CONTRACT AUTHORISATION REPORT: PROPOSED NEW SHARED CAMPUS - BARGARRAN PRIMARY SCHOOL AND ST JOHN BOSCO PRIMARY SCHOOL AND NURSERY CLASS - ENABLING WORKS**

Under reference to paragraph 1(d) of the Minute of the meeting of this Sub-committee held on 18 May 2016 there was submitted a joint report by the Chief Executive and the Director of Children's Services relative to the award of a Standard Building Contract Minor Works Building Contract for use in Scotland (MW/Scot (2011 edition)) for the proposed New Shared Campus - Bargarran Primary School and St John Bosco Primary School and Nursery Class - Enabling Works contract reference RC/OC/141/16.

The report advised that a Contract Authorisation Report was approved at the meeting of this Sub-committee on 18 May 2016 however prior to the contract award, the recommended Contractor, Cleantech Civils Limited withdrew their tender.

The report intimated that the tenders had been evaluated on a price/quality ratio of 60:40 and that the tender submitted by Luddon Construction Limited now represented the most economically advantageous tender and was recommended for acceptance.

**DECIDED:**

- (i) that the Head of Corporate Governance be authorised to award the contract for the Proposed New Shared Campus - Bargarran Primary School and St John Bosco Primary School and Nursery Class - Enabling Works RC/OC/141/16 to Luddon Construction Limited;
- (ii) That it be noted that the estimated contract value was £371,839.26 excluding VAT; and
- (iii) That it be noted that the contract would commence on 15 June 2016 or on the date confirmed in the letter of acceptance to allow for suitable mobilisation with work on site commencing on 28 June 2016 for a duration of six weeks and two days.

## 2 **NOTIFICATION OF CONTRACTS PROPOSED FOR AWARD DURING THE SUMMER RECESS**

There was submitted a report by the Chief Executive relative to notification of contracts proposed for authorisation to award by the Chief Executive during the summer recess.

The report advised that in accordance with the authority granted by the Renfrewshire Council Scheme of Delegated Functions, it was proposed that the Chief Executive authorise the award of a number of contracts during the summer recess period. Details of the proposed contracts were contained in table 3.1 of the report.

Councillor Holmes, seconded by Councillor Williams moved: -

(a) That the Procurement Sub-committee note the table in paragraph 3.1 of the report which detailed the contracts proposed for award by the Chief Executive during the summer recess period, in accordance with section A.8 of the Renfrewshire Council Scheme of Delegated Functions; and

(b) That it be noted that a report would be submitted to the first meeting of the Procurement Sub-committee following the summer recess period confirming the contracts that had been awarded under delegated powers.

Councillor Lawson, seconded by Councillor K MacLaren moved as an amendment that a special meeting of the Procurement Sub-committee be convened during the summer recess to consider the contracts detailed in the report.

On a roll being called the following members voted for the amendment: Councillors Audrey Doig, Lawson, Mack, K MacLaren, M MacLaren and Noon.

The following members voted for the motion: Councillors Bibby, Gilmour, Harte, Henry, Holmes and Williams.

6 members having voted for the amendment and 6 members having voted for the motion, the Convener used his second and casting vote in favour of the motion.

### **DECIDED:**

(a) That the Procurement Sub-committee note the table in paragraph 3.1 of the report which detailed the contracts proposed for award by the Chief Executive during the summer recess period, in accordance with section A.8 of the Renfrewshire Council Scheme of Delegated Functions; and

(b) That it be noted that a report would be submitted to the first meeting of the Procurement Sub-committee following the summer recess period confirming the contracts that had been awarded under delegated powers.

## 3 **COMMUNITY BENEFITS STRATEGY 2016**

There was submitted a report by the Chief Executive relative to Renfrewshire Council's Community Benefit Strategy 2016.

The report advised that as a result of the Statutory Guidance published on 17 March by the Scottish Government, Renfrewshire Council's Community Benefit Strategy had been refreshed. The Strategy maintained the commitment to maximising the use of community benefits as an integral part of the procurement process and activities in addition to the core purpose of the contract.

The report indicated that the Statutory Guidance supported the Procurement Reform (Scotland) Act 2014 and the wider application to the new procurement legislation in Scotland.

The report intimated that the revised Community Benefit Strategy 2016 - 2018, as outlined in Appendix 1 to the report was aligned to Renfrewshire Council's Procurement Strategy.

**DECIDED:** That the Community Benefit Strategy, as appended to the report, be approved.

#### 4 **SUSTAINABLE PROCUREMENT STRATEGY**

There was submitted a report by the Chief Executive relative to Renfrewshire Council's Sustainable Procurement Strategy.

The report advised that as a result of Statutory Guidance published by the Scottish Government on 17 March 2016, Renfrewshire Council's Sustainable Procurement Strategy had been updated.

The report indicated that the Statutory Guidance would take effect on or after 1 June 2016 and supported the Procurement Reform (Scotland) Act 2011 and the wider application of the new procurement legislation in Scotland.

A copy of the revised Renfrewshire Council Sustainable Procurement Strategy 2016-2018 was appended to the report.

**DECIDED:** That the Renfrewshire Council Sustainable Procurement Strategy 2016/2018, as contained in Appendix 1 to the report, be approved.



## Minute of Meeting Investment Review Board

Date	Time	Venue
Wednesday, 01 June 2016	13:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Councillors Bibby, Holmes and Noon.

### CHAIR

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

A MacArthur, Head of Finance, L Dickie, Finance Manager and P Shiach, Committee Services Officer (all Finance & Resources).

### ALSO IN ATTENDANCE

D Millar, Senior Investment Analyst, Hymans Robertson LLP; and M Connor, Senior Portfolio Manager and G Brisbane, (both Standard Life Wealth Limited).

### APOLOGY

Councillor J MacLaren.

### DECLARATIONS OF INTEREST

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

## **OBITUARY**

Prior to the start of the meeting of the meeting the Convener referred with sadness to the sudden death of Councillor Eddie Grady. Reference was made to the contribution Councillor Grady had made to the Investment Review Board as Depute Convener. The Convener intimated that he would be missed by all and offered his condolences and those of the Board to Councillor Grady's family.

### **1 MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Investment Review Board held on 25 November 2015.

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

### **2 UK/INTERNATIONAL EQUITIES BENCHMARK ALLOCATION**

There was submitted a report by Hymans Robertson LLP relative to a review of the benchmark of the Renfrewshire Common Good Funds.

The report advised that the Renfrewshire Common Good Funds comprised the Paisley Common Good Fund and the Renfrew Common Good Fund. The value of the funds as at 31 March 2016 was detailed in table 1 of the report.

The report indicated that the investment objective was to achieve a return on the assets balanced between capital growth and income through investing in a combination of UK and overseas equities, fixed interest securities and cash whilst meeting the income target set each year by Renfrewshire Council.

The report provided information on the income requirement; rolling 5-year equity returns; volatility of returns; rolling 5-year equity volatility; manager skill; and concentration and globalisation.

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

### **3 PAISLEY AND RENFREW COMMON GOOD FUNDS - REVIEW OF INVESTMENT AND INCOME PERFORMANCE**

There was submitted a report by the Director of Finance & Resources relative to the performance of the Paisley and Renfrew Common Good Funds for the six month period ending 31 March 2016. A performance review report by Hymans Robertson LLP was appended thereto.

D Millar, Investment Consultant commented on economic and market conditions relative to economic growth, in terms of the global perspective; the performance of equities and bonds over the period and provided information in relation to the general performance, asset allocation and performance by asset class of the Paisley and Renfrew Common Good Funds.

There followed a question and answer session during which reference was made to factors influencing the performance of equities during the period, and the resultant impact on the Funds.

M Connor, Senior Portfolio Manager, and G Brisbane presented a report in relation to the performance of the Paisley and Renfrew Common Good Funds to 30 September 2016. The report provided information on the Portfolio manager; world markets; investment guidelines and restrictions; performance to 31 March 2016; asset attribution in relation to Quarter 1 of 2016; the top 10 equity holdings in the Common Good Funds; performance attribution on the funds in the three months to 31 March 2016; notable events in global equities and gilts; continuing pressures on crude oil prices; and currencies.

Mr Connor and Mr Brisbane were then heard in answer to questions from members on their report.

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

#### 4 **DATE OF NEXT MEETING**

It was noted that the next meeting of the Investment Review Board would be held in Renfrewshire House on Wednesday, 23 November 2016.



## Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 08 June 2016	15:00	CMR 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Glen and Noon; Representing Trade Unions - R Connick and S Hicks (UNISON); C McLeod (GMB); and S McAllister (UNITE).

### IN ATTENDANCE

J Trainer, Acting Head of Early Years and Inclusion (Children's Services); K Anderson, Amenity Services Manager – Waste and C Hunter, Environmental Improvements Manager (both Community Resources); M Armstrong, Senior Human Resource Advisor, R Cree, Principal Human Resources Adviser, S Fanning, Senior Health & Safety Officer, R Laouadi, Principal Human Resources Adviser, L Mullin, Principal Human Resources and Organisational Development Manager and P Shiach, Committee Services Officer (all Finance & Resources); and S McNeill, Renfrewshire Health & Social Care Partnership.

### APPOINTMENT OF CHAIRPERSON FOR THE MEETING

It was proposed and agreed that S Hicks chair the meeting.

**DECIDED:** That S Hicks chair the meeting.

### APOLOGIES

Councillors Harte and Williams, J Boylan and M Ferguson.

### DECLARATIONS OF INTEREST

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

## 1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 27 April 2016.

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

## 2 DEVELOPMENTS IN HEALTH AND SAFETY

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised and outlined training courses which had been undertaken since the last meeting of the Board. In particular, it was noted that policies and guidance in relation to control of contractors; statutory inspections; CMD 2015; guidance on slips, trips and falls; tobacco/smoke free policy; and control of legionella bacteria in hot and cold water systems were being revised.

The report provided updates on training courses attended; the Healthy Working Lives Gold award; and assistance provided to services in relation to the retention of accreditation to BS OHSAS 18001:2007, where the next audit was scheduled for September, 2016.

The report indicated that Health and Safety section continued to work with the incumbent occupational health contractor to further develop and enhance the electronic referral process, advising that the current project was based upon recruitment processes.

The report indicated that the Health and Safety Section continued to support external partners, including Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure Limited.

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

## 3 AGENCY WORKERS

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to the number of agency staff employed within the Council as at April 2016, and detailing the capacity and Service in which they were engaged.

The Principal Human Resources Adviser indicated the figures had increased slightly since the last report and stated the reasons for this increase.

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

## 4 DETAILS OF GRIEVANCES

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy relative to details of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there were a total of five grievances as at May 2016.

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

### **ADDITIONAL ITEM**

The Chair, being of the opinion that the following item was relevant and competent, agreed to its consideration at this time.

#### **5     ADDITIONAL SUPPORT NEEDS ASSISTANTS**

S Hicks raised the issue of the mobilisation and arrangements of Additional Support Needs Assistants (ASNA's) for the new school session 2016/17. It was suggested that discussions in this regard be held with the Head of Early Years & Inclusion. This was agreed.

**DECIDED:** That discussions in relation to mobilisation and arrangements of ASNA's for the new school session 2016/17 take place between UNISON and the Head of Early Years and Inclusion.

#### **6     DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Thursday 15 September 2016.








---

**To:** Finance and Resources Policy Board

**On:** 24 August 2016

---

**Report by:** Chief Executive and Director of Finance and Resources

---

**Heading:** Revenue Budget Monitoring to 24 June 2016

---

## 1. Summary

- 1.1 Gross expenditure and income are in line with the budget resulting in a **net breakeven** for the 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
Finance and Resources	Breakeven	-	N/A	-
Chief Executives	Breakeven	-	N/A	-
Miscellaneous	Breakeven	-	N/A	-

---

## 2. Recommendations

- 2.1 Members are requested to note the budget position
- 2.2 Members are requested to note that since the last report there have been net budget realignments of £434,022 mainly related to the transfer in of Events Tourism & Marketing, Early Years Communication and the reallocation of Business Support. The increases are partially offset by a transfer to Children's Services to supplement and realign budgets.

---

3. **Finance and Resources**

<b>Current Position:</b>	<b>Net Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>N/A</i></b>

There are no significant variances to report.

3.1 **Projected Year End Position**

It is anticipated that Finance and Resources will achieve a breakeven position at the year end.

4. **Chief Executive**

<b>Current Position:</b>	<b>Net Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>N/A</i></b>

There are no significant variances to report.

4.1 **Projected Year End Position**

It is anticipated that the Chief Executive's service will achieve a breakeven position at the year end.

5. **Miscellaneous Services**

<b>Current Position:</b>	<b>Net Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>N/A</i></b>

There are no significant variances to report.

5.1 **Projected Year End Position**

It is anticipated that Miscellaneous Services will achieve a breakeven position at the year end

## Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** - none
3. **Community Planning** – none
4. **Legal** - none
5. **Property/Assets** - none
6. **Information Technology** - none.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** - none

---

**Author:** Margo Simpson, Extension 5392



RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 24 June 2016

POLICY BOARD : FINANCE AND RESOURCES	
Description (1)	Revised Annual Budget (2)
£000's	£000's
Employee Costs	52,415
Property Costs	5,373
Supplies & Services	2,527
Contractors and Others	2,756
Transport & Plant Costs	29
Administration Costs	17,766
Payments to Other Bodies	3,768
CFCR	1,000
Capital Charges	6,991
<b>GROSS EXPENDITURE</b>	<b>92,625</b>
	(51,050)
<b>Income</b>	<b>41,575</b>
<b>NET EXPENDITURE</b>	

Revised Period Budget (3)	£000's
	6,507
	161
	917
	141
	11
	459
	350
	0
	0
	8,546
	(679)
	<b>7,867</b>

Actual (4)	£000's
	6,397
	1,035
	936
	60
	12
	426
	701
	0
	0
	9,567
	(948)
	<b>8,619</b>

Adjustments (5)	£000's
	132
	(874)
	9
	81
	(1)
	32
	(396)
	0
	0
	(1,017)
	265
	<b>(752)</b>

Revised Actual (6) = (4 + 5)	£000's
	6,529
	161
	945
	141
	11
	458
	305
	0
	0
	<b>8,550</b>
	(683)
	<b>7,867</b>

Budget Variance (7)	
£000's	%
(22)	-0.3%
0	0.0%
(28)	-3.1%
0	0.0%
0	0.0%
1	0.2%
45	12.9%
0	0.0%
0	0.0%
(4)	<b>0.0%</b>
4	0.6%
<b>0</b>	<b>0.0%</b>
	<b>break-even</b>

£000's
<b>0</b>
<b>0</b>

Bottom Line Position to 24 June 2016 is an overspend of  
Anticipated Year End Budget Position is break-even of

**0.0%**  
**0.0%**

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 24 June 2016**

POLICY BOARD : FINANCE AND RESOURCES	
Description (1)	£000's
Finance and Resources	9,105
Chief Executives	1,202
Miscellaneous	31,268
<b>NET EXPENDITURE</b>	<b>41,575</b>

  

Revised Annual Budget (2)	£000's
	9,105
	1,202
	31,268
	<b>41,575</b>

  

Revised Period Budget (3)	£000's
	5,143
	895
	1,829
	<b>7,867</b>

  

Actual (4)	£000's
	4,990
	840
	2,789
	<b>8,619</b>

  

Adjustments (5)	£000's
	153
	55
	(960)
	<b>(752)</b>

  

Revised Actual (6) = (4 + 5)	£000's
	5,143
	895
	1,829
	<b>7,867</b>

  

Budget Variance (7)	£000's	%
	0	0.0%
	0	0.0%
	0	0.0%
	<b>0</b>	<b>0.0%</b>

  

Bottom Line Position to 24 June 2016 is an overspend of	£000's
	<b>0</b>
Anticipated Year End Budget Position is breakeven of	£000's
	<b>0</b>

RENFREW'SHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 24 June 2016

**POLICY BOARD : FINANCE AND RESOURCES : FINANCE AND RESOURCES**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
	£000's	£000's	£000's	£000's	£000's	£000's	%
Employee Costs	26,735	4,845	4,911	(65)	4,846	(1)	0.0%
Property Costs	2,712	38	27	11	38	0	0.0%
Supplies & Services	2,032	501	502	(1)	501	0	0.0%
Contractors and Others	271	26	24	2	26	0	0.0%
Transport & Plant Costs	29	3	4	(1)	3	0	0.0%
Administration Costs	9,586	389	359	29	388	1	0.3%
Payments to Other Bodies	2,329	(86)	(88)	1	(87)	1	1.2%
CFCR	0	0	0	0	0	0	0.0%
Capital Charges	2,802	0	0	0	0	0	0.0%
<b>GROSS EXPENDITURE</b>	<b>46,496</b>	<b>5,716</b>	<b>5,739</b>	<b>(24)</b>	<b>5,715</b>	<b>1</b>	<b>0.0%</b>
	(37,391)	(573)	(749)	177	(572)	(1)	-0.2%
<b>Income</b>	<b>9,105</b>	<b>5,143</b>	<b>4,990</b>	<b>153</b>	<b>5,143</b>	<b>0</b>	<b>0.0%</b>
<b>NET EXPENDITURE</b>							

£000's

0.0%

0.0%

Bottom Line Position to 24 June 2016 is an overspend of

Anticipated Year End Budget Position is breakeven of

RENFREW/SHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 24 June 2016

POLICY BOARD : FINANCE AND RESOURCES : FINANCE AND RESOURCES

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
	£000's	£000's	£000's	£000's	£000's	£000's	%
Finance	36	636	665	(25)	640	(4)	-0.6% overspend
Development	1,445	3,258	3,268	(8)	3,260	(2)	-0.1% overspend
Cost of Collection of Rates	129	3	2	0	2	1	33.3% underspend
Cost of Collection of Council Tax	880	178	144	31	175	3	1.7% underspend
Private Sector Housing Benefit	1,696	266	263	0	263	3	1.1% underspend
Finance Miscellaneous	3,108	147	147	0	147	0	0.0% breakeven
Personnel Services	36	327	204	124	328	(1)	-0.3% overspend
Legal and Democratic Services	531	328	297	31	328	0	0.0% breakeven
<b>TOTAL FINANCE AND RESOURCES</b>	<b>7,861</b>	<b>5,143</b>	<b>4,990</b>	<b>153</b>	<b>5,143</b>	<b>0</b>	<b>0.0% breakeven</b>
Joint Valuation Board	1,244	0	0	0	0	0	0.0% breakeven
<b>NET EXPENDITURE</b>	<b>9,105</b>	<b>5,143</b>	<b>4,990</b>	<b>153</b>	<b>5,143</b>	<b>0</b>	<b>0.0% breakeven</b>

Bottom Line Position to 24 June 2016 is breakeven of 0.0%  
Anticipated Year End Budget Position is breakeven of 0.0%



RENFREW'SHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 24 June 2016

POLICY BOARD : FINANCE AND RESOURCES : CHIEF EXECUTIVES

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	3,353	554	569	6	575	(21)	-3.8%	overspend
Property Costs	43	2	2	0	2	0	0.0%	breakeven
Supplies & Services	420	189	206	11	217	(28)	-14.8%	overspend
Contractors and Others	10	6	(23)	29	6	0	0.0%	breakeven
Transport & Plant Costs	0	8	8	0	8	0	0.0%	breakeven
Administration Costs	288	14	11	3	14	0	0.0%	breakeven
Payments to Other Bodies	1,167	220	170	6	176	44	20.0%	underspend
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	0	0	0	0	0	0	0.0%	breakeven
<b>GROSS EXPENDITURE</b>	<b>5,281</b>	<b>993</b>	<b>943</b>	<b>55</b>	<b>998</b>	<b>(5)</b>	<b>-0.5%</b>	<b>overspend</b>
Income	(4,079)	(98)	(103)	0	(103)	5	5.1%	over-recovery
<b>NET EXPENDITURE</b>	<b>1,202</b>	<b>895</b>	<b>840</b>	<b>55</b>	<b>895</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's

0.0%

0.0%

Bottom Line Position to 24 June 2016 is an overspend of

Anticipated Year End Budget Position is breakeven of

RENFREW/SHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 24 June 2016

POLICY BOARD : FINANCE AND RESOURCES : CHIEF EXECUTIVES

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
	£000's	£000's	£000's	£000's	£000's	£000's	%
Core Activities	(2,866)	264	252	12	264	0	0.0%
CE Funded Projects	716	48	40	8	48	0	0.0%
Policy and Commissioning	1,813	356	330	26	356	0	0.0%
Corporate Communications	474	0	0	0	0	0	0.0%
Corporate Marketing	1,065	227	218	9	227	0	0.0%
<b>NET EXPENDITURE</b>	<b>1,202</b>	<b>895</b>	<b>840</b>	<b>55</b>	<b>895</b>	<b>0</b>	<b>0.0%</b>

£000's
0
0

Bottom Line Position to 24 June 2016 is breakeven of  
Anticipated Year End Budget Position is breakeven of

RENFREWSHIRE COUNCIL  
REVENUE BUDGET MONITORING STATEMENT 2016/2017  
1st April 2016 to 24 June 2016

POLICY BOARD : FINANCE AND RESOURCES : MISCELLANEOUS

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)
	£000's	£000's	£000's	£000's	£000's	%
Employee Costs	22,327	1,107	917	190	1,107	0.0%
Property Costs	2,617	120	1,006	(886)	120	0.0%
Supplies & Services	74	228	228	0	228	0.0%
Contractors and Others	2,475	109	59	50	109	0.0%
Transport & Plant Costs	0	0	0	0	0	0.0%
Administration Costs	7,893	57	57	0	57	0.0%
Payments to Other Bodies	272	215	618	(403)	215	0.0%
CFCR	1,000	0	0	0	0	0.0%
Capital Charges	4,189	0	0	0	0	0.0%
<b>GROSS EXPENDITURE</b>	<b>40,847</b>	<b>1,836</b>	<b>2,885</b>	<b>(1,049)</b>	<b>1,836</b>	<b>0.0%</b>
Income	(9,579)	(7)	(96)	89	(7)	0.0%
<b>NET EXPENDITURE</b>	<b>31,268</b>	<b>1,829</b>	<b>2,789</b>	<b>(960)</b>	<b>1,829</b>	<b>0.0%</b>

£000's

0.0%

0.0%

Bottom Line Position to 31 January 2014 is breakeven of  
Anticipated Year End Budget Position is breakeven of

0

0

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 24 June 2016**

**POLICY BOARD : FINANCE AND RESOURCES : MISCELLANEOUS**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Corporate & Democratic Core	23,165	343	1,342	(999)	343	0	0.0%	breakeven
Central Overheads	4,600	1,051	1,054	(3)	1,051	0	0.0%	breakeven
Capital Accounting	3,978	0	(20)	20	0	0	0.0%	breakeven
Welfare Fund Grants	289	301	301	0	301	0	0.0%	breakeven
Community Infrastructure	0	0	0	0	0	0	0.0%	breakeven
Temporary Interest	(800)	0	0	0	0	0	0.0%	breakeven
Paisley Town Centre Heritage	36	134	112	22	134	0	0.0%	breakeven
<b>NET EXPENDITURE</b>	<b>31,268</b>	<b>1,829</b>	<b>2,789</b>	<b>(960)</b>	<b>1,829</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

£000's

0.0%  
0.0%

Bottom Line Position to 24 June 2016 is breakeven of  
Anticipated Year End Budget Position is breakeven of




---

**To:** Finance and Resources Policy Board

**On:** 24 August 2016

---

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

---

**Heading:** Revenue Budget Monitoring – Council Overview to 24 June 2016

---

**1. Summary**

1.1 This report provides an overview of the budget performance for all Services for the period to 24 June 2016.

1.2 The report confirms an overall breakeven position for all services. This is summarised over General Fund Services and the Housing Revenue Account in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
General Fund Services	Breakeven	-	N/A	-
HRA	Breakeven	-	N/A	-

1.3 The budget performance to date suggests a projected year end breakeven position which is summarised in the table below:

Division / Department	Anticipated Year End Position	% variance	Previously Reported Position	% variance
General Fund Services	Breakeven	-	N/A	-
HRA	Breakeven	-	N/A	-

---

## 2. **Recommendations**

2.1 Members are requested to note the budget position

---

## 3. **Service Commentaries**

3.1 Budget Monitoring reports will be considered by each Policy Board for services reporting directly to those Boards.

3.2 In terms of the Financial Regulations budgets have been approved on a service basis and Directors are expected to manage their spending needs within the bottom line of the budget approved. A brief commentary on budget variances by service is provided below and a Service overview is attached for information.

### 3.3 **Children's Services** *(Education and Children Policy Board)*

<b>Current position:</b>	<b>Breakeven</b>
<b><i>Previously reported:</i></b>	<b><i>N/A</i></b>

The breakeven position at this stage in the year relates mainly to the net effect of overspends and underspends in the following areas of service:-

- The overspend of (£47,000) within Central Admin relates to additional staffing costs.
- (£68,000) of an overspend within Pre Five relates to staffing costs and property costs.
- A £85,000 underspend within Primary schools relates to transport costs and teachers' salaries.
- £116,000 of a underspend within Secondary Schools relates to transport costs and teachers' salaries.
- An overspend of (£50,000) within Special Schools relates to teachers' salaries.
- The overspend of (£16,000) within Community Learning and Development relates to staffing costs.

- An overspend of (£78,000) within Additional Support for Learning relates to staffing costs.
- A £58,000 underspend of within Childcare services relates to lower than anticipated expenditure on residential placements and Fostering and Adoption allowances.

### **Projected Year End Position**

It is anticipated, at this stage, that Children's Services will achieve a break-even year-end position subject to any unforeseen demand pressures emerging over the rest of the year.

#### 3.4 **Leisure Services** (Leadership Board)

**Current Position:** Breakeven  
**Previously Reported:** N/A

There are no significant variances to report.

### **Projected Year End Position**

It is anticipated at this stage that Leisure Services will achieve a breakeven position at the year end.

#### 3.5 **Community Resources** (Environment Policy Board)

**Current Position:** Breakeven  
**Previously Reported:** N/A

The breakeven position at this stage in the year relates mainly to the net effect of over and underspends in the following areas of service:-

- An overspend of (£12,000) on Refuse Collection is mainly due to lower income from trade waste and special uplifts and a small overspend on employee costs which are partly offset by an underspend on supplies and services.
- An underspend of £5,000 on School Crossing Patrollers due to lower than budgeted employee costs.
- An underspend of £7,000 on Regulatory Services due to a lower than budgeted employee costs.

### **Projected Year End Position**

It is currently projected that Community Resources will breakeven at year end. This forecast position will be reviewed on an ongoing basis during the financial year, particularly with regard to recycling performance and the level of tonnages received for recycling or disposal, and the costs of roads maintenance throughout the winter maintenance period from October 2016 to March 2017.

## **3.6      Development & Housing Services - Other Housing (*Housing & Community Safety Policy Board*)**

**Current Position:**                      **Breakeven**

***Previously Reported:***                ***N/A***

At this stage in the financial year the account reflects a breakeven position.

### **Projected Year End Position**

It is projected that the Other Housing division will achieve a breakeven position by the year end.

## **3.7      Development & Housing Services – Planning Division (*Planning and Property Policy Board*)**

**Current Position:**                      **Breakeven**

***Previously Reported:***                ***N/A***

The Planning Division account reflects a breakeven position with an overspend within supplies and services for the provision for IT maintenance. The overspend is being funded by increased levels of planning income.

### **Projected Year End Position**

It is projected that the Planning division will achieve a breakeven position by the year end.



3.8      **Development & Housing Services - Property & Construction**  
(*Planning and Property Policy Board*)

**Current Position:**              **Breakeven**  
**Previously Reported:**        **N/A**

At this stage in the financial year Property and Construction Services reflects a breakeven position with no significant variances to report on any of the budget categories.

**Projected Year End Position**

It is anticipated that Property & Construction Services will achieve a breakeven position at year end.

3.9      **Development & Housing Services – Economic Development Division**  
(*Economy & Jobs Policy Board*)

**Current Position:**              **Breakeven**  
**Previously Reported:**        **N/A**

At this stage in the financial year the account reflects a breakeven position.

**Projected Year End Position**

It is projected that the Economic Development division will achieve a breakeven position by the year end.

3.10     **Adult Services** (*Leadership Board*)

**Current Position:**              **Breakeven**  
**Previously Reported:**        **N/A**

There are no significant variances to report.

**Projected Year End Position**

The Adult Services budget is, at this stage, reporting a year end projected breakeven position.

3.11 **Finance and Resources** (*Finance and Resources Policy Board*)

**Current Position:** Breakeven  
**Previously Reported:** N/A

There are no significant variances to report.

**Projected Year End Position**

It is anticipated that Finance and Resources will achieve a breakeven position at the year end.

3.12 **Chief Executive's Department** (*Finance and Resources Policy Board*)

**Current Position:** Breakeven  
**Previously Reported:** N/A

There are no significant variances to report.

**Projected Year End Position**

It is anticipated that the Chief Executive's service will achieve a breakeven position at the year end.

3.13 **Miscellaneous Services** (*Finance and Resources Policy Board*)

**Current Position:** Breakeven  
**Previously Reported:** N/A

There are no significant variances to report.

**Projected Year End Position**

It is anticipated that Miscellaneous Services will achieve a breakeven position at the year end.

3.14 **Trading Operations**

These are the subject of separate reports submitted to the relevant Policy Boards. An overview is attached for information which confirms an actual breakeven position in line with the budgeted surplus for the General Fund. It is projected, however, that the Building Services trading operation will deliver a £468,000 surplus in line with budget. In line with agreed policy this surplus will be returned to the General Fund

or the HRA based on the level of Housing related turnover and the reported position reflects this policy.

3.15 **Housing Revenue Account** (*Housing & Community Safety Policy Board*)

**Current Position:** Breakeven  
**Previously Reported:** N/A

The current breakeven position principally reflects a minor overspend within Employee costs due to low staff turnover in the service in the early part of the year which will be offset by a projected underspend in loan charges.

**Projected Year End Position**

At this stage in the financial year, it is projected that the HRA will achieve a breakeven position at the year end.

---

**Implications of the Report**

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none
3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** - none.
7. **Equality & Human Rights** The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact

of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – none

9. **Procurement** – none

10. **Risk** – none

11. **Privacy Impact** - none

---

**Author:** Margo Simpson, Extension 5392

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 24 June 2016**

**POLICY BOARD : FINANCE AND RESOURCES : OVERVIEW**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
	£000's	£000's	£000's	£000's	£000's	£000's	%
Employee Costs	248,493	47,348	47,566	190	47,756	(408)	-0.9% overspend
Property Costs	98,586	18,454	17,537	900	18,437	17	0.1% underspend
Supplies & Services	16,750	4,011	3,668	389	4,056	(46)	-1.1% overspend
Contractors and Others	87,930	14,118	13,340	778	14,117	0	0.0% underspend
Transport & Plant Costs	12,923	2,802	2,695	81	2,775	26	0.9% underspend
Administration Costs	64,785	1,062	825	221	1,046	16	1.5% underspend
Payments to Other Bodies	60,509	8,775	8,512	195	8,707	68	0.8% underspend
CFCR	2,387	320	0	320	320	0	0.0% breakeven
Capital Charges	55,905	56	0	45	45	11	20.1% underspend
<b>GROSS EXPENDITURE</b>	<b>648,268</b>	<b>96,945</b>	<b>94,142</b>	<b>3,118</b>	<b>97,261</b>	<b>(316)</b>	<b>-0.3% overspend</b>
<b>Income</b>	<b>(263,727)</b>	<b>(23,617)</b>	<b>(23,408)</b>	<b>(525)</b>	<b>(23,933)</b>	<b>316</b>	<b>1.3% over-recovery</b>
<b>NET EXPENDITURE</b>	<b>384,541</b>	<b>73,328</b>	<b>70,734</b>	<b>2,594</b>	<b>73,328</b>	<b>(0)</b>	<b>0.0% overspend</b>

£000's  
(0)  
0.0%

Bottom Line Position to 24 June 2016 is an underspend of  
Anticipated Year End Budget Position is an overspend of

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 24 June 2016**

**POLICY BOARD : FINANCE AND RESOURCES : OVERVIEW**

Description (1)	£000's	Revised Annual Budget (2)	£000's	Revised Period Budget (3)	£000's	Actual (4)	£000's	Adjustments (5)	£000's	Revised Actual (6) = (4 + 5)	£000's	Budget Variance (7)	
												£000's	%
Education and Children		201,799		34,427		29,800		4,627		34,427		(0)	0.0%
Leisure Services		12,177		1,131		1,301		(170)		1,131		0	0.0%
Environmental Services		54,541		8,753		8,357		396		8,753		0	0.0%
Finance & Resources		9,105		5,143		4,990		153		5,143		0	0.0%
Other Housing		5,464		14,346		14,953		(607)		14,346		0	0.0%
Planning & Economic Development		5,310		544		538		6		544		0	0.1%
Chief Executives		1,202		895		840		55		895		(0)	0.0%
Miscellaneous		31,268		1,829		2,789		(960)		1,829		(0)	0.0%
Property & Construction Services		3,865		1,439		821		618		1,439		0	0.0%
Adult Services		60,891		10,910		10,910		0		10,910		0	0.0%
Trading Accounts (Surplus)/Deficit		(1,081)		(333)		2,771		(3,104)		(333)		0	0.0%
<b>SUB - TOTAL GENERAL SERVICES</b>		<b>384,541</b>		<b>79,084</b>		<b>78,070</b>		<b>1,014</b>		<b>79,084</b>		<b>0</b>	<b>0.0%</b>
Housing Revenue Account (HRA)		0		(5,756)		(7,336)		1,580		(5,756)		(0)	0.0%
<b>NET EXPENDITURE</b>		<b>384,541</b>		<b>73,328</b>		<b>70,734</b>		<b>2,594</b>		<b>73,328</b>		<b>0</b>	<b>0.0%</b>

£000's  
0  
(0)

0.0%  
0.0%

Bottom Line Position to 24 June 2016 is an underspend of  
Anticipated Year End Budget Position is an overspend of

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 24 June 2016**

**POLICY BOARD : FINANCE AND RESOURCES : OVERVIEW : TRADING OPERATIONS**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	12,864	2,562	2,486	170	2,656	(94)	-3.7%	overspend
Property Costs	603	83	82	(10)	72	11	12.9%	underspend
Supplies & Services	5,883	1,373	1,210	154	1,364	9	0.6%	underspend
Contractors and Others	3,121	358	383	60	443	(85)	-23.8%	overspend
Transport & Plant Costs	2,598	562	581	(30)	551	11	1.9%	underspend
Administration Costs	2,083	203	9	192	201	2	0.9%	underspend
Payments to Other Bodies	7	(0)	0	0	0	(0)	-100.0%	under-recovery
CFCR	0	0	0	0	0	0	0.0%	break-even
Capital Charges	241	56	0	45	45	11	20.0%	underspend
<b>GROSS EXPENDITURE</b>	<b>27,400</b>	<b>5,197</b>	<b>4,751</b>	<b>581</b>	<b>5,332</b>	<b>(135)</b>	<b>-2.6%</b>	<b>overspend</b>
Income	(28,481)	(5,530)	(1,980)	(3,685)	(5,665)	135	2.4%	over-recovery
<b>NET EXPENDITURE</b>	<b>(1,081)</b>	<b>(333)</b>	<b>2,771</b>	<b>(3,104)</b>	<b>(333)</b>	<b>0</b>	<b>0.0%</b>	<b>over-recovery</b>

£000's

Bottom Line Position to 24 June 2016 is an underspend of

0.0%

Anticipated Year End Budget Position is an overspend of

0.0%

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/2017**  
**1st April 2016 to 24 June 2016**

**POLICY BOARD : FINANCE AND RESOURCES : OVERVIEW : TRADING OPERATIONS**

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	
	£000's	£000's	£000's	£000's	£000's	£000's	%
Building & Works Trading	0	(108)	3,058	(3,166)	(108)	(0)	0.0%
Catering Trading	(451)	(81)	(192)	111	(81)	0	0.0%
Transport Trading	(505)	(107)	(204)	97	(107)	0	0.0%
Roads Trading	(125)	(37)	109	(146)	(37)	0	0.0%
<b>NET EXPENDITURE</b>	<b>(1,081)</b>	<b>(333)</b>	<b>2,771</b>	<b>(3,104)</b>	<b>(333)</b>	<b>0</b>	<b>0.0%</b>
							<b>over-recovery</b>

£000's

Bottom Line Position to 24 June 2016 is an underspend of 0 0.0%  
 Anticipated Year End Budget Position is an underspend of 0 0.0%






---

**To: FINANCE & RESOURCES POLICY BOARD**

**On: 24 AUGUST 2016**

---

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

---

**Heading: Capital Budget Monitoring Report**

---

**1. Summary**

- 1.1 Capital expenditure to 24<sup>th</sup> June 2016 totals £0.178m compared to anticipated expenditure of £0.176m for this time of year. This results in an over-spend position of £0.002m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Corporate Issues (Non Property)	£0.002m o/spend	1% o/spend	<i>n/a</i>	<i>n/a</i>
<b>Total</b>	<b>£0.002m o/spend</b>	<b>1% o/spend</b>	<b><i>n/a</i></b>	<b><i>n/a</i></b>

- 1.2 The expenditure total of £0.178m represents 1% of the resources available to fund the projects being reported to this board. Appendix 2 provides further information on the budget monitoring position of the projects within the remit of this board.
- 

**2. Recommendations**

- 2.1 It is recommended that Members note this report.

---

### 3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive.
- 3.2 This is the first capital budget monitoring to members in 2016/17 and it details the performance of the Capital Programme to 24<sup>th</sup> June 2016, and is based on the Capital Investment Programme which was approved by members on 3<sup>rd</sup> March 2016, adjusted for movements since its approval. Appendix 1 lists the approved projects for information.
- 

### 4. **Budget Changes**

- 4.1 Since the capital budget was approved budget changes totalling £7.867m have arisen which reflects the following:-

Budget carried forward from 2015/16 (£3.167m):

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

- Strategic Asset Management Fund (£3.182m) reflecting required funding for budget decisions taken by the council on the 3<sup>rd</sup> March 2016.

Budget transferred out in 2016/17:

- Strategic Asset Management Fund (£0.742m) reflecting the net total of a £1.000m transfer to the Parks Improvement Programme as outlined in the Budget Motion on the 3<sup>rd</sup> March 2016 and a £0.258m transfer in of underspends on completion of the Park Mains High School and St James Primary Schools Programmes.

Additional Funding in 2016/17 (£2.260):

- Strategic Asset Management Fund (£1.254m) reflecting a General Capital Grant adjustment in 2016/17.
- Enterprise Resource Planning (£1.000m) as approved by the Leadership Board on the 29<sup>th</sup> March 2016.
- Renfrewshire Valuation Joint Board (£0.006m) to bring the funding of the council's share of the overall budget into line.

---

## **Implications of the Report**

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –  
**Greener** - Capital investment will make property assets more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.

---

### **List of Background Papers**

- (a). Capital Investment Programme 2016/17 & 2017/18 – Council, 3<sup>rd</sup> March 2016.

The contact officers within the service are:

- Geoff Borland (Finance & Resources)
- Gillian Dickie (Finance & Resources)

---

**Author:** *Geoff Borland, Principal Accountant, 0141 618 4786,  
geoffrey.borland@renfrewshire.gov.uk.*

## Finance & Resources - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: FINANCE & RESOURCES

Project Title	Approved Programme @03/03/16	Current Programme MR 3
<b>Dept: Corporate Projects</b>		
Transforming Renfrewshire Programme	0	21
ICT Infrastructure Maintenance & Renewal Programme	400	1,433
Enterprise Resource Planning	2,799	4,757
Corporate Asset Management Information System	0	38
Renfrewshire Valuation Joint Board	0	23
Strategic Asset Management Fund	4,118	8,913
Anti-Poverty/Digital Services Improvement Programme	1,364	1,364
<b>Total Corporate Projects</b>	<b>8,681</b>	<b>16,548</b>
<b>TOTAL FINANCE &amp; RESOURCES BOARD</b>	<b>8,681</b>	<b>16,548</b>

## Appendix 2

### CAPITAL PROGRAMME 2016/17 - BUDGET MONITORING REPORT TO 24 JUNE 2016 (£000s)

POLICY BOARD Department	Council Approved Programme	Current Programme	Share of Available Resources	Year to Date Budget to 24-Jun-16	Spent to 24-Jun-16	Variance to 24-Jun-16	% variance	Unspent Cash Flow For Year	% Cash Spent
<i>Finance &amp; Resources</i> Corporate Projects (Non Property)	8,681	16,548	16,548	176	178	-2	-1%	16,370	1%
<b>TOTAL</b>	8,681	16,548	16,548	176	178	-2	-1%	16,370	1%




---

**To: FINANCE & RESOURCES POLICY BOARD**

**On: 24 AUGUST 2016**

---

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

---

**Heading: Capital Budget Monitoring Report - Overview**

---

1. **Summary**
  - 1.1 This report provides an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 24<sup>th</sup> June 2016.
  - 1.2 The Council Approved Programme figures reflect the Capital Investment Strategy which was approved by Council on 3<sup>rd</sup> March 2016 for both Housing Services and Non Housing Services. The Private Sector Housing programme was approved by the Housing and Community Safety Policy Board on 15<sup>th</sup> March 2016. The Current Programme figures reflect adjustments to the approved Capital Programme since approval.
  - 1.3 Members will be aware that from 1<sup>st</sup> April 2004, it is the duty of the Council, under s35 (1) of the Local Government (Scotland) Act 2003, to determine and keep under review the maximum amount which it can afford to allocate to capital expenditure. In addition, the Council must also keep under review its Capital Financing Requirement (CFR) i.e. the level of resources that are used to fund capital expenditure over the longer term (rather than at point of spend). It is also the duty of the Council to have regard to the Prudential Code in setting its capital expenditure limit and its capital expenditure requirement.
  - 1.4 The limit on capital expenditure which the Council has set for 2016-17 is shown in the table overleaf. The limit is based on the resources available to fund the capital programmes, split between Housing and Non Housing Services, but excludes PSHG as this is not considered to be capital spend.

	<b>Approved Limit £m</b>	<b>Actual Expenditure £m</b>
Non Housing	97.898	4.353
Housing	15.396	1.143
<b>Total</b>	<b>113.294</b>	<b>5.496</b>

- 1.5 The CFR which the Council has set for 2016-17 is shown in the table below, and is split between Housing & Non Housing Services. In addition, the projected out-turn at 31<sup>st</sup> March 2017 is also shown. Any significant increase in the capital expenditure limit which is not funded at point of spend will result in an increase in the CFR.

	<b>Approved CFR to 31 March 2017 £m</b>	<b>Projected CFR to 31 March 2017 £m</b>
Non Housing	228	225
Housing	150	151
<b>Total</b>	<b>378</b>	<b>376</b>

- 1.6 7% of the available resources for Housing and 4% for Non Housing have been spent to 24<sup>th</sup> June 2016. Monitoring procedures are in place to ensure the programmes are managed flexibly and spending is contained within the approved limits.

---

## 2. **Recommendations**

- 2.1 It is recommended that Members note this report.

---

## 3. **Background**

- 3.1 Individual reports have been presented to each Policy Board on the spending performance of the relevant departmental programmes and this information is summarised in Appendix 1.
- 3.2 The capital monitoring information available as at 24<sup>th</sup> June 2016 is summarised for both the Housing & Non-Housing programmes on Appendix 2.



---

#### 4. **Housing Services Programme**

4.1 The programme approved by Council on 3<sup>rd</sup> March 2016 totalled £14.230m. The programme currently stands at **£15.396m**, reflecting resources brought forward from 2015/16.

4.2 Capital expenditure at 24<sup>th</sup> June 2016 totals **£1.143m** compared to anticipated expenditure of £1.180m. The minor under-spend mainly relates to a timing issue with the programme still expected to remain within budget.

The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Housing Programme	£0.037m u/spend	3% u/spend	n/a	n/a

4.3 The actual capital expenditure of **£1.143m** is 7% of the available resources, and compares with 13% for the equivalent time in 2015/16.

4.4 Capital income of £1.288m has been received in the period to 24<sup>th</sup> June 2016 representing 90% of the estimated capital income for the year. This compares with 12% in 2015/16. The higher percentage is due to the closing date for the Right To Buy Scheme being 29<sup>th</sup> July and therefore a higher level of the income for sales was received early in this financial year as opposed to being spread evenly as in 2015/16.

---

## 5. Non Housing Services Programme

5.1 The programme approved by Council on the 3<sup>rd</sup> March 2016 totalled £78.417m. The current programme totals **£97.898m**, an increase of £19.481m, being the net effect of projects re-profiled from 2015/16 to 2016/17 of £15.758m, projects re-profiled from 2016/17 to 2017/18 of £0.085m and new funding in 2016/17 of £3.808m which primarily relates to grant funding anticipated to be received in 2016/17 for the Strathclyde Partnership for Transport programme and Renfrewshire Parks Improvements programme.

5.2 Capital expenditure to 24<sup>th</sup> June 2016 totals **£4.353m** compared to anticipated expenditure of £5.355m, and therefore shows an under-spend of £1.002m which primarily relates to the City Deal programme and reflects a timing issue with the current year budget still expected to spend by 31<sup>st</sup> March 2017.

The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Non Housing Programme	£0.309m u/spend	7% u/spend	<i>n/a</i>	<i>n/a</i>

5.3 The actual cash spent to 24<sup>th</sup> June 2016 was **£4.353m**, or 4% of the available resources, and compares with a 9% spend for the equivalent time in 2015/16. It is anticipated that the available resources will be fully utilised by the 31 March 2017.

5.4 Capital income totalling £4.397m has been received to 24<sup>th</sup> June 2016. This represents 18% to date of the total anticipated income, and compares with 18% for the equivalent period in 2015/16. The outstanding income mainly relates to the balance of grant funding.

---

6. **Private Sector Housing Grant Programme**

- 6.1 The overall budget provision for this programme is included within the revenue budget. However, in order to monitor the performance of the individual programmes, it is included within the capital budget monitoring procedures.
- 6.2 The programme approved by the Housing and Community Safety Policy Board on 10<sup>th</sup> March 2015 was £1.200m. The programme currently stands at **£2.936m**; the increase of £1.736m relates to the carry forward of budget from 2015/16.
- 6.3 Expenditure to 24<sup>th</sup> June 2016 totals **£0.232m** compared to anticipated expenditure of £0.241m, and therefore shows an under-spend of £0.009m. The remaining programme is expected to spend by 31 March 2017, and expenditure will be contained within the overall resources.

---

## 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** –  
**Children and Young People** - none.  
**Community Care, Health & Well-being** - none.  
**Empowering our Communities** - none.  
**Greener** - Capital investment will make property assets more energy efficient.  
**Jobs and the Economy** - none.  
**Safer and Stronger** - none.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – none.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.

---

## List of Background Papers

- (a). Capital Investment Programme 2016/17 & 2017/18 – Council, 3<sup>rd</sup> March 2016.
- (b). Housing Revenue Account Budget and Rent Levels 2016/17 and Housing Capital Investment Plan 2016/17 to 2018/19 – Council, 25<sup>th</sup> February 2016.

---

**Author:** *Geoff Borland, Principal Accountant, 0141 618 4786, geoffrey.borland@renfrewshire.gov.uk.*

# Appendix 1

## CAPITAL PROGRAMME 2016/17 - BUDGET MONITORING REPORT TO 24 JUNE 2016 (£000s)

POLICY BOARD	Department	Council Approved Programme	Current Programme	Share of Available Resources	Year to Date Budget to 24-Jun-16	Spent to 24-Jun-16	Variance to 24-Jun-16	% variance	Unspent Cash Flow For Year	% Cash Spent
<b>Finance &amp; Resources</b>	Corporate Projects (Non Property)	8,681	16,548	16,548	176	178	-2	-1%	16,370	1%
	<b>TOTAL</b>	<b>8,681</b>	<b>16,548</b>	<b>16,548</b>	<b>176</b>	<b>178</b>	<b>-2</b>	<b>-1%</b>	<b>16,370</b>	<b>1%</b>
<b>Education</b>	Education & Children Services	29,030	29,261	29,261	2,201	2,208	-7	0%	27,052	8%
	<b>TOTAL</b>	<b>29,030</b>	<b>29,261</b>	<b>29,261</b>	<b>2,201</b>	<b>2,208</b>	<b>-7</b>	<b>0%</b>	<b>27,052</b>	<b>8%</b>
<b>Social Work, Health &amp; Well-Being</b>	Social Work, Health & Well Being	0	400	400	0	0	0	0%	400	0%
	<b>TOTAL</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>400</b>	<b>0%</b>
<b>Housing &amp; Community Safety</b>	Housing & Property (Housing - HRA)	14,230	15,396	15,396	1,180	1,143	37	3%	14,253	7%
	Housing & Property (Housing - non HRA)	1,200	2,936	2,936	241	232	9	4%	2,704	8%
	<b>TOTAL</b>	<b>15,430</b>	<b>18,332</b>	<b>18,332</b>	<b>1,421</b>	<b>1,375</b>	<b>46</b>	<b>3%</b>	<b>16,957</b>	<b>8%</b>
<b>Environmental</b>	Community Resources	20,091	23,710	23,710	696	689	7	1%	23,021	3%
	<b>TOTAL</b>	<b>20,091</b>	<b>23,710</b>	<b>23,710</b>	<b>696</b>	<b>689</b>	<b>7</b>	<b>1%</b>	<b>23,021</b>	<b>3%</b>
<b>Planning &amp; Property</b>	Development & Housing (THI/LGAN)	1,512	2,038	2,038	193	213	-20	-10%	1,825	10%
	Corporate Projects (Property)	4,000	6,095	6,095	341	316	25	7%	5,779	5%
	<b>TOTAL</b>	<b>5,512</b>	<b>8,133</b>	<b>8,133</b>	<b>534</b>	<b>529</b>	<b>5</b>	<b>1%</b>	<b>7,604</b>	<b>7%</b>
<b>Sport, Leisure &amp; Culture</b>	Leisure Services	2,250	5,668	5,668	0	-309	309	100%	5,976	-5%
	<b>TOTAL</b>	<b>2,250</b>	<b>5,668</b>	<b>5,668</b>	<b>0</b>	<b>-309</b>	<b>309</b>	<b>100%</b>	<b>5,976</b>	<b>-5%</b>
<b>Economy &amp; Jobs</b>	Development & Housing Services	5,781	7,459	7,459	781	783	-2	0%	6,676	11%
	<b>TOTAL</b>	<b>5,781</b>	<b>7,459</b>	<b>7,459</b>	<b>781</b>	<b>783</b>	<b>-2</b>	<b>0%</b>	<b>6,676</b>	<b>11%</b>
<b>Leadership</b>	City Deal	7,072	6,719	6,719	968	275	694	72%	6,444	4%
	<b>TOTAL</b>	<b>7,072</b>	<b>6,719</b>	<b>6,719</b>	<b>968</b>	<b>275</b>	<b>694</b>	<b>72%</b>	<b>6,444</b>	<b>4%</b>
<b>TOTAL ALL BOARDS</b>		<b>93,847</b>	<b>116,229</b>	<b>116,229</b>	<b>6,776</b>	<b>5,728</b>	<b>1,048</b>	<b>15%</b>	<b>110,501</b>	<b>5%</b>
<i>Made up Of:</i>										
Housing Programme		<b>14,230</b>	15,396	15,396	1,180	1,143	37	3%	14,253	7%
PSHG		<b>1,200</b>	2,936	2,936	241	232	9	4%	2,704	8%
Non-Housing Programme		<b>78,417</b>	97,898	97,898	5,355	4,353	1,002	19%	93,545	4%
<b>PROGRAMME TOTAL</b>		<b>93,847</b>	<b>116,229</b>	<b>116,229</b>	<b>6,776</b>	<b>5,728</b>	<b>1,048</b>	<b>15%</b>	<b>110,501</b>	<b>5%</b>

**RENFREWSHIRE COUNCIL**  
**2016/17 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO PERIOD 24 JUNE 2016 (23% OF FINANCIAL YEAR 2016/17)**

2016/17					
	Housing Services	Non Housing Services	PSHG Programme	Total	
<b>A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAMME</b>	£'000	£'000	£'000	£'000	
1a. Supported Borrowing				0	
1b. Prudential Borrowing				72,302	
2a. General Capital Grant	13,061	59,241		13,735	
2b. Specific Capital Grant		12,555	1,180	1,441	
3a. Usable Capital Receipts	1,425	12,300		13,725	
3b. Usable Capital receipts b/fwd from 2014/15				0	
3c. Usable Capital receipts c/fwd to 2016/17				0	
3d. Resources c/fwd to 2016/17				0	
3e. Capital Receipts to be used to repay debt				0	
4a. Contribution from Developer/Owners				0	
5. Contribution From Current Revenue (CFCR)	910	12,361	1,756	15,027	
6. Total Resource Availability	<b>15,396</b>	<b>97,898</b>	<b>2,936</b>	<b>116,229</b>	
<b>B. CAPITAL PROGRAMME</b>					
7. Resources Available	15,396	97,898	2,936	116,229	
8. Current Programme	15,396	97,898	2,936	116,229	100%
<b>C. ACTUAL EXPENDITURE VS PROJECTED</b>					
10. Resource Availability	15,396	97,898	2,936	116,229	
11. Cash Spent as at 08/01/16	1,143	4,353	232	5,728	5%
12. Cash to be Spent by 31/03/16	14,253	93,545	2,704	110,501	
<b>D. ACTUAL RECEIPTS VS PROJECTED</b>					
13. Current Programme (total receipts expected)	1,425	24,855	1,180	27,460	
14. Actual Cash Received to 08/01/16	1,288	4,397	232	5,917	
15. Receipts available to augment capital programme to 08/01/16	1,288	4,397	232	5,917	22%
16. Receipts to be received by 31/03/16	137	20,458	948	21,543	



---

**To:** Finance and Resources Policy Board

**On:** 24 August 2016

---

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

---

**Heading:** Revenues Collection Statement

---

1. **Summary**

- 1.1 The report details the collection performance as at 30<sup>th</sup> June 2016 for Council Tax and Non Domestic Rates. It also gives details of the total sums collected for the last year.
- 

2. **Recommendations**

- 2.1 It is recommended that the Board consider the content of the enclosed collection statement.
- 

3. **Background**

3.1 **Council Tax**

3.1.1 The billable sum for 2016/17 is £69,493,781

3.1.2 The Council Tax Reduction awarded is £12,304,386 amounting to 15.04% of the billable sum, which is 0.86% less than at the same point last year.

- 3.1.3 The sums collected to date for 2016/17 amount to £22,611,255 which is 32.54% of the billable sum. This is an increase in cash collection as a proportion of net charges billed of 0.03% compared with the same position for 2015/16.

## 3.2 **Non Domestic Rates**

- 3.2.1 The Non Domestic Rates (NDR) charges billed for 2016/17 amount to £101,719,846.
- 3.2.2 The cash receipts to date amount to £16,394,755 which is 16.12% of the sums billed. This is an increase in cash collection as a proportion of net charges billed of 0.20% compared with the same position for 2015/16.
- 3.2.3 The Service tracks NDR receipts closely. Where appropriate and in line with the recovery process the Service will proactively target businesses for payment.



---

## Implications of the Report

1. **Financial** – The level of collection of Local Taxation continues to provide funding for the delivery of Council services throughout Renfrewshire.

2. **HR & Organisational Development** - None

3. **Community Planning** –

**Empowering our Communities** – The collection of Local taxes through electronic payments (e.g. Direct Debit, Website and Telephone) is increasing and provides an extensive range of payment opportunities for the public.

**Jobs and the Economy** – An efficient and effective billing and administrative process is vital in ensuring the recovery of income to the council in order to support the provision of local services.

4. **Legal** – None

5. **Property/Assets** – None

6. **Information Technology** - None

7. **Equality & Human Rights** - None

8. **Health & Safety** None

9. **Procurement** – None

10. **Risk** - None

11. **Privacy Impact** – None

---

**Author:** Emma Shields, Ext 6880

## Appendix 1

### RENFREWSHIRE COUNCIL

#### REVENUES COLLECTION STATEMENT AS AT 28<sup>TH</sup> June 2016

<b>COUNCIL TAX</b>		
	<b>2015/16</b>	<b>2016/17</b>
	<b>£m</b>	<b>£m</b>
Projected Yield	77.434	78.511
Gross Charges	80.623	81.798
Less rebates	12.604	12.304
Net Charges Billed	<u>68.019</u>	<u>69.494</u>
Cash Collected	64.470	22.611
Rebate Grant	12.604	12.304
	<u>77.074</u>	<u>34.915</u>
Cash collected as % of Net Charges	94.78%	32.54%
Income as % of Projected Yield	99.54%	44.47%

<b>NON DOMESTIC RATES</b>		
	<b>2015/16</b>	<b>2016/17</b>
	<b>£m</b>	<b>£m</b>
Projected Yield	92.460	99.685
Gross Charges	115.214	118.963
Less reliefs	20.867	17.243
Net Charges Billed	<u>94.347</u>	<u>101.720</u>
Cash Collected	91.349	16.395
Cash collected as % of Net Charges	96.82%	16.12%
Cash collected as % of Projected Yield	98.80%	16.45%



---

**To:** Finance and Resources Policy Board

**On:** 24 August 2016

---

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

---

**Heading: BENEFITS ADMINISTRATION – WELFARE  
REFORM AND PERFORMANCE STATEMENT**

---

**1. Summary**

1. This report details the processing performance in relation to Housing Benefit and the Scottish Welfare Fund, as at the end of June 2016. The report provides an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund.

**2. Recommendations**

- 2.1 The Finance and Resources Board note the content of this report.
  - 2.2 The Board approves the allocation of £250,000 of existing welfare reform resources to support DHP payments (paragraph 3.3.7)
- 

**3. Background**

**3.1 Service Information**

- 3.1.1 The Service continues to successfully balance a significant work load along with managing the impact of the ongoing effect from the welfare reform agenda.

### 3.2 Speed of Processing – Housing/Council Tax Benefit

3.2.1 As detailed in Table 1 below, processing speed for New Claims is within target for the period and year to date. In relation to New Claims processed within 14 days of all information received, this measure is also within target for the period and year to date.

3.2.2 Processing of Changes in Circumstance (CIC) is within target for the period, and year to date.

*(Supplementary processing information is attached in Appendix 1 for members' reference)*

**Table 1 – Performance Summary**

Performance measure	Reporting Period 13 May 2016 to 09 June 2016	Year to date position	Annual Target
New Claims – processing time	20 days	21 days	24 days
New Claims - % processed within 14 days of all information received	94%	94%	92%
Changes in Circumstance – processing time	8 days	3 days	10 days

### 3.3 Discretionary Housing Payments

3.3.1 The total budget for Discretionary Housing Payments is shown in table 2 below.

3.3.2 The DHP budget has been calculated to include the full Scottish Government estimate of the amount of funding required to fully mitigate the effect of the Bedroom Tax. This estimate includes a 20% reserve allocation which would be paid in May 2017, if required. In line with DHP Policy and DHP Regulations, the Service makes awards to fully mitigate the effect of the Bedroom Tax and will maximise spend within the year.

3.3.3 An amount of £147,863 (included within the total budget figure in table 2 below) is funding allocated by the Department for Works and Pensions (DWP) for other types of financial hardship (not Bedroom Tax.)

3.3.4 During 2015/16, with the support of Council resources, the Benefits Service made awards to customers facing 'other' financial hardship totalling £289,527.

- 3.3.5 More than 60% of the 'other financial hardship' component of the DHP budget has already been committed for this financial year. It is therefore certain that the budget of £147,863 will be exhausted before the end of the financial year.
- 3.3.6 In addition, the DWP will be implementing new Benefit Cap thresholds in late Autumn 2016. Analysis carried out in May 2016 by the Benefits Service calculated that 110 households in Renfrewshire will be affected by the lowering of the cap threshold in 2016/17. It is anticipated that most of these households will make an application for a DHP and as a result pressure will intensify further on the 'other' financial hardship component of the DHP budget (described in 3.3.3 above).
- 3.3.7 In response to the significant shortfall in DHP funding, it is recommended that similar to previous years, the Board approves the allocation of £250,000 of existing welfare reform resources to support DHP payments. This additional funding would support customers affected by the new Benefit Cap thresholds and those experiencing ongoing financial hardship as a result of wider austerity measures implemented by the UK Government.

**Table 2 – DHP Budget**

<b>Funding Source</b>	<b>amount</b>
DWP	£425,050
Scottish Government	£1,522,925
<b>Total budget for the year</b>	<b>£1,947,975</b>

**Table 3 – DHP Performance Summary**

<b>Measure</b>	<b>1 April 2016 to 30 June 2016</b>
Volume of DHP applications received	2,626
Volume of DHP decisions made	2,669
Number of DHP awards	2,602
Average processing time (target 29 days)	17.78 days
<b>Total amount committed/paid</b>	<b>£1,461,471</b>

### 3.4 The Scottish Welfare Fund

1. The Service continued to make awards in 2016/17, in line with Scottish Government guidance and had spent/committed 21% of its total budget for the Scottish Welfare Fund (SWF) by the end of June 2016.
2. The performance data relating to the Fund is presented in table 4 below. The Service was behind target for the processing of Community Care Grants. The team has focussed on reducing outstanding volumes and aims to be back within target by the next reporting period.

**Table 4 – SWF Performance Summary**

<b>Measure</b>	<b>1 April 2016 to 30 June 2016</b>
Number of Crisis Grant applications received	1,989
Number of Crisis Grant awards	1,585
<b>Total amount paid for Crisis Grants</b>	<b>£109,031</b>
<b>Average processing time (2 working days target)</b>	<b>1 day</b>
Number of Community Care Grant applications received	506
Number of Community Care Grant awards	393
<b>Total amount paid for Community Care Grant</b>	<b>£156,598</b>
<b>Average processing time (15 working days target)</b>	<b>22 days</b>
<b>Total amount paid/committed from the fund</b>	<b>£265,629</b>
<b>Total Budget</b>	<b>£1,259,893</b>

\*Note that figures are adjusted each month to reflect awards previously made, but not fulfilled.

---

## Implications of the Report

1. **Financial** - an efficient, effective Benefit Service assists council tenants meet their financial obligations in terms of rent and council tax and ensures overpayments are minimised and DWP subsidy maximised
2. **HR & Organisational Development** - None
3. **Community Planning** –  
  
**Community Care, Health & Well-being** – An effective Benefits service is vital to the quality of life of many of our citizens as it provides vital support for low income households in order to sustain tenancies and meet their rent obligations
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.

---

**Author:** Emma Shields, Ext 6880





# BENEFITS ADMINISTRATION – WELFARE REFORM AND PERFORMANCE STATEMENT

## Appendix 1- Supplementary KPIs

### APPEALS

Where a claimant disputes a Benefits decision and also disputes a revision decision they can formally make an Appeal. The Benefits Service will prepare a detailed submission which is then considered by the Independent Tribunals Service. Preparation of a submission is a very involved process and requires significant data gathering.

<b>Target processing speed (number of days)</b>	60		
<b>Result: last 3 months (days)</b>	Apr: 26 days	May: 56 days	Jun: 18 days
<b>Average (12 months to date)</b>	51 days		
<b>Average Appeals Completed (12 months to date)</b>	8 Appeals per month		

**Comment:-**

The Service continues to manage Appeals processing well within target.

### REVISIONS

Where a claimant disputes a benefits decision in the first instance they can request for it to be looked at again. This is known as a Revision. The process involves a Senior Benefit Assessor reviewing the decision thoroughly to decide whether the decision should stand.

<b>Target</b>	28 days		
<b>Result last report</b>	January: 41	February: 39	March: 35
<b>Result Last 3 months</b>	April: 44	May: 38	June: 29

**Comment:-** The service continued to recover the processing time for Revisions and was within target by the end of this reporting period.

### ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit 3% of all calculations and measures the percentage where correct benefit has been paid to the customer

	Target %	Actual %
<b>Volume of Audits</b>	3%	11%
<b>Accuracy – June 16</b>	95%	95%
<b>Accuracy – Year to Date</b>	95%	93%

**Comment:-**

The Service has set a stretching target for Accuracy and has achieved it for the reporting period.

### Overpayments

The value of overpayments reported at the last board was £6,951,064 the current value is £6,915,575

	Target %	Actual %
<b>% recovery of debt raised</b>	73%	76.0%
<b>15/16: % recovery of debt raised</b>	73%	83.5%

**Comment:-**

The Service is ahead of target in relation to recovery of Overpayments.





---

**To: Finance and Resources Policy Board**

**On: 24 August 2016**

---

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

---

**Heading: Council Tax: Accounts for write off**

---

**1. Summary**

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance and Resources Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has actively pursued the debts summarised on the attached Appendix through its follow up cycle and it is considered appropriate to write-off the outstanding balance, as it has exhausted recovery options.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

**Table 1**

Council Tax		
REASON	NO. OF ACCOUNTS	VALUE
Sequestered	54	£30,024.33
<b>Total</b>	<b>54</b>	<b>£30,024.33</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £30,024.33 as detailed above.

---

### **Implications of the Report**

1. **Financial** – There has been adequate provision made for these bad debts.
  2. **HR & Organisational Development** - None
  3. **Community Planning** – None
  4. **Legal** - None
  5. **Property/Assets** – None
  6. **Information Technology** – None
  7. **Equality & Human Rights** – None
  8. **Health & Safety** - None
  9. **Procurement** – None
  10. **Risk** - None
  11. **Privacy Impact** - None
- 

**Author:** Emma Shields/Ext 6880

Finance and Resources Policy Board – Council Tax Accounts for Write Off

Appendix

<b>Liable Party</b>	<b>Year</b>	<b>Reason</b>	<b>Amount</b>
Landlord 1	2012	Sequestrated	£11,239.43
Landlord 1	2013	Sequestrated	£5,606.30
Landlord 1	2014	Sequestrated	£1,314.63
Landlord 1	2015	Sequestrated	£1,107.58
		Total	<b>£19,267.94</b>
Landlord 2	2012	Sequestrated	£2,969.36
Landlord 2	2013	Sequestrated	£2,308.15
Landlord 2	2014	Sequestrated	£3,050.64
Landlord 2	2015	Sequestrated	£2,428.24
		Total	<b>£10,756.39</b>
		<b>OVERALL TOTAL</b>	<b>£30,024.33</b>

Finance and Resources Policy Board – Council Tax Accounts for Write Off

Appendix

<b>Liable Party</b>	<b>Year</b>	<b>Reason</b>	<b>Amount</b>
Landlord 1	2012	Sequestrated	£11,239.43
Landlord 1	2013	Sequestrated	£5,606.30
Landlord 1	2014	Sequestrated	£1,314.63
Landlord 1	2015	Sequestrated	£1,107.58
		Total	<b>£19,267.94</b>
Landlord 2	2012	Sequestrated	£2,969.36
Landlord 2	2013	Sequestrated	£2,308.15
Landlord 2	2014	Sequestrated	£3,050.64
Landlord 2	2015	Sequestrated	£2,428.24
		Total	<b>£10,756.39</b>
		<b>OVERALL TOTAL</b>	<b>£30,024.33</b>



---

**To: Finance and Resources Policy Board**

**On: 24 August 2016**

---

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

---

**Heading: Non-Domestic Rates: Accounts for write off**

---

**1. Summary**

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance and Resources Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has actively pursued the debts summarised on the attached Appendix through its follow up cycle and it is considered appropriate to write-off the outstanding balance, as it has exhausted recovery options.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

**Table 1**

<b><i>Non Domestic Rates</i></b>		
<b>REASON</b>	<b>NO. OF ACCOUNTS</b>	<b>VALUE</b>
Administration	3	£16,112.25
Liquidated	4	£63,184.25
Sequestered	2	£10,157.39
Dissolved	6	£31,547.31
<b>Total</b>		<b>£121,001.20</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £121,001.20 as detailed above.

---

### **Implications of the Report**

1. **Financial** – There has been adequate provision made for these bad debts.
  2. **HR & Organisational Development** - None
  3. **Community Planning** – None
  4. **Legal** - None
  5. **Property/Assets** – None
  6. **Information Technology** – None
  7. **Equality & Human Rights** – None
  8. **Health & Safety** - None
  9. **Procurement** – None
  10. **Risk** - None
  11. **Privacy Impact** - None
- 

**Author:** Emma Shields/Ext 6880



Appendix

Name	Address	Reason	Year	Amount
Corbett Joinery Services	65 BATH STREET GLASGOW G2 2BX	Administration	2013	£5,417.89
Corbett Joinery Services	65 BATH STREET GLASGOW G2 2BX	Administration	2014	£7,123.87
Corbett Joinery Services	65 BATH STREET GLASGOW G2 2BX	Administration	2015	£3,570.49
O.DEM LTD	SHERWOOD 62 GLASGOW ROAD PAISLEY PA1 3PW	Dissolved	2012	£1,772.23
O.DEM LTD	SHERWOOD 62 GLASGOW ROAD PAISLEY PA1 3PW	Dissolved	2013	£5,488.56
O.DEM LTD	SHERWOOD 62 GLASGOW ROAD PAISLEY PA1 3PW	Dissolved	2014	£5,623.29
O.DEM LTD	SHERWOOD 62 GLASGOW ROAD PAISLEY PA1 3PW	Dissolved	2015	£1,267.20
MCGEOCH MARINE LTD	95 BOTHWELL STREET GLASGOW G2 7JZ	Dissolved	2012	£2,341.78
MCGEOCH MARINE LTD	C/O GRANT THORNTON UK LLP 95 BOTHWELL STREET GLASGOW G2 7JZ	Dissolved	2014	£15,054.25
JAC ENTERPRISES LTD	C/O CAMPBELL DALLAS TITANIUM 1 KINGS INCH PLACE RENFREW PA4 8WF	Liquidated	2013	£18,055.42
JAC ENTERPRISES LTD	C/O CAMPBELL DALLAS TITANIUM 1 KINGS INCH PLACE RENFREW PA4 8WF	Liquidated	2014	£6,623.85
OCEAN MARINE TRAINING LTD	C/O FRENCH DUNCAN 104 QUARRY STREET HAMILTON ML3 7AX	Liquidated	2013	£37,837.53
OCEAN MARINE TRAINING LTD	C/O FRENCH DUNCAN 104 QUARRY STREET HAMILTON ML3 7AX	Liquidated	2014	£667.45

Appendix

INDIVIDUAL	PER WYLIE & BISSET LLP 168 BATH STREET GLASGOW G2 4TP	Sequestrated	2012	£5,011.87
INDIVIDUAL	PER WYLIE & BISSET LLP 168 BATH STREET GLASGOW G2 4TP	Sequestrated	2013	£5,145.52
			<b>TOTAL</b>	<b>£121,001.20</b>



---

**To: Finance and Resources Policy Board**

**On: 24 August 2016**

---

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

---

**Heading: Sundry Debtors: Accounts for write-off**

---

## **1. Summary**

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance and Resources Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has actively pursued the debts summarised on the attached Appendix through its follow up cycle and it is considered appropriate to write-off the outstanding balance, as it has exhausted recovery options.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.

- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

**Table 1**

<b>Sundry Debtors – Housing &amp; Community Safety</b>		
<b>REASON</b>	<b>NO. OF ACCOUNTS</b>	<b>VALUE (£)</b>
Sequestrated	1	£11,988.72
<b>Total</b>	<b>1</b>	<b>£11,988.72</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £11,988.72 as detailed above.

---

### **Implications of the Report**

1. **Financial** – There has been adequate provision made for these bad debts.
2. **HR & Organisational Development** - None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** – None
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** - None

---

**Author:** Emma Shields/Ext 6880

Appendix

<b>Service</b>	<b>Charge</b>	<b>Write Off Reason</b>	<b>Balance outstanding</b>
Housing & Property	Housing Repairs	Sequestrated	£ 11,988.72
		<b>TOTAL</b>	<b>£ 11,988.72</b>





---

**To: Finance and Resources Policy Board**

**On: 24 August 2016**

---

**Report by: Chief Executive**

---

**Heading: Health and Safety – Annual Report 2015/16 and Action Plan 2016/17**

---

**1. Summary**

- 1.1 The Council's Health and Safety Policy requires each service to submit an annual report and an annual Health and Safety plan to the relevant Policy Board.
  - 1.2 The Chief Executive's Service annual report is attached as Appendix 1. It sets out the arrangements for the management of health and safety within the service, demonstrates the service's commitment to continuous improvement in health and safety performance and summarises the achievements to 31 March 2016. The associated action plan for 2015/2016 is also attached at Appendix 2 and the new action plan for 2016/2017 is attached at Appendix 3.
  - 1.3 During 2015/16, the Chief Executive's Service went through a significant restructure exercise and the service now includes the Marketing and Events team, Procurement and Better Change Management teams. Due to the increase in scope of the service across different locations, officers will now work to ensure a consistent approach to health and safety processes across all service teams. The priority actions for 2016/17 are to establish a health and safety working group and introduce a service wide communication briefing on health and safety matters.
- 

**2. Recommendations**

- 2.1 It is recommended that the Board:
  - i) note the content of the report at Appendix 1; and
  - ii) approve the health and safety action plan for 2016/17 at Appendix 2.

---

### 3. Background

3.1 In line with the revised chief officer management arrangements approved by the Leadership Board on 18 February 2015, a number of functions transferred into the Chief Executive's Service last year. Key areas of service delivery now include: Strategic Planning and Policy Development, Tackling Poverty, Procurement, Change Management, Communications and Marketing and Events. The principle role and purpose of the Chief Executive's Service is to:

- Provide corporate leadership.
- Lead on the implementation of the Tackling Poverty Strategy in Renfrewshire, ensuring the co-ordinated delivery of a wide-ranging programme of initiatives locally with partners.
- Support the delivery of the Better Council change programme, which will enable significant transformational change within this organisation.
- Deliver the Council Plan and support the change agenda across the Council.
- Provide internal and external communications, media and public relations services for the Council and all its services.
- Provide professional marketing, events management and graphical design service.
- Drive innovation and improvement across the Council through a strategic commissioning approach to the planning and development of services.
- Lead and facilitate the Council and partners to develop strategic priorities for the area and co-ordinate activities to address these.
- Drive good use of data and sound knowledge management to support evidence based service delivery.
- Lead community planning to deliver the outcomes agreed in the Local Outcome Improvement Plan.
- Work with Council services and suppliers to develop contracts and procedures that deliver Best Value.
- Develop corporate policy and meet statutory requirements particularly in the areas of equalities, best value, consultation and supporting the process of Public Sector Reform.
- Manage the Council's corporate planning and performance management framework including public performance reporting.
- Provide a research and support service to elected members.

3.2 The Chief Executive's Service has a proactive and committed approach to health and safety, officers will continue to build on and further develop its approach to health and safety through liaison with corporate health and safety team, participating in corporate working groups and by continuing to ensure that a consistent approach to processes are embedded across all teams and business areas within the service.



## 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 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** - The report supports and demonstrates Chief Executive's Service 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.

---

## List of Background Papers

None

---

**Author:** Nicola Irvine-Brown, 0141 618 7414



**Chief Executive's Service**

**Annual Health and Safety Report**

**2015**

## **1. Introduction**

- 1.1 This annual report has been prepared by the Chief Executive's Service in accordance with Renfrewshire Council's Health and Safety Policy and Plan, the purpose of which is to evaluate the health and safety performance of the service and set future health and safety objectives. The Health and Safety action plan for 2015/2016 with completed actions is attached in Appendix 2 and action plan for 2016/2017 with current actions is attached in Appendix 3.

## **2. Management of health and safety within the service**

- 2.1 The Chief Executive's Service Health and Safety Policy has been in place since November 1997 and is reviewed and updated regularly in accordance with corporate guidance.
- 2.2 The current policy outlines the organisational responsibilities of the Chief Executive, Fire Wardens, First Aiders and other employees with regard to health and safety. Details of the health and safety arrangements within the service, as well as specific information regarding health and safety advice and training, how to raise health and safety concerns and how to report an accident are also included.
- 2.3 The policy is available for employees to read within the service or from the Chief Executive's Service health and safety page on Renfo, which will be reviewed and updated on a regular basis. While the Chief Executive has overall responsibility for the implementation of the policy, the Senior Management Team has a general responsibility to ensure that safe conditions of work apply at all times.
- 2.4 The service's strategy aims to ensure that health and safety is an integral part of the overall management of the service and the service continually seeks ways to ensure a safe workplace for all employees.
- 2.5 Following on from the recent restructure of Chief Executive's service, a review of the Chief Executive's health and safety procedures is being conducted to ensure a consistent approach is adopted across all teams within the service.

## **3. Arrangements for implementing health and safety management**

- 3.1 The Chief Executive's Service Strategic Planning and Policy Development Manager will act as a co-ordinator for health and safety issues within the service and any areas of concern can be raised directly with this officer. This ensures that health and safety remains a high profile issue within the service and is addressed at a senior level. Health and safety issues can also be raised at regular section meetings and passed on to the health and safety co-ordinator to action.
- 3.2 The service's health and safety co-ordinator is a member of the Corporate Health and Safety Committee. Details of any health and safety issues relevant to the service discussed at the regular meetings of the committee are circulated

to officers in the service by e-mail (being office based all employees have access to e-mail), discussed at team meetings and posted on the internal notice board, where appropriate.

- 3.3 These arrangements help promote the communication of health and safety information within the service, provide an opportunity for all officers to bring any health and safety issues to the attention of their line manager and/or health and safety co-ordinator while at the same time they contribute to ensuring that health and safety retains its high profile within the service.
- 3.4 Following on from the recent restructure and the planned move of the Marketing and Events team to different premises, a health and safety working group is currently being established are to ensure all required health and safety implications and resulting improvements implemented.

#### **4. Planning and setting standards**

- 4.1 The service works with Corporate Health and Safety officers to identify any potential occupational health risks within the service. Three particular areas have been identified as potential hazards in an office environment and ongoing monitoring and evaluation ensures improvement actions are being taken where required.
- Display Screen Equipment
  - Musculoskeletal hazards
  - Ergonomics
- 4.2 Arrangements are in place to ensure that all new employees undertake the display screen equipment e-learning training course on Renfo and a display screen equipment assessment is carried out for all new employees. These assessments ensure that all VDUs and workstations within the service comply with best practice. New and expectant mother risk assessments are carried out and lone working risk assessments are carried out for any officers who are classified as 'lone workers'.

#### **5. Measuring Performance**

- 5.1 Due to the particular nature of the working environment in the Chief Executive's Service, the likelihood of an accident taking place is relatively small, so it is not possible to utilise accident statistics to identify and implement prevention programmes.
- 5.2 The Chief Executive's Service continues to maintain a low level of sickness absence, for example, in financial year 2015/2016, 0.8% of days were lost through sickness absence as a percentage of total working days available.

#### **6. Review of Health and Safety Management**

- 6.1 The Service has made good progress towards achieving health and safety objectives and a number of these will be continued into next year.

- 6.2 The service's induction pack includes Emergency Evacuation Procedures for the Headquarters complex, Health and Safety Arrangements, Fire Wardens, First Aid Arrangements, General Safety Policy Statement, Chief Executive's Service Health and Safety Policy, Security, Guidance on Fire Precautions for Renfrewshire Council Premises, Occupational Health Services, Stress Information Booklet and Tobacco Policy: Guidance for employees.
- 6.3 A report detailing progress with implementing actions in the service annual health and safety report was produced for the Corporate Health and Safety Committee for each quarter of 2015/ 2016.
- 6.4 Corporate Communications officers regularly liaise with the Corporate Health Improvement Group providing the group with advice and assistance in the development of publication materials.

## **7. Conclusion**

- 7.1 Health and safety remains a high profile and important activity within the Chief Executive's Service. Health and safety is viewed as the responsibility of all employees and information, training, advice and guidance is provided on this basis. The involvement and support of all employees is sought in ensuring the working environment is safe and secure for all employees and visitors.

## Chief Executive's Service Health and Safety Action Plan update

2015 - 2016

Action Title	Due Date	Status	Progress Bar	Latest Status Update
Health and safety to be a standing item on service meeting agendas	31-Mar-2016	Completed	<div><div>100%</div></div>	Health and safety updates have been given at each departmental meeting.
Email new health and safety information to officers	31-Mar-2016	Completed	<div><div>100%</div></div>	Ongoing dissemination of information has been taking place.
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2016	Completed	<div><div>100%</div></div>	All new officers are given access to the DSE awareness course.
Ensure line managers include health and safety as part of induction process	31-Mar-2016	Completed	<div><div>100%</div></div>	Induction packs include up to date health and safety information and managers follow the appropriate induction process.
Identify health and safety training and development for service officers when required	31-Mar-2016	Completed	<div><div>100%</div></div>	Two members of staff are trained as Fire Wardens and another two have the necessary first aid training. Refresher courses will be provided when required.
Contribute to initiatives to promote better health of council employees	31-Mar-2016	Completed	<div><div>100%</div></div>	Chief Executive's representative attends Corporate Health Improvement Group regularly and circulates information about any upcoming events and initiatives to all CE employees.
Regularly check/ update the service first aid kit	31-Mar-2016	Completed	<div><div>100%</div></div>	First aid kit checks have been carried out regularly.

## Chief Executive's Service Health and Safety Action Plan

### 2016 - 2017

Action Title	Due Date	Status
Establish a Chief Executive's Service health and safety working group.	30-Sept -2016	In Progress
Undertake a review the Chief Executive's health and safety procedures	31-Oct-2016	In Progress
Initial communication briefing to the service on who the first aiders and fire wardens are for each of the locations, as well as regular health and safety information being available on Renfo.	31-Oct-2016	In Progress
Audit and inspection of new 2021 office by corporate health and safety officers.	31-10-2016	Not started
Ensure all officers are aware of the Display Screen Equipment Awareness policy and carry out self-assessment	31-Mar-2017	In Progress
Ensure line managers include health and safety as part of induction process	31-Mar-2017	In Progress
Contribute to initiatives to promote better health of council employees	31-Mar-2017	In Progress
Regularly check/ update the service first aid kit	31-Mar-2017	In Progress



---

**To:** Finance and Resources Policy Board

**On:** 24 August 2016

---

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

---

**Heading: ANNUAL EFFICIENCY STATEMENT 2015/16**

---

**1. Summary**

- 1.1. Scottish Councils have agreed to publish an Annual Efficiency Statement which reports the council's efficiency projects and activities, and seeks to quantify the level of efficiencies achieved. The attached template identifies the efficiencies achieved in 2015/16.
- 1.2. Efficiencies should comply with the definition adopted by the Scottish Government. The Statement will be published on the Council website.

**2. Recommendations**

- 2.1 The Board is asked to approve the Annual Efficiency Statement.
- 

**3. Background**

- 3.1 Renfrewshire Council has a strong record of achieving and reporting efficiencies, as evidenced by the annual Efficiency Statements published by the Council over the past number of years.
- 3.2 The format of the template for the Efficiency Statement remains unchanged from previous years, with the template summarising efficiencies achieved.
- 3.3 The Scottish Government definition of an efficiency is "where a body manages to deliver services or functions that can be shown to result in a broadly similar (or improved) level of outcome for a lower unit input than previously, an efficiency saving has been made". The efficiencies outlined in the Council's statement have been considered in light of the above definition.

- 3.4 The 2015/16 Statement highlights that efficiencies totalling £5.665m were achieved by the Council (no efficiencies were declared by the Renfrewshire Valuation Joint Board which the Statement also covers). These efficiencies have been analysed as:

Workstream	Saving
Procurement	£0.300million
Shared Services	£0.456million
Asset Management	£0.385million
Other Efficiencies	£4.524million
<b>Total</b>	<b>£5.665million</b>

- 3.5 A range of performance information is available to demonstrate that the efficiencies generated have not impacted detrimentally on performance, and these are outlined in the Statement. In addition to indicators such as those monitored in both service and corporate scorecards, the audit activity undertaken by independent scrutiny bodies such as Audit Scotland as part of the Council's strategic risk assessment has resulted in a Local Scrutiny Plan which details no significant risks in terms of service delivery.

---

## Implications of the Report

1. **Financial** - This statement will provide a local and national audience with information regarding the council's efficiency programme.
2. **HR & Organisational Development** - None
3. **Community Planning** – None
4. **Legal** – None
5. **Property/Assets** – The statement highlights the total efficiencies attributable to improved asset management
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** - The statement highlights the total efficiencies attributable to improved procurement practice.
  10. **Risk** - None
  11. **Privacy Impact** - None
- 

**Author:** Alastair MacArthur, Ext 7363



## CONFIRMATION OF EFFICIENCIES DELIVERED IN 2015-16

<b>1</b>	<b>Local Authority Name</b>	Renfrewshire Council and Renfrewshire Valuation Joint Board
<b>2</b>	<b>Total cash efficiency achieved for 2015-16</b>	£5.665 million (of which £0 relates to Renfrewshire Valuation Joint Board)
<b>3</b>	<p><b>Summary of efficiency activity e.g.</b></p> <p>The main initiatives the local authority has taken over the year to ensure a strategic approach to increased efficiency and productivity and the improvements achieved in these areas.</p>  <p>The main information that the local authority uses to assess productivity, service quality and performance and how the scope, usefulness or reliability has been improved during the year.</p>	<p>Renfrewshire Council has a strong commitment to efficient government. The Corporate Management team (CMT) provides a strategic overview of savings workstreams, with progress on agreed savings regularly reported to elected members. Workstreams progressed in 2015/16 include:</p> <ul style="list-style-type: none"> <li>• Reshaping service provision in a number of areas such as Facilities Management, Catering/Cleaning and the Corporate Support model to ensure continual efficient operation</li> <li>• Continual review of management structures</li> <li>• Improved use of information technology, and ongoing business process improvements.</li> <li>• Proactive absence management and effective workforce planning to ensure the Council has a skilled and experienced workforce appropriate in both size and shape.</li> </ul> <p>Renfrewshire Council was the first in Scotland to achieve “superior performance” in terms of its procurement practices and procedures; and this has been important in achieving sustainable efficiencies.</p> <p>The Statutory Performance Indicators Direction also includes the Local Government Benchmarking Framework (LGBF), for our 2015/16 performance. Returns are now submitted and reported to the Improvement Service over a phased timeline. Consequently not all of the data is available at the time of writing.</p> <p>For those pre audited indicators that have targets, we have met or exceeded these targets for 64% of the indicators. Although not directly comparable to last year, the figure for achieving target in 2014/15 was 49%. Of the same indicators, 60% of those have improved their performance for 2015/16 when compared</p>

	Specific steps the local authority has taken during the year to improve collaboration and joint working to deliver efficient and user-focussed services and the improvements achieved.	<p>to the previous year.</p> <p>To ensure the reliability of the indicators a standardised verification procedure is in place and an audit exercise is completed on a sample of PIs, which is conducted by our Internal Audit Team. The audit team will assess if adequate systems are in place to collate, review, monitor and report the selected PIs that the data is accurate and appropriate action is taken on any adverse results.</p> <p>Renfrewshire Council actively participates in shared service arrangements eg we have contracted a third party supplier to build a shared residual waste treatment solution which will service Renfrewshire along with North Lanarkshire, East Dunbartonshire, East Renfrewshire and North Ayrshire Councils. In addition we continue to progress major collaborative infrastructure investment opportunities through the Glasgow and Clyde Valley City Deal.</p>
4	<b>Breakdown of efficiency saving by Procurement, Shared Services or Asset Management</b> (only where relevant – not all efficiencies will fall into these categories, so the figures here do not have to match the overall total.	Procurement = £0.300 million
		Shared Services = £0.456 million
		Asset Management = £0.385 million
5	<b>Evidence:</b> What performance measures and/or quality indicators are used to ensure that efficiencies were achieved without any detriment to services?	<p>Statutory Performance Indicators, for each service's improvement plan and the CMT Quarterly Scorecard.</p> <p>Audit activity undertaken by Audit Scotland and other scrutiny organisations as part of the council's shared risk assessment has resulted in the Local Scrutiny Plan, which highlights no significant risks.</p>

Signed ..... **Chief Executive**

Date .....



---

**To:** Finance & Resources Policy Board

**On:** 24 August 2016

---

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

---

**Heading:** Data Protection Policy

---

**1. Summary**

1.1 The Data Protection Act 1998 ("DPA") regulates the processing of personal data and imposes obligations on the Council, as a data controller. It is, therefore, important that the Council makes proper provision for the way in which it handles personal data. The DPA came into force on 1st March, 2000. In response to this, the Council first introduced a Data Protection Policy in June 2001, outlining roles and responsibilities for data protection compliance. As the most recent revisions to the Policy were approved by the Finance & Resources Policy Board on 27 August 2014, the two-yearly review is now due. The revisions are minor and simply reflect the current Information Governance arrangements within the Council.

---

**2. Recommendations**

2.1 It is recommended that the Council approve the revised Data Protection Policy, which forms Appendix 1 to this report, and agree that this continued to be reviewed on a two yearly basis.

---

### 3. **Background**

- 3.1 Although the DPA is complex, the ethos is simple – it is legislation to protect people’s personal information. There are eight data protection principles, which form the core of the DPA and regulate how and when personal data should be processed by data controllers, such as the Council.
- 3.2 The Council is committed to data protection compliance and first approved a Data Protection Policy in June 2001. The purpose of a Data Protection Policy is to outline roles and responsibilities for Data Protection compliance. The Director of Finance and Resources is the Senior Information Risk Owner (SIRO) for the Council. Finance and Resources therefore take the overall lead in Data Protection and wider Information Governance matters. However, each Service and its senior management are obliged to retain a responsibility for data protection compliance. Given this devolved responsibility, each Service has a nominated data protection officer or officers. Service data protection officers are members of the Council’s Data Protection Working Group, which meets quarterly. The role of the Service data protection officer is to ensure data protection compliance within their Service, albeit advice can be obtained from the Information Governance team, at any time.
- 3.3 Although the policy continues to devolve responsibility to Services for departmental compliance, it also provides that the Head of Corporate Governance will support the Director of Finance and Resources, in the role of SIRO, by assuming overall responsibility for information governance and reflects the arrangements to facilitate this.

---

### **Implications of the Report**

1. **Financial** – none.
2. **HR & Organisational Development** – none.
3. **Community Planning** – N/A
4. **Legal** – this Policy ensures compliance with the provisions of the Data Protection Act 1998.
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** – this Policy supports the management of information risk, such as a potential breach of the Data Protection Act 1998.
11. **Privacy Impact** - none

---

### List of Background Papers

N/A

---

**Author:** *Heather Syme, Senior Solicitor (Information Governance)*  
0141 618 7022  
[heather.syme@renfrewshire.gcsx.gov.uk](mailto:heather.syme@renfrewshire.gcsx.gov.uk)





**Renfrewshire Council**

**Data Protection Policy**

## Document History

Version	Date	Author	Reason for Issue/Change
1	June 2001	Craig Geddes, Archivist	
2	June 2012	Allison Black, Assistant Managing Solicitor	New governance arrangements
3	August 2014	Heather Semple Solicitor (Information Governance)	2-yearly update
4	August 2016	Heather Syme, Senior Solicitor (Information Governance)	2-yearly update

## Document Review and Approval

Name	Action	Date	Communication
Allison Black, Managing Solicitor (Information Governance)	Consulted	May 2016	Email
Joseph Bartoletti, Records Manager	Consulted	May 2016	Email
Francis Lannie, Information Governance Development Officer	Consulted	May 2016	Email
Data Protection Working Group	Consulted	May 2016	Email

## Related Documents

Ref	Document Name/ Version	Document Location
1	Guidance on Responsible Use of Personal Data and Confidential Information	
2	Records Management Policy	
3	Freedom of Information Policy	
4	Data Protection Guidelines	
5	Subject Access Request Guidelines	
6	Information Security Policy	
7	ICT Acceptable Use Policy	

<b>Title</b>	Data Protection Policy
<b>Author</b>	Heather Syme
<b>Issue Date</b>	August 2016
<b>Subject</b>	Data Protection
<b>Description</b>	Renfrewshire Council's policy on data protection and issues surrounding data protection to ensure compliance with the Data Protection Act 1998.
<b>Version</b>	4.0
<b>Source</b>	Version 2 of the Data Protection Policy by Allison Black in August 2012

<b>Updating Frequency</b>	Two Yearly.
<b>Right</b>	Not Protectively Marked.
<b>Category</b>	Data Protection

## Introduction

- 1.1 The Council needs to collect and use information about people to discharge its functions. This Personal Data must be handled properly and lawfully and the Council is committed to compliance with the Data Protection Act 1998 (“DPA”) and has signed the Information Commissioner’s ‘Information Promise’.
- 1.2 Although the DPA is a complex piece of legislation, its ethos is simple. It does what its title suggests and protects people’s Personal Data by regulating the way in which organisations, such as the Council, handle this. In other words, it is legislation to regulate the processing of Personal Data.
- 1.3 It is impossible to understand the DPA without an awareness of some of the key definitions.

“**Processing**” covers anything which can be done with Personal Data, from simply collecting or storing, to actively disclosing this and includes verbal, as well as written exchanges, information left on desks or in confidential waste bags.

“**Personal Data**” is information relating to a living individual who can be identified from that data alone, or from that data and other information which is in the possession of, or is likely to come into the possession of, the Data Controller. This means that even just an address can be Personal Data if it can be used with other information held to identify someone. The definition of “personal data” explicitly includes any expression of intention or opinion about the individual, who is known as the “data subject”.

“**Sensitive Personal Data**” is an additional category of personal data and includes information on racial or ethnic origin, religion, political opinions, religious beliefs, details of physical or mental health or condition, sexual life or details of any offence. There are some stricter rules in the DPA for lawful processing of sensitive personal data.

“**Data Controller**” is the organisation, such as the Council, who determines how Personal Data will be used.

**“Data Processor”** is anyone, other than an employee of the data controller, who processes Personal Data on the data controller’s behalf.

- 1.4 The Council undertakes to comply with the eight data protection principles, which are at the core of the DPA, and regulate when and how Personal Data should be processed.

As such, the Council undertakes that Personal Data will:

1. Be processed fairly and lawfully.
  2. Be obtained and processed only for one or more specified purpose(s).
  3. Be adequate, relevant and not excessive.
  4. Be accurate and kept up to date.
  5. Be kept for no longer than is necessary.
  6. Be processed in accordance with the rights of the data subject.
  7. Be processed with due regard to security and adequate technical and organisational measures will be taken to prevent unauthorised or unlawful processing or accidental loss, destruction of, or damage to Personal Data.
  8. Not be transferred to countries outwith the European Economic Area, unless special conditions are met.
- 1.5 The Council, in recognition of its data protection obligations, first approved a Data Protection Policy in June, 2001. Since then, a range of policies, procedures and guidelines promoting compliance and best practice, have been developed.

In addition to the Data Protection Policy, key Council documents include:

- Guidance on Responsible Use of Personal Data and Confidential Information,
- Records Management Policy,
- Freedom of Information Policy,



- Data Protection Guidelines,
- Subject Access Request Guidelines,
- Information Security Policy; and
- ICT Acceptable Use Policy.

This list is not exhaustive and all relevant data protection and wider information governance guidance can be obtained from the information governance section on the Council's intranet.

## 2. Scope

This policy applies to all Services, employees and Elected Members of Renfrewshire Council and its Joint Committees and covers all Personal Data and Sensitive Personal Data which they process. It may, however, be read alongside other Council policies and guidelines on use of non-personal data and wider information governance issues.

## 3. Data Protection Governance Arrangements

### 3.1 Corporate Responsibility

The Council has a corporate responsibility for data protection, and is defined as a "Data Controller" under the DPA.

### 3.2 Corporate Management Team and SIRO

The Director of Finance and Resources is the Senior Information Risk Owner ("SIRO") for the Council. . The SIRO is supported in this role by the Head of Corporate Governance and the Managing Solicitor (Information Governance). The Managing Solicitor (Information Governance) reports to the Director of Finance and Resources, as SIRO, on information governance issues, including data protection, on at least a monthly basis, and more regularly, as necessary. The SIRO will report to the CMT on at least a six monthly basis.

### 3.3 SMTs

3.3.1 Each Service and its senior management will retain a departmental responsibility for ensuring compliance with the provisions of the DPA.

3.3.2 All Services are required to nominate a departmental data protection officer or officers.

#### 3.4. Employees

3.4.1 All employees and Elected Members are individually responsible for ensuring that the processing of Personal Data is in accordance with the DPA and should familiarise themselves and comply with Council data protection guidance. Advice can be obtained at any time from Information Governance Team.

3.4.2 The Head of Corporate Governance will have overall responsibility for information governance. However, the day to day responsibility for driving the Council's information governance agenda is delegated to the Managing Solicitor (Information Governance).

3.4.3 The main role of the Service data protection officer will be to ensure compliance within his/her Service, by dealing with Service specific subject access requests, passing on advice and training and maintaining the accuracy of the Service's input into the Council's annual notification to the ICO, detailed in paragraph 4. The Records Manager will maintain an up to date list of Service data protection officers .

3.4.4 The Records Manager will have a co-ordinating role in relation to Subject Access Requests and will process any cross departmental subject access requests. Although requests relating to only one Service are the responsibility of that Service, subject to any guidance from the Records Manager and the Information Governance Solicitors, the Records Manager will have oversight of all subject access requests.

3.4.5 The Information Governance Team will offer ad hoc advice on data protection issues.

3.4.6 The Senior Solicitor (Information Governance) has a key role in ensuring compliance with the seventh and eighth data protection principles relating to

data security by providing advice and guidance to Services on information security.

- 3.4.7. Responsibility for information management, which promotes efficiency when the Council processes information and extends beyond the processing of Personal Data, lies with ICT Services. The Enterprise Architecture Team within ICT Services will promote good information management by the provision of advice and guidance to Services.

### 3.5 Governance Groups and Working Groups

- 3.5.1 Each Service data protection officer is a member of the Data Protection Working Group (“DPWG”), which meets quarterly and is chaired by the Records Manager. The members of the DPWG each have the responsibility for dealing with data protection issues within their department and disseminating training and good data protection practice throughout their department. The remit of the DPWG is for each of these officers to discuss compliance within their department, pass on advice and training, their departmental input into the Council’s notification and the processing of subject access requests which relate to records from their departments.
- 3.5.2 The DPWG operates as a sub group of the Information Management Governance Group (“IMGG”), which is jointly chaired by the Technology Architect and Managing Solicitor (Information Governance). The Records Manager and Senior Solicitor (Information Governance) are also members of the IMGG. The IMGG consists of key officers with information management and information governance expertise. Although the remit of IMGG extends to wider information management and information governance issues. The Managing Solicitor (Information Governance), as co-chair, on behalf of the Head of Corporate Governance, will have the opportunity to manage and direct the agenda of IMGG to promote and progress the Council’s information governance agenda. The Records Manager shall provide regular updates to the IMGG on the work of the DPWG.
- 3.5.3 The Information Security Group (“ISG”), which is chaired by the Chief Auditor and attended by the Managing Solicitor (Information Governance) and Senior

Solicitor (Information Governance), also operates as a sub-group of the IMGG. The remit of the ISG is to support IMGG to ensure that information security is appropriate, proportionate, measured and embedded into business as usual. Membership of the ISG includes appropriate representation from ICT, Legal Services and Internal Audit.

#### 4. Notification

- 4.1 The DPA requires all Data Controllers who are processing Personal Data to notify the Information Commissioner of this. The Information Commissioner maintains a public register of Data Controllers who have notified. Each register entry includes the name and address of the Data Controller and a general description of how they process Personal Data and for what purposes. Individuals can consult the register to find out what Personal Data a particular Data Controller processes. Failure to notify is a criminal offence.
- 4.2 The Records Manager has the responsibility for maintaining the Council's notification. The Council's notification is renewed annually by the Records Manager.
- 4.3 Service data protection officers are responsible for reporting changes in processing to the Records Manager.
- 4.4 Elected Members require individual notifications. This is because they process Personal Data in three different capacities, which are as follows:-
- As a member of the Council, e.g. as a member of a Board
  - As a representative of constituents, e.g. dealing with complaints.
  - Representatives of a political party, e.g. campaigning.

When processing Personal Data as a member of the Council, Elected Members are covered by the Council's notification and when acting on behalf of their

political party, they are entitled to rely on the party's notification. However, when processing Personal Data on behalf of constituents, Members are Data Controllers in their own right, and so require a valid notification.

Members' Services will maintain notifications for all Elected Members.

## 5. Data Subject Rights

5.1 Data subjects have several significant rights under the DPA, which are as follows:-

- Subject access rights;
- The right to prevent processing that is likely to cause or is causing damage or distress;
- The right to prevent processing for direct marketing;
- The right to object to automated decision-taking;
- The right to have inaccurate data rectified, destroyed, blocked or erased; and
- The right to claim compensation for damages caused by a breach of the DPA.

5.2 The most significant of these rights is the right of subject access, i.e. the right of an individual to access his/her own Personal Data. The Council has 40 calendar days to comply with subject access requests. Further information on compliance with all data subject rights, particularly subject access rights, can be obtained from the Council's Subject Access Request guidelines, available on the Council's intranet, or from the Records Manager.

5.3 The Information Governance Team has responsibility for maintaining the Council's subject access request guidelines.

## 6. Training and Guidance

6.1 The Information Governance Team will continue to prepare and revise detailed guidelines on the practicalities of dealing with the DPA and oversee

the implementation of the Council's Information Governance/ Data Protection Learning and Development Strategy. The purpose of this strategy is to ensure that the learning and development needs of individual groups in relation to data protection and wider information governance are adequately addressed. The strategy identifies the training needs of Elected Members, Directors and Heads of Service, 3rd and 4th tier managers, employees who have specific requirements and those who require only a general awareness.

The existing guidelines, available from the Information Governance Team, or on the information governance section of the Council's intranet, familiarise officers with data protection compliance and the importance of data security and take account of guidance issued by the Information Commissioner, who polices the DPA.

## 7. Data Retention

7.1 The fifth data principle states that Personal Data should not be held for longer than is necessary. What is necessary can vary, depending on the nature of the information and why it is held. Each Service has a responsibility to ensure that appropriate retention schedules are in place for the records which they hold, and to arrange for the secure destruction of data, in accordance with such schedules.

7.2 The Records Manager, as outlined in the Council's Records Management Policy, provides advice on records management and retention issues.

7.3 In accordance with its obligations under the Public Records (Scotland) Act 2011, the Council has adopted a Records Management Plan containing appropriate retention and disposal schedules. This will ensure compliance with the fifth data protection principle.

## 8. Information Security

- 8.1 The seventh data protection principle provides that appropriate technical and organisational measures should be taken to ensure that all Personal Data is secure.
- 8.2 All employees and Elected Members have responsibility for keeping the Personal Data to which they have access, in the course of their work, safe and secure.
- 8.3 By adopting recognised information security practices, the Council can demonstrate, to customers, partners and stakeholders that it can be trusted to protect the confidentiality, integrity and accessibility of the information it holds.
- 8.4 Information Security is not purely a technical issue. Information security principles apply to all information held by the Council, whether this is held in electronic or non-electronic format, even extending to conversations between individuals.
- 8.5 Employees and Elected Members who become aware of a potential breach of information security, such as a loss of data, must immediately report this to the Senior Solicitor (Information Governance), in line with the Information Security Incident Reporting Procedures.
- 8.6 Further information and advice on information security can be obtained from the Senior Solicitor (Information Governance) at any time.

## 9. Data Processors

If someone, other than an employee of the Council, is processing Personal Data on the Council's behalf, for example, a contractor, the Council, as Data Controller, is obliged under the DPA to have a written agreement or contractual obligation that the data processor will comply with the seventh principle by keeping that information secure. In other words, there should be a written agreement that appropriate technical and organisational measures will be taken by the contractor to keep the Personal Data secure. Further information on Data Processor Agreements can be obtained from the Information Governance Team.

#### 10. Information Sharing

Although processing of Personal Data must always be fair and lawful, the DPA should not be perceived as a barrier to effective inter-agency and inter-departmental information sharing. There are many situations where information can, and indeed, must be shared, for example, to protect individuals. Detailed guidance on information sharing is available in the Council's Data Sharing Code and advice can be obtained, at any time, from the Information Governance Solicitors. Consideration should, however, be given to the following:

- What information needs to be shared?
- With whom?
- Why?
- How?
- What are the risks of not sharing the information?
- Could the same aim be achieved without sharing the data or by anonymising it?

#### 11. Privacy Impact Assessments

11.1 Privacy Impact Assessment (PIA) is a process which enables the Council to



address the potential privacy risk and impact from the collection, use and disclosure of Personal Data as a result of new initiatives and to ensure means are in place to make sure data protection compliance and privacy concerns are addressed appropriately.

11.2 The Cabinet Office and the Scottish Government recommend that PIAs be carried out for any new initiatives or changes of business practice involving Personal Data, as they believe that this will increase public confidence in the handling of Personal Data.

11.3 The Corporate Management Team (CMT) have instructed that where policies and decisions have implications for the use of Personal Data held by the Council then all Services must conduct a PIA.

The PIA must be an integral part of any project planning process rather than an add-on. Its purpose is to:

- Identify any potential and likely impact on privacy; and
- Minimise and manage the identified impact and privacy risks.

11.4 Advice on and assistance with carrying out Privacy Impact Assessments can be obtained from the Information Governance Team.

## 12. Relationship with Other Legislation

### 12.1 **Human Rights Act 1998**

Public authorities, such as the Council, must comply with the Human Rights Act 1998 ("HRA") in the performance of their functions. Section 6 HRA obliges public authorities to act in a manner which is compatible with the rights contained in the European Convention of Human Rights ("ECHR"). Article 8 ECHR affords everyone the right to respect for private and family life, including home and correspondence. Although this right is not absolute, any interference must be justified on the basis that it is lawful, necessary to pursue a legitimate aim and proportionate. This means that the interference should not be greater than is necessary to achieve the legitimate aim.

HRA is therefore a consideration when considering whether there is a justification for sharing information. Whilst compliance with the DPA may render an interference lawful, the Council must also consider whether information sharing exercises are necessary in the public interest or whether the same ends can be achieved by a less intrusive means before an interference with Article 8 privacy rights can be justified. If there is a less intrusive alternative, the interference will be disproportionate.

## 12.2 **Freedom of Information (Scotland) Act 2002**

The interface between the DPA and the Freedom of Information (Scotland) Act 2002 ("FOISA") is complex. FOISA obliges the Council to be open and transparent, whereas the DPA and HRA protect people's information and personal privacy. Although FOISA provides the public with a right of access to all information held, unless this is covered by one of a number of fairly narrow exemptions, there is an absolute exemption from disclosure for information, disclosure of which would breach the data protection principles. Further information on the Personal Data exemption under FOISA and how to deal with freedom of information requests without breaching the DPA, can be obtained from the Freedom of Information Guidance Manual, available from the Council's intranet, or the Records Manager and legal advice can be obtained at any time from the Information Governance Solicitors.

## 13. **Breach**

- 13.1 Breach of this policy may be regarded as a serious act of misconduct and may lead to disciplinary action. Employees must therefore make every effort to ensure that they understand their responsibilities under this policy.
- 13.2 It is a criminal offence under the DPA to knowingly or recklessly obtain, disclose or procure Personal Data without the consent of the Data Controller. The Council reserves the right to report any such offence to the Police, as well as the Information Commissioner.

## 14. **Audit**

Data protection procedures are subject to routine internal and external audit and recommendations implemented accordingly.

15. Review

This policy will be reviewed on a two yearly basis. However, to ensure compliance with the DPA, any developments, significant cases, guidance from the ICO, or other lessons learned in this area, will be used to inform best practice.





---

**To:** Finance & Resources Policy Board

**On:** 24 August 2016

---

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

---

**Heading:** Information Handling Policy

---

## **1 Summary**

- 1.1 The Council recognises that it is sometimes necessary for Council information to be removed from the office for business purposes. The arrangements set out in this Information Handling Policy aim to ensure that the Council is complying with its obligations, as a data controller, under the Data Protection Act 1998 ("DPA"). The DPA regulates the processing of personal data and so, it is important that the Council makes proper provision for the way in which it handles personal data, including when this is removed from Council premises.
- 1.2 This Policy should be read alongside existing policies which promote best practice when handling information within the office, such as the Data Protection Policy, Information Security Policy and ICT Acceptable Use Policy. It is necessary for additional care to be taken when information is removed from the office to ensure that this is not lost, damaged or stolen. As such, this Policy has been developed to ensure that staff are aware of how to handle information securely when working away from the office, and to promote best practice when information needs to be removed from Council premises.
-

## 2 Recommendations

- 2.1 It is recommended that the Board approve the Information Handling Policy, which forms Appendix 1 to this report, and agree that this be reviewed on a two yearly basis.

---

## 3 Background

- 3.1 Working away from the office is now commonplace. The purpose of this Policy is to provide staff with a framework on secure handling of information when working away from the office. This relates to all Council Information accessed away from Council premises; including Information accessible via the Council's network by electronic means as well as paper Information. This Policy covers any circumstances in which Council information (paper and electronic) needs to be removed from Council premises, for example when it is being taken to and from external meetings and extends to all forms of working such as Home Working, Remote Working and Hot Desking.
- 3.2 The Council is committed to data protection compliance and information security is a significant component of that. The seventh data protection principle sets out that "Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data." A clear Policy and guidance on how to manage Council information when working away from Council premises will help comply with the requirements of the seventh data protection principle and is considered to be good practice by the Information Commissioner's Office.
- 3.3 This Policy aims to ensure that all Staff and Elected Members accessing Council Information remotely or removing information from Council offices are fully aware of their responsibilities. The control measures will help protect the Council's information against accidental or malicious destruction, damage, modification or disclosure.

---

## Implications of the Report

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

3. **Community Planning** – N/A
4. **Legal** – this Policy ensures compliance with the provisions of the Data Protection Act 1998, in particular, the seventh data protection principle on information security.
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** – this Policy supports the management of information risk, such as a potential breach of the Data Protection Act 1998.
11. **Privacy Impact** - none

---

### List of Background Papers

1. Information Handling Policy

---

**Author:** *Heather Syme, Senior Solicitor (Information Governance)*  
0141 618 7022  
[heather.syme@renfrewshire.gcsx.gov.uk](mailto:heather.syme@renfrewshire.gcsx.gov.uk)







**Renfrewshire Council**

**INFORMATION HANDLING POLICY**

(v.1)

**August 2016**

## Document Control

### Change Record

Version	Date	Author	Reason for Issue/ Change
1.0	May 2016	Heather Syme, Senior Solicitor (Information Governance)	

### Document Review and Approval

Name	Action	Date	Communication
Allison Black, Managing Solicitor (Information Governance)	Review	March 2016	Email
Kevin Mullen, ICT Operations Manager	Review	March 2016	Email
Gillian Dickie, ICT Business Services Manager	Review	March 2016	Email
Frances Burns, Project Manager	Review	March 2016	Email
Andrea McMahon, Chief Auditor	Review	March 2016	Email
Raymond Cree, Principal HR Adviser	Review	March 2016	Email
Graham Campbell, Senior Health and Safety Officer	Review	March 2016	Email
Steven Fanning, Senior Health and Safety Officer	Review	March 2016	Email
Information Security Group	Review	March 2016	Email

## Related Documents

Ref	Document Name/ Version	Document Location
1	Information & Communications Technologies (ICT) Acceptable Use Policy	Renfo
2	Guidance on Legal Issues when using ICT Facilities	Renfo
3	Guidance on Unacceptable activity when using ICT Facilities	Renfo

<b>Title</b>	Information Handling Policy
<b>Author</b>	Heather Syme, Senior Solicitor (Information Governance)
<b>Issue Date</b>	August 2016
<b>Subject</b>	
<b>Description</b>	
<b>Version</b>	V1
<b>Source</b>	
<b>Updating Frequency</b>	2-yearly
<b>Right</b>	Not Protectively Marked
<b>Category</b>	
<b>Identifier</b>	

## Contents

Scope .....	8
1. Purpose.....	8
2. Introduction.....	9
3. Definitions.....	11
4. General Provisions.....	11
5. Information Security .....	12
6. Actions in Breach of the Information Handling Policy.....	13
7. Impact Assessment.....	13
8. Monitoring & Review .....	13
Appendix 1: Think Twice note on Working from Home .....	14
Appendix 2: Information Security Incident Reporting Procedure for All Staff .....	16

## Scope

This Information Handling Policy sets out the requirements relating to the handling of information, in particular the transfer of information when moving information from or working away from the office. Care must be taken with information when doing so to protect against breaches of confidentiality, loss of integrity, interruption to availability, and non-compliance with legislation which would otherwise occur.

This policy describes the principles of securely handling information and how Staff and Elected Members can make informed decisions on how best to protect it.

This policy applies to all Services, employees and Elected Members of Renfrewshire Council and its Joint Committees. It should, however, be read alongside other Council policies and guidelines on wider issues relating to secure handling and secure transfer of information.

There are many ways of working, other than the 'traditional' office-based scenario from a desktop personal computer. This Policy will apply to all forms of working, such as Home Working, Remote Working and Hot Desking, but this Policy also extends to any circumstances where Information (paper and electronic) needs to be removed from the Council premises, for example transporting Information to and from external meetings.

The provisions of this Policy therefore apply to any person moving information from or working away from the office in any capacity.

## 1. Purpose

- 1.1. This Policy applies to any form of movement of Information. This means all Council Information accessed away from Council premises; including Information accessible via the Council's network/ electronic means as well as paper based Information. This Policy covers any circumstances in which Council information (paper and electronic) needs to be removed from Council premises, for example when it is being taken to and from external meetings and extends to all forms of working such as Home Working, Remote Working and Hot Desking.
- 1.2. This Policy aims to ensure that all Staff and Elected Members accessing Council Information remotely are fully aware of their responsibilities. The Council's Information is fundamental to the Council's business and stakeholders. As such, appropriate levels of information security must be implemented and maintained. It is the purpose of this Policy to ensure that Staff and Elected Members are aware of and adhere to relevant control measures to protect the Council's

Information against accidental or malicious destruction, damage, modification or disclosure, and to maintain appropriate levels of confidentiality, integrity and availability of this.

1.3. The following principles underpin this Policy:

- Personal data must be kept secure;
- The Council's ICT Facilities must remain secure;
- The Council's ICT Facilities are primarily for Business Use and for other approved purposes set out in the ICT Acceptable Use Policy and any associated policies or guidelines or as agreed with a Line Manager/Senior Officer; and
- Inappropriate, unlawful or unauthorised activity is not permitted.

## 2. Introduction

- 2.1. Working away from the office can include both the use of mobile electronic devices and also the removal of paper Information from Council premises. The Council needs to consider the unique information security challenges and risks which will necessarily result from this way of working.
- 2.2. The aim of this **Policy** is to protect the confidentiality, integrity and availability of the Council's Information (whether paper or electronic) when this is moved from the office.
- 2.3. The Council is obliged to ensure that appropriate operational, technical and organisational measures have been introduced to ensure Council Information and its associated infrastructure is protected against damage and risk. It is also vital that Information held by the Council is not exposed to unnecessary risk.
- 2.4. The use of ICT all ICT Facilities regardless of whether it is used on Council premises or elsewhere is governed by the ICT Acceptable Use Policy. This Policy operates alongside the ICT Acceptable Use Policy and extends beyond use of equipment to the handling of all information, regardless of format.
- 2.5. This policy can be read alongside a number of other relevant Council policies, procedures and guidance, which Staff and Elected Members should be aware of, including but not limited to:
- Code of Conduct for Employees;
  - Data Protection Policy;
  - Guidelines on the use of Mobile Devices;

- ICT Acceptable Use Policy;
- Information Security Policy;
- Records Management Policy;
- Quick Start Remote Working User Guide;
- Use of Council Resources Policy; and
- Social Media Guidance

These documents are available on the Council's intranet, Renfo.

- 2.6. All Staff and Elected Members should read this Policy carefully in order to understand its terms.
- 2.7. Any queries in respect of this Policy should be referred to a Line Manager, Senior Officer or the Information Governance Team.
- 2.8. Any information security incidents should be reported immediately to the Senior Solicitor (Information Governance), in line with the Council's Information Security Incident Reporting procedures.

### 3. Definitions

The following terms are given the following meanings throughout this Policy:

**Business Use** means all use which is related to Council duties and responsibilities;

**ICT Facilities** means all facilities, equipment, services and systems (including the Internet and intranet) which enable the function of information processing and communication by electronic means;

**Information** means data, documents and records covering the information lifecycle from their creation to their disposal, in both paper and electronic formats;

**Personal Use** means all use other than Business Use; and

**Senior Officer** means a Council officer of management level and above.

### 4. General Provisions

- 4.1. Staff and Elected Members should consider whether Information can be transferred by secure e-mail rather than transferring paper Information outside of the office.
- 4.2. Staff and Elected Members must ensure that there is no unauthorised access to the Council's Information.
- 4.3. All Council Information being used at a remote location must be securely stored and not displayed in a manner which allows its content to be viewed by anyone else.
- 4.4. All work, in particular that where personal or sensitive Information is involved, should be carried out in a position where it cannot be seen by others. Accessing Council Information in public places should be avoided to reduce the risk of 'shoulder surfing'. Staff and Elected Members should be aware of their surroundings when viewing Council Information to ensure that Council Information remains confidential and secure. Staff and Elected Members must ensure that any information is, insofar as possible, not visible by anyone else.
- 4.5. All reasonable precautions should be taken to safeguard the security of any Council equipment or Information regardless of the medium it is stored in to prevent it from theft, loss, destruction or harm (either accidental or malicious).



- 4.6. All security incidents, including actual or potential unauthorised access to Council Information, should be reported immediately to the Information Governance Team, in line with the Information Security Incident Reporting Procedures. Near misses and possible weaknesses should also be reported through this same method.
- 4.7. Any loss of a mobile device should be reported to the ICT Service Desk.

## **5. Information Security**

- 5.1. The security of the Council's Information and ICT equipment is essential. Information security is the responsibility of all Staff and Elected Members.
- 5.2. The Council is a Data Controller under the Data Protection Act 1998.
- 5.3. Employees should be aware of their responsibilities when processing personal and sensitive data relating to any living individual (including names, addresses and telephone numbers). More detailed advice on managing sensitive and confidential Information is contained within the 'Guidance on the Responsible use of Personal Data and Confidential Information' policy which is available on the Council's intranet, Renfo.
- 5.4. All Staff and Elected Members are responsible for the security of the ICT equipment itself and for the data which is stored on it. All Information and devices should be stored securely at all times, when not in use, and appropriate security measures should be taken to ensure that they, or data held on them, are not subject to loss, damage or unauthorised access. When mobile communication devices are used outwith Council premises they should be kept as securely as possible and out of view. These should not be left unattended in a public place.
- 5.5. Staff and Elected Members must also ensure that data stored on these devices is held as securely as possible. Data held on such devices should be password protected where possible and, where personal, sensitive or confidential Information is stored, encryption should be applied. The ICT Service Desk can provide advice on appropriate encryption methods.
- 5.6. Council Information should not be extracted from Council's Information systems and stored insecurely. This includes e-mailing Information to a personal or other insecure device, even for work purposes. Advice on electronic transfer of data should be sought from the ICT Service Desk.

- 5.7. Staff and Elected Members should not leave Information (including papers, laptop PCs and mobile devices) unattended in such a state as to risk unauthorised access to Information. If possible, Information should be locked when unattended or other appropriate security measures taken. Staff and elected members must take particular care when they have decided to take council information away from a secure location to avoid the information being misplaced or lost.
- 5.8. The Council's 'Information Security' policy (available on the Council's intranet, Renfo) provides further guidance on the importance of securing the Council's Information.

## **6. Actions in Breach of the Information Handling Policy**

- 6.1. Suspected breaches of this Policy should be reported to the appropriate Line Manager, a Senior Officer or Group Leader (Elected Members) for investigation.
- 6.2. If Staff or Elected Members are in any doubt about what constitutes acceptable or unacceptable use clarification should be sought from their Line Manager, a Senior Officer or the Information Governance team.
- 6.3. Where any activity is discovered and the conduct is considered to be of a criminal nature, the Council reserves the right to report the circumstances to the police for further investigation.

## **7. Impact Assessment**

This Policy has been impact assessed in line with the Council's obligation to comply with the Equality Act 2010 and the Public Sector Equality Duty

## **8. Monitoring & Review**

This Policy will be reviewed in line with any legislative changes and examples of best practice relating to information handling and to reflect organisational requirements. In any event, this Policy will be reviewed every 2 years in order to maintain accuracy and relevance.

## Appendix 1: Think Twice note on Working from Home

### **THINK TWICE!** **Information Security: working from home**

Handling personal information with care and respect is critical. Care should be taken not to lose or misplace information. This is everyone's responsibility.

It is crucial that all Council information, both electronic and paper, is treated with care to ensure that it is kept secure. Everyone who works for the Council is responsible for the information they handle at work – both in the office and outwith the office.

From time to time, you may need to remove confidential information from the office to work from home or to other non-Council premises. You must take care to protect the confidentiality of papers, files and documents, including those stored electronically.

Keeping information secure:

- Keep information and equipment locked out of sight during transport. If you are transporting information or equipment by car, lock it in the boot. Do not leave documents and equipment overnight in the car boot.
- Ensure information is not seen by other members of your household, visitors or other unauthorised people.
- Use only Council-supplied devices for storing Council information. Do not store confidential Council information on your personal equipment.
- Ensure all Council equipment, documents and materials are used solely for Council purposes. They remain the property of the Council and members of the household or other unauthorised people must not be allowed to use them.
- Use only your Council email account for sending or receiving emails related to Council business. Your personal email account or other email accounts must not be used for this purpose.
- Never carry personal information on unencrypted electronic media.
- Keep Council information and equipment locked away when unattended - they must not be accessible to unauthorised people.
- Keep confidential Council records at home for as little time as possible. Return them to their normal filing location in the office as soon as possible.
- Dispose of Council information only on Council premises, in line with confidential waste procedures.

**It is important that personal information is properly protected and not left unattended. A careless mistake can have huge consequences for both the Council and its service users, so please THINK TWICE when you're handling personal information.**

Report any information security incident to your Service Data Protection Officer, Line Manager or the Senior Solicitor (Information Governance) as soon as possible, in line with the Council's information security incident reporting procedure. It is important that you do this as soon as possible, so that steps can be taken to rectify this.

Full guidance is available on the Information Governance section of Renfo and the Information Governance team can provide advice at any time.

**Key Contact - Heather Syme, Senior Solicitor (Information Governance),**  
heather.syme@renfrewshire.gcsx.gov.uk  
0141 618 7022

## **Appendix 2: Information Security Incident Reporting Procedure for All Staff**

### **Information Security Incident Reporting Procedure for All Staff**

**Everyone who works for the Council is responsible  
for the information they handle.**

#### **What is Information?**

Information means data, documents and records - in both paper and electronic formats.

#### **What is Information Security?**

Information Security is protecting the confidentiality, integrity and availability of our information (including ICT systems) from actual or potential compromise or risk.

We do this through both technical and organisational measures designed to minimise the risk of loss, unauthorised access to or disclosure of such information.

#### **Why is Information Security important?**

The Council needs information to deliver services. The public and our partners expect the Council to handle their information sensitively and securely. Procedures must be in place to respond when any information held by the Council is lost or compromised.

Information Security is also crucial for the Council's compliance with various pieces of legislation, for example, e.g. the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003, as amended, and the Freedom of information (Scotland) Act 2002.

Failure to ensure that information is secure can result in a penalty of up to £500,000 by the Office of the Information Commissioner and, of course, significant reputational damage.

#### **What should be reported as an Information Security incident?**

Any loss or compromise to Information should be reported as an Information Security Incident. Examples include loss of personal, sensitive personal or commercially sensitive information, in either paper format or stored on a device such as a laptop, USB pen, CD, DVD, emailed to the wrong recipient, unauthorised access to files, folders, or systems. If in doubt, please ask.

**If you think the security of any Council information is or has been  
compromised, please report this to:**

**Heather Syme, Senior Solicitor (Information Governance)**  
**Email: [heather.syme@renfrewshire.gcsx.gov.uk](mailto:heather.syme@renfrewshire.gcsx.gov.uk) Tel: 0141 618 7022**





---

**To: Finance & Resources Policy Board**

**On: 24 August 2016**

---

**Report by: Director of Finance & Resources**

---

**Heading: Public Holidays for Renfrewshire Council Employees: 2017**

---

**1. Summary**

- 1.1 In accordance with established practice, the Council approves dates for 12 public holidays for Council employees. These holidays, which have followed a set pattern for several years, are normally determined on an annual basis.
- 1.2 In line with the Council's statement of particulars of employment for local government employees, employees shall be granted 12 public holidays and one day of no work requirement per annum.
- 

**2. Recommendations**

- 2.1 That the public holidays and day of no work requirement for Renfrewshire Council employees for 2017, as detailed in the appendix, be approved.
- 

**3. Background**

- 3.1 The day of no work requirement between Christmas and New Year came into effect in October 2009 following the implementation of new terms and conditions. The Council closes for all non-essential services for 3 days between the Christmas and New Year public holidays. Employees are required to retain and use two days of their annual leave to cover the first two days of closure with the third day allocated

as a day of no work requirement. The day of no work requirement will vary each year but is normally the work day preceding New Year's Day.

- 3.2 The Board is asked to approve the proposed public holidays for 2017 as set out in the appendix to this report.
- 

### **Implications of the Report**

1. **Financial** – none.
  2. **HR & Organisational Development** – approval of these public holidays will assist with diary arrangements and allow Council services to plan staff cover well in advance to ensure that essential services continue to be provided over public holiday periods.
  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.
- 

**List of Background Papers** – none.

---

**Author:** Anne McNaughton, Senior Committee Services Officer (0141 618 7104)  
[anne.mcnaughton@renfrewshire.gcsx.gov.uk](mailto:anne.mcnaughton@renfrewshire.gcsx.gov.uk)



# **RENFREWSHIRE COUNCIL**

## **PUBLIC HOLIDAYS FOR EMPLOYEES 2017**

<b>Holiday</b>	<b>2017</b>
<b>New Year</b>	Monday, 2 January 2017 Tuesday, 3 January 2017 Wednesday, 4 January 2017
<b>Good Friday</b>	Friday, 14 April 2017
<b>Easter Monday</b>	Monday, 17 April 2017
<b>May Day</b>	Monday, 1 May 2017
<b>Queen's Birthday</b>	Monday, 29 May 2017
<b>Fair Holiday</b>	Monday, 7 August 2017
<b>Autumn Holiday</b>	Friday, 22 September 2017 Monday, 25 September 2017
<b>Christmas</b>	Monday, 25 December 2017 Tuesday, 26 December 2017
<b>Day of no work requirement</b>	Friday, 29 December 2017

### **Non-teaching staff in schools**

Children's Services will issue a separate list of school holidays for term time staff.



---

**To: Finance & Resources Policy Board**

**On: 24 August 2016**

---

**Report by: Director of Finance & Resources**

---

**Heading: APPLICATIONS TO THE RENFREWSHIRE COUNCIL CITIZENS FUND**

---

**1. Summary**

- 1.1 This report contains information in relation to three applications for funding from the Renfrewshire Council Citizens Fund that have been recommended for approval by the Johnstone & the Villages Local Area Committee (LAC).
- 

**2. Recommendation**

- 2.1 That consideration be given to the recommended awards from the Renfrewshire Council Citizens Fund to Kilbarchan Agricultural Society, Kilbarchan Singers and Kilbarchan Community Council as detailed in Section 3 below.
- 

**3. Background**

- 3.1 The broad purpose of the citizens funds is to promote the welfare of individuals who are in need by reason of age, ill-health, disability, financial hardship or other disadvantage and to foster good citizenship and community wellbeing and regeneration by giving financial assistance by way of grant to those living or working in the area to further voluntary activity or to contribute to the regeneration of the community in the area.
- 3.2 Funds were made available to all five LACs with further restrictions being included within the purpose of the funding available to the Johnstone & the Villages LAC insofar as awards would be available to Lochwinnoch and Kilbarchan based projects only. This restriction reflects the nature of the bequests amalgamated into the Citizens Fund for that LAC area. Only funds ringfenced for Kilbarchan based projects remain.

3.3 At the meeting of the Johnstone & the Villages LAC held on 19 May 2016 the following projects were recommended for an award as follows:-

3.3.1 **Kilbarchan Agricultural Society**

The Kilbarchan Agricultural Society holds an exhibition of livestock, rural crafts and home produce in the local area. The show day encourages the local community in the participation of rural activities and provides a social day out for local families to see farm animals and vintage machinery.

In more recent years the show has expanded to include a dog show and light horse section.

The application relates to the need to bring the light horse section show equipment up to new health and safety standards as intimated by committee members who are involved in the equestrian community and who receive information from the British Show Jumping Association. The upgrading of equipment will provide quick release of a pole which will reduce the risk of injury to horse and riders as they will be more flexible. It will enable the society to comply with outdoor equestrian event health and safety regulations for horse shows.

**The LAC recommended an award of £1,850 from the Renfrewshire Council Citizens Fund.**

3.3.2 **Kilbarchan Singers**

The Kilbarchan Singers applied for the purchase of sheet music and to provide honoraria for two singers from the Royal Conservatoire of Scotland to work with the Singers for a season.

The Kilbarchan Singers need to keep up with new music and compilations of music which become available on a regular basis. The Kilbarchan Singers feel it is important for young people starting out in a singing career to have the opportunity to work with an established choir, expanding their repertoire both as a member of a choir or chorus and as soloist.

New music and compilations are identified by the Musical Director and will be purchased by the Kilbarchan Singers' librarian. The group will provide honaria to two students from the Royal Conservatoire of Scotland to assist them in working with them.

The Kilbarchan Singers will add to cultural and musical life in Renfrewshire , both for the Singers and audiences. Singing and performing improves self-esteem and builds confidence in the individual . The Singers gives the members a challenge, performing difficult repertoire, and the enjoyment of performing on a regular and ongoing basis.

**The LAC recommended an award of £3,000 from the Renfrewshire Council Citizens Fund.**

- 3.4 At the special meeting of the Johnstone & the Villages LAC held on 28 July 2016 the following project was recommended for an award as follows:-

3.4.1 **Kilbarchan Community Council**

The community council has been successful in securing match funding from the British Heart Foundation to purchase 2 defibrillators having run a successful fundraising drive within the village to raise the community's share of the funding. Unfortunately the Foundation could not supply or fund the specialist storage cases needed to keep the defibrillators in a climate controlled environment and accessible 24 hours a day. Assistance was therefore sought with the part funding of these cases. Each case costs £600 (including delivery VAT and fitting) meaning the Community Council needs to raise £1200. The LAC was requested to consider recommending the award of 50% of this sum from the Renfrewshire Council Citizens Fund.

Agreement has been reached with the British Heart Foundation and Scottish Ambulance Service that the best location for the defibrillators would be at Kilbarchan Scout Hall and Kilbarchan Bowling Club with both organisations happy to support this scheme.

**The LAC recommended an award of £600 from the Renfrewshire Council Citizens Fund.**

**Implications of this report**

1. **Financial Implications**

The award will be met from existing resources within the Renfrewshire Council Citizens Fund.

2. **HR and Organisational Development Implications**

None.

3. **Community Plan/Council Plan Implications**

Empowering our  
Communities

The awards of funding will strengthen  
the social and cultural fabric of the  
local community

4. **Legal Implications**

Compliance with the Council's Condition of Grants

5. **Property/Assets Implications**

None.

6. **Information Technology Implications**

None.

- 7. Equality and Human Rights Implications**  
(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 membership of both groups is open to all members of the community. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
- 8. Health and Safety Implications**  
None.
- 9. Procurement Implications**  
None.
- 10. Risk Implications**  
None.
- 11. Privacy Impact**  
None.

---

**List of Background Papers**

None

---

**Author:** Dave Low,  
Senior Committee Services Officer (LACs)  
0141 618 7105  
[david.low@renfrewshire.gcsx.gov.uk](mailto:david.low@renfrewshire.gcsx.gov.uk)



---

**To: Finance & Resources Policy Board**

**On: 24 August 2016**

---

**Report by: Director of Finance & Resources**

---

**Heading: Civic Hospitality**

---

**1. Summary**

**1.1** The following requests for civic hospitality have been received for financial years 2016/17.

- a) The French Consulate in Edinburgh had asked the Council to provide a civic reception to mark the presentation of the Legion D'honneur medals to five Veterans. This distinction is France's highest military honour which is awarded in recognition of both military and civilian merit. On the 70<sup>th</sup> anniversary of D-Day in June 2014, the French President announced that this distinction would be awarded to all British veterans who fought for the liberation of France during the Second World War.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a civic reception on Wednesday, 13<sup>th</sup> July 2016 at Paisley Town Hall in the form of an afternoon tea for 60 people at a cost of £1000. The Board is asked to homologate the action taken.

- b) A request was received from the Tannahill/McDonald club to hold a small civic reception for approximately 30 to mark the occasion of the 250<sup>th</sup> anniversary of Alexander Wilson's birth.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to host a civic reception on Wednesday, 6<sup>th</sup> July 2016 at Paisley Museum in the form of a drinks reception and finger buffet at a cost of £300. The Board is asked to homologate the action taken.

- c) A request was received for civic hospitality for a delegation of Cossack wrestlers who are appearing at the World Pipe Band Championships in August and will be visiting Renfrewshire after the event.

Following consultation with the Provost, the Director of Finance & Resources, to mark the occasion, made the necessary arrangements to provide civic hospitality in the form of a buffet lunch on 16 August 2016 at a cost of £200. The Board is asked to homologate the action taken.

- d) Correspondence was received from Johnstone Wheelers to request Civic Hospitality to mark the occasion of the 90<sup>th</sup> anniversary of the formation of the Club. They plan to mark the occasion by holding a dinner on Saturday 1<sup>st</sup> October, 2016 at Johnstone Town Hall and request Civic Hospitality in the form of a drinks reception prior to the meal for 130 people.

It is proposed that the Board agrees to provide this civic hospitality at the cost of approximately £500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- e) A letter has been received from St Vincent's Hospice in relation to their charity ball on Friday 7<sup>th</sup> October, 2016 at the Crowne Plaza Hotel, Glasgow. They have requested that the Council consider hosting a table of 10 at a cost of £800.

It is proposed that the Board agrees to host a table and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- f) An email has been received advising that the launch of Scottish Interfaith Week 2016 will be held in Paisley Town Hall on Sunday 13th November, 2016. A request has been received to provide Civic Hospitality for this event from the Renfrewshire Interfaith Group for approximately 100 people.



It is proposed that the Board agrees to provide a contribution towards this hospitality at a cost of approximately £1500 and that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements.

- g) A letter has been received from Johnstone Bowling Club in relation to the 125<sup>th</sup> anniversary of their Club. They have requested that the Council consider a civic reception in the form of a meal at Johnstone Bowling Club for approximately 80 people at the cost of £1000.

It is proposed that the Board agrees to provide this civic hospitality and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

- h) A letter has been received from Lorraine McArthur to request civic hospitality in the form of a drinks and canapés to coincide with the renaming of a room in the Tweedie Hall in memory of Mary McGettrick and Tina Johnstone, formally of the Linwood Management Committee.

It is proposed that the Board agrees this request for civic hospitality at the cost of £750 and that the Director of Finance & Resources in consultation with the Provost make the necessary arrangements.

---

## **2. Recommendations**

- 2.1 That the Board agrees to: (a) take a table at St Vincent's Charity Ball and provide civic hospitality to Johnstone Wheelers, Renfrewshire Interfaith Group, Johnstone Bowling Club and for the renaming ceremony within Tweedy Hall and (b) that it be delegated to the Director of Finance & Resources in consultation with the Provost to make the necessary arrangements for appropriate civic hospitality to be provided.
- 2.2 That the Board homologates the action taken in respect of the civic receptions for the Legion D'honneur medal presentations, Russian sports representatives and 250<sup>th</sup> Anniversary of Alexander Wilson's birth.
-

## Implications of the Report

1. **Financial** – The costs of the request from civic hospitality will be met from the current budget
  2. **HR & Organisational Development** – None
  3. **Community Planning** – Civic receptions provide recognition of the contributions made by individuals and organisations to the fabric of life in Renfrewshire.
  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.
- 

## List of Background Papers

- (a) Background Paper 1 – Correspondence Received 24<sup>th</sup> June 2016
- (b) Background Paper 2 – Correspondence Received 24<sup>th</sup> February 2016
- (c) Background Paper 3 – Correspondence Received 30<sup>th</sup> June 2016

The foregoing background papers will be retained within Finance & Resources for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Donna Gallagher, Member Services Officer (Telephone – 0141 618 6794, e-mail – donna.gallagher-pt@renfrewshire.gov.uk)

---

**Author:** Donna Gallagher – Member Services Officer. Tel: 0141 618 6794  
E-mail donna.gallagher-pt@renfrewshire.gov.uk