

Minute of Meeting Council

Date	Time	Venue
Thursday, 27 February 2020	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Jennifer Marion Adam-McGregor, Councillor Tom Begg, Councillor Derek Bibby, Councillor Bill Binks, Councillor Bill Brown, Councillor Jacqueline Cameron, Provost Lorraine Cameron, Councillor Michelle Campbell, Councillor Carolann Davidson, Councillor Eddie Devine, Councillor Andy Doig, Councillor Audrey Doig, Councillor Natalie Don, Councillor Alison Jean Dowling, Councillor Edward Grady, Councillor Neill Graham, Councillor Jim Harte, Councillor John Hood, Councillor Lisa-Marie Hughes, Councillor Karen Kennedy, Councillor Scott Kerr, Councillor Paul Mack, Councillor Alistair Mackay, Councillor James MacLaren, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Eileen McCartin, Councillor Colin McCulloch, Councillor Cathy McEwan, Councillor Marie McGurk, Councillor John McIntyre, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Will Mylet, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Emma Rodden, Councillor Jim Sharkey, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel, Councillor Jane Strang

Chair

Provost Cameron presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and L Mahon, Head of Marketing and Communications (both Chief Executive's); K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, J Lynch, Head of Property Services, M Conaghan, Legal & Democratic Services Manager, D Low Democratic Services Manager and R Devine, Senior Committee Services Officer (all Finance & Resources); S Lavers, Chief Finance Officer (Renfrewshire Health & Social Care Partnership); and V Hollows, Chief Executive (Renfrewshire Leisure Limited).

Apology

Councillor Burns.

Declarations of Interest

Councillor Don declared a financial interest in respect of Item 8 of the agenda (Notice of Motion 3) and indicated that it was her intention to leave the meeting and take no part in the discussion or voting thereon.

Additional Items

Councillor J MacLaren intimated that he wished to table an emergency motion, seconded by Councillor Graham, which had not been included in the notice calling the meeting and requested that this be taken as an additional item.

In terms of Standing Order 14(b), Provost Cameron ruled that the emergency motion by Councillors J MacLaren and Graham be considered by the Council as a matter of urgency as she was of the opinion that the spread of coronavirus was a public health concern. This emergency motion would be taken up as an additional item of business at the end of the meeting as agenda item 18.

Councillor Kennedy intimated that she wished to table an emergency motion, seconded by Councillor Grady, which had not been included in the notice calling the meeting and requested that this be taken as an additional item of business.

In terms of Standing Order 14(b), Provost Cameron ruled that the emergency motion by Councillors Kennedy and Grady be considered by the Council as a matter of urgency as she was of the opinion that the decision taken about a visit to a primary school had caused significant levels of controversy at a local and national level. This emergency motion would be taken up as an additional item of business at the end of the meeting as agenda item 19.

Obituary

Provost Cameron acknowledged the death of Willie Fraser Orr, a former Provost of Renfrew District Council, making reference to his dedication to his wife and family, his exemplary service to both his country and local community while in the Royal Navy and as a member of Renfrew District Council. Mention was also made to his working life in the Chrysler plant in Linwood and his voluntary and charitable works. Individual members of the Council paid tribute endorsing the sentiments expressed. The Provost advised that she had attended the funeral together with the Leader of the Council and

extended sincere condolences to his family on behalf of Renfrewshire Council. A minute's silence was held as a mark of respect.

1 Minutes of Meetings of Council, Boards and Panels

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

Leadership Board, 4 December 2019

Council, 5 December 2019

Communities, Housing and Planning Policy Board, 14 January 2020

Regulatory Functions Board, 15 January 2020

Education and Children's Services Policy Board, 16 January 2020

Audit, Risk and Scrutiny Board, 20 January 2020

Infrastructure, Land and Environment Policy Board, 22 January 2020

Personnel Appeals & Applied Conditions of Service Appeals Panel, 23 January 2020

Finance, Resources and Customer Services Policy Board, 29 January 2020

Regulatory Functions Board, 30 January 2020

Leadership Board, 9 February 2020.

DECIDED: That the Minutes be approved.

2 Audit, Risk and Scrutiny Board Review - Maintenance of Multi-occupancy Accommodation (Mixed-tenure Buildings)

Under reference to item 8 of the Minute of the meeting of the Audit, Risk & Scrutiny Board held on 20 January 2020, there was submitted a report by the Lead Officer relative to the review undertaken, as part of the Audit, Risk & Scrutiny Board Annual Programme, of the maintenance and repairs arrangements for multi-occupancy accommodation in mixed-tenure buildings.

The report highlighted the scope and purpose of the review, outlined consultation undertaken and summarised the evidence presented to the Board together with the findings of the Board and the recommendations approved at the meeting of the Audit, Risk & Scrutiny Board held on 20 February 2020.

The report highlighted the desirability of raising awareness of the availability of grant funding to owners involved in undertaking maintenance and repairs works to multi-occupancy accommodation in mixed-tenure buildings as part of the Council's capital improvement programme. Reference was also made to the Scottish Government's Working Group report of cross party MSPs on Maintenance of Tenement Scheme Property which had considered the challenges associated with organising common repairs, identifying owners and securing contributions from them.

DECIDED: That the findings of the review of the maintenance and repairs arrangements for multi-occupancy accommodation (mixed-tenure buildings) and the recommendations, approved at the meeting of the Audit, Risk and Scrutiny Board held on 20 January 2020, and outlined in section 4 of the report be approved.

Sederunt

Councillor Grady entered the meeting during consideration of the following item of business.

3 Governance Arrangements

There was submitted a report by the Director of Finance & Resources relative to changes to representation on various forums and the amendment of the Terms of Reference for the Council's Regulatory Functions Board.

The report detailed a proposed change to the Council's representation at Annual General Meetings of the Improvement Service; proposed that Councillor Audrey Doig be appointed as Chair of Clyde Muirshiel Park Authority Joint Committee; advised of the resignation of Mr Keith as the Church of Scotland representative on the Council's Education & Children's Services Policy Board; and intimated that Ms Bird had been nominated by the Church of Scotland as its replacement nominee. The report also proposed that the Terms of Reference of the Regulatory Functions Board be amended to authorise that Board to agree consultation proposals in relation to the establishment of taxi ranks and to appoint new taxi ranks following public consultation.

Councillor Paterson intimated that, in addition, it was proposed that the Council's representation at meetings of the Clyde Valley Learning and Development Project Joint Committee be amended to reflect that Councillor Steel had been appointed in place of Councillor Paterson with Councillor Paterson being appointed as substitute member in place of Provost Cameron.

Councillor Nicolson, seconded by Councillor Paterson moved:

(a) that the resignation of Mr Keith as the Church of Scotland's representative on the Education & Children's Services Policy Board be noted and that Ms Bird, the Church of Scotland's replacement nominee, be appointed as a member of the Education & Children's Services Policy Board;

(b) that Councillor Audrey Doig be appointed as Chair of the Clyde Muirshiel Park Authority Joint Committee;

(c) that the Council's representation at meetings of the Clyde Valley Learning and Development Project Joint Committee be amended to reflect that Councillor Steel had been appointed in place of Councillor Paterson with Councillor Paterson being appointed as substitute member in place of Provost Cameron;

(d) that it be agreed that the Chief Executive be the Council's representative at Annual General Meetings of the Improvement Service and when unable to attend she be authorised to appoint a proxy to represent the Council; and

(e) that paragraph 2 of the Terms of Reference of the Regulatory Functions Board be amended to read: "To develop and review the Council's policies, and to exercise the functions of the Council in relation to applications for licences, permits, permissions, and or registrations or other matters arising out of the above Acts which are not otherwise specifically allocated to another Policy Board."

Councillor Begg seconded by Councillor McKay moved as an amendment:

“That this council should consider a further candidate for the post of Chair of the Clyde Muirshiel Park Authority Joint Committee.

The candidate I propose is Cllr Bill Binks as a continuity candidate having served on this committee since 2017, he is both a resident and councillor within the ward that has the largest section of that park, he meets regularly with local residents who wish to see the park succeed and he has a wealth of experience from his time as a member of East Dunbartonshire Council serving on the board of the Mugduck Country Park as well as being instrumental in the setting up of the bottom end of the West Highland Way.”

On the roll being called, the following members voted for the amendment: Councillors Begg, Bibby, Binks, Brown, Davidson, Devine, Dowling, Grady, Graham, Hood, Kennedy, Kerr, Mackay, J MacLaren, McCulloch, McIntyre, Montgomery, Sharkey, Sheridan and Strang.

The following members voted for the motion: Councillors Adam-McGregor, J Cameron, Provost L Cameron, and Councillors Campbell, Andy Doig, Audrey Doig, Don, Hughes, Mack, K MacLaren, M MacLaren, McCartin, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

The following member abstained: Councillor Harte.

20 members having voted for the amendment, 21 members having voted for the motion and 1 member having abstained, the motion was accordingly declared carried.

DECIDED:

(a) That the resignation of Mr Keith as the Church of Scotland’s representative on the Education & Children’s Services Policy Board be noted and that Ms Bird, the Church of Scotland’s replacement nominee, be appointed as a member of the Education & Children’s Services Policy Board;

(b) That Councillor Audrey Doig be appointed as Chair of the Clyde Muirshiel Park Authority Joint Committee;

(c) That the Council’s representation at meetings of the Clyde Valley Learning and Development Project Joint Committee be amended to reflect that Councillor Steel had been appointed in place of Councillor Paterson with Councillor Paterson being appointed as substitute member in place of Provost Cameron;

(d) That it be agreed that the Chief Executive be the Council’s representative at Annual General Meetings of the Improvement Service and when unable to attend she be authorised to appoint a proxy to represent the Council; and

(e) That paragraph 2 of the Terms of Reference of the Regulatory Functions Board be amended to read: “To develop and review the Council’s policies, and to exercise the functions of the Council in relation to applications for licences, permits, permissions, and or registrations or other matters arising out of the above Acts which are not otherwise specifically allocated to another Policy Board.”

4 European Union Flag

There was submitted a report by the Director of Finance & Resources relative to options for the use of the third flagpole at Renfrewshire House, Renfrew Town Hall and Houston Square, Johnstone following the exit of the UK from the European Union.

The report advised that the Council had previously agreed that the Union Flag, the Saltire and the Europe Flag be flown at Renfrewshire House, Renfrew Town Hall and Houston Square, Johnstone every day of the year, other than on specific occasions detailed within the report, when an alternative flag would be flown from the third flagpole in place of the Europe Flag.

The report requested that consideration be given to which flag(s) be flown from the third flagpole following the exit of the UK from the European Union on 31 January 2020. Potential options in relation to the use of the third flagpole at the locations were outlined within the report.

Councillor Hughes, seconded by Councillor McNaughtan, moved that the first bullet point of paragraph 3.4 of the report be deleted and replaced with “The flag of the European Union and the Council of Europe continue to be flown on Council premises to mark our status as Europeans, our continued membership of the Council of Europe and our long standing friendship with the people of Gladsaxe and Furth, our twinned towns. Council further agrees that approved alternative flags will be flown on occasions to mark dates and events of significance to the people of Renfrewshire.”

Councillor Andy Doig, seconded by Councillor Mack moved as a first amendment “That Renfrewshire Council approach the Lord Lyon for approval to fly the Renfrewshire County Flag, as defined in the britishcountyflags.com website, from the third flagpole outside all council headquarters in Paisley, Renfrew and Johnstone, except for those days designated in clause 3.3 of this report.”

Councillor Graham, seconded by Councillor Begg, moved as a second amendment that “Council notes the result of the EU referendum on 23rd June 2016. Council further notes that the public voted to leave the EU. Council agrees to respectfully lower the EU flag from Council buildings on 28 February at 11am. Council further agrees that the EU flag will be raised to celebrate Europe day each year on 5th and 9th May.”

On the roll being called between the motion and the first amendment, the following members voted for the first amendment: Councillors Begg, Binks, Brown, Andy Doig, Graham, Kerr, Mack, Mackay, J MacLaren, McIntyre and Strang.

The following members voted for the motion: Councillors Adam-McGregor, J Cameron, Provost L Cameron, Councillors Campbell, Audrey Doig, Don, Hughes, K MacLaren, M MacLaren, McCartin, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

The following members abstained: Councillors Bibby, Davidson, Devine, Dowling, Grady, Harte, Hood, Kennedy, McCulloch, Montgomery, Sharkey and Sheridan.

11 members having voted for the first amendment, 19 members having voted for the motion and 12 members having abstained, a vote was then taken between the motion and second amendment.

On the roll being called between the motion and the second amendment, the following

members voted for the second amendment: Councillors Begg, Bibby, Binks, Brown, Davidson, Devine, Andy Doig, Dowling, Grady, Graham, Harte, Hood, Kennedy, Kerr, Mack, Mackay, J MacLaren, McCulloch, McIntyre, Montgomery, Sharkey, Sheridan and Strang.

The following members voted for the motion: Councillors Adam-McGregor, J Cameron, Provost L Cameron, Councillors Campbell, Audrey Doig, Don, Hughes, K MacLaren, M MacLaren, McCartin, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

23 members having voted for the second amendment and 19 members having voted for the motion the second amendment was accordingly declared carried.

DECIDED:

- (a) That the result of the EU referendum on 23 June 2016 be noted;
- (b) That it be further noted that the public had voted to leave the European Union;
- (c) That the EU flag be respectfully lowered from Council buildings on 28 February at 11am; and
- (d) That the EU flag be raised on 5 and 9 May each year to celebrate Europe day.

5 Climate Change Emergency

Under reference to item 9 of the Minute of the meeting of Renfrewshire Council held on 27 June 2019 there was submitted a report by the Chief Executive relative to climate change activities undertaken to date, with specific focus on the activities of the Climate Emergency Working Group (CEWG) established to make recommendations to Council on the actions that required to be taken to respond to the climate emergency in Renfrewshire.

A key action to be progressed in terms of the motion agreed at the meeting held on 27 June 2019, relating to the declaration of a climate emergency in Renfrewshire, was the establishment of the CEWG to examine in detail the actions that could be taken by Renfrewshire Council to address the declared climate emergency. It was highlighted that it had been agreed that a report outlining the key recommendations from the working group would be submitted to Council for consideration by the end of March 2020.

The report advised that the CEWG had met regularly to consider evidence and information in relation to climate change, with a specific focus on the Council's current and planned activities, and the subsequent actions that the Council could take to lead and drive change across Renfrewshire. The CEWG had established a baseline for Renfrewshire's carbon emissions, in order to identify the level and nature of change that would have to happen in Renfrewshire to achieve the 2030 net zero target agreed by Council in June 2019. Officers had also undertaken a mapping exercise and made presentations to the CEWG on the work being undertaken by the Council to both reduce and mitigate the impact of carbon emissions. A summary of the CEWG's work programme was appended to the report. Further context on the climate emergency was provided within the report together with a summary of the CEWG's findings, baseline data and the review of activities undertaken. Key recommendations in terms of energy,

waste, transport, engagement, place and governance/innovation were highlighted together with proposed future actions, which included the establishment of a Climate Change sub-committee of the Leadership Board and mainstream focus of climate change within the Council, together with aligned staffing resource and development of the required expertise to deliver on the agenda.

DECIDED:

(a) That the progress achieved to date in terms of responding to the declaration of a climate emergency by the Council in June 2019 be noted;

(b) That the progress the Council had made in terms of responding to climate change to date, as detailed in section 5 of the report be noted;

(c) That it be agreed that the recommendations made by the Climate Emergency Working Group be taken forward by officers; and

(d) That it be agreed a Climate Change sub-committee of the Leadership Board, be established in line with the arrangements set out at section 7.2 of the report.

6 Notice of Motion 1 by Councillors J Cameron and Steel

There was submitted a Notice of Motion by Councillors Cameron and Steel in the following terms:

"Council agrees that release of balloons or lanterns clearly pose a risk to wildlife, livestock, humans and property. 20 out of the 32 local authorities in Scotland have introduced a policy banning their release.

Therefore, council agrees that Renfrewshire Council should join the other local authorities in implementing a policy banning the release of balloons or lanterns on Council property, Council owned land and at Council licensed, endorsed or supported events, including those not on Council owned land."

Councillor Cameron indicated a verbal amendment to include the word "massed" before the word "release" in the first sentence of the motion. Councillor Cameron, seconded by Councillor Steel, then moved the motion, as amended, which was agreed unanimously.

DECIDED: That Council agrees that massed release of balloons or lanterns clearly pose a risk to wildlife, livestock, humans and property. 20 out of the 32 local authorities in Scotland have introduced a policy banning their release.

Therefore, council agrees that Renfrewshire Council should join the other local authorities in implementing a policy banning the massed release of balloons or lanterns on Council property, Council owned land and at Council licensed, endorsed or supported events, including those not on Council owned land.

7 Notice of Motion 2 by Provost Cameron and Councillor Devine

There was submitted a Notice of Motion by Provost Cameron and Councillor Devine in the following terms:

"John Patrick Byrne - celebrated playwright, painter, printmaker and theatre designer - has bestowed upon the world a treasure that is his art. By doing so, he has put Paisley and Renfrewshire on the map. His ongoing commitment to our local community - the community he grew up in - is to be admired. This commitment continues to be welcomed and treasured by citizens of Ferguslie Park, past and present, as well as the Renfrewshire community and its civic leaders.

Council notes the outstanding achievement that John has made to Renfrewshire, and in recognition of that contribution to his hometown, Renfrewshire Council formally resolves that he be admitted as Honorary Freeman of Renfrewshire. The Director of Finance and Resources, in consultation with the Provost, is authorised to make the necessary arrangements to bestow this honour on and to include John Patrick Byrne on the roll of names of persons who are admitted as Freeman and Freewomen of Renfrewshire."

Provost Cameron, seconded by Councillor Devine, then moved the motion which was agreed unanimously.

DECIDED: That John Patrick Byrne - celebrated playwright, painter, printmaker and theatre designer - has bestowed upon the world a treasure that is his art. By doing so, he has put Paisley and Renfrewshire on the map. His ongoing commitment to our local community - the community he grew up in - is to be admired. This commitment continues to be welcomed and treasured by citizens of Ferguslie Park, past and present, as well as the Renfrewshire community and its civic leaders.

Council notes the outstanding achievement that John has made to Renfrewshire, and in recognition of that contribution to his hometown, Renfrewshire Council formally resolves that he be admitted as Honorary Freeman of Renfrewshire. The Director of Finance and Resources, in consultation with the Provost, is authorised to make the necessary arrangements to bestow this honour on and to include John Patrick Byrne on the roll of names of persons who are admitted as Freeman and Freewomen of Renfrewshire.

Declaration of Interest

Councillor Don having declared an interest in the following item left the meeting and took no part in the discussion or voting thereon.

8 Notice of Motion 3 by Councillors Devine and Sheridan

There was submitted a Notice of Motion by Councillors Devine and Sheridan in the following terms:

"Derek Mackay, MSP Renfrewshire North and West Constituency

Renfrewshire Council believes that Derek Mackay should resign with immediate effect as MSP for Renfrewshire North and West Constituency. He has shown, by his behaviour with inappropriate texts to a 16 year old boy, that he is unfit to hold the office of MSP."

Councillor Devine, seconded by Councillor Sharkey, then moved the motion which was agreed unanimously.

DECIDED: Derek Mackay, MSP Renfrewshire North and West Constituency

That Renfrewshire Council believes that Derek Mackay should resign with immediate effect as MSP for Renfrewshire North and West Constituency. He has shown, by his behaviour with inappropriate texts to a 16 year old boy, that he is unfit to hold the office of MSP.

Sederunt

Councillor Don re-entered the meeting.

9 Notice of Motion 4 by Councillors Mack and Andy Doig

There was submitted a Notice of Motion by Councillors Mack and Andy Doig in the following terms:

"The Core Duties of Chief Executives in Scottish Local Authorities

This Council believes, in the interests of prudent governance, that the core duties of the Chief Executive of the Council shall include acting as Returning Officer at public elections, and that there shall be no additional payment for these duties. Council further advocates that having adopted this position Renfrewshire Council will seek to persuade CoSLA to adopt that as their national policy."

Councillor Mack, seconded by Councillor Andy Doig, then moved the motion.

Councillor Nicolson, seconded by Councillor Paterson, moved as an amendment that "Council agrees and concurs with the stated policy position of COSLA regarding maintaining the independence of the role of returning officer.

It is vital that the Returning Officer maintains independence from the Scottish Government and local authority. This is a central component of the overall integrity of the elections process, and CoSLA would not support any changes that would undermine this.

We therefore do not believe that the role of Returning Officer can or should become part of the job description of a local authority Chief Executive. Removing the independence of the Returning Officer by making them an employee of the council would create significant legal complexities around the liability and risk which have the potential to compromise the smooth administration of the election process. We would further argue that it is similarly vital to maintain the independence of other election staff supporting the Returning Officer during elections."

On the roll being called, the following members voted for the amendment: Councillors Adam-McGregor, Begg, Bibby, Binks, Brown, J Cameron, Provost L Cameron, and Councillors Campbell, Davidson, Devine, Audrey Doig, Don, Dowling, Grady, Graham, Harte, Hood, Hughes, Kennedy, Kerr, J MacLaren, K MacLaren, M MacLaren, McCartin, McCulloch, McEwan, McGurk, McIntyre, McNaughtan, Montgomery, Mylet, Nicolson, Paterson, Rodden, Sharkey, Shaw, Sheridan, Steel and Strang.

The following members voted for the motion: Councillors Andy Doig and Mack.

The following member abstained: Councillor Mackay.

39 members having voted for the amendment, 2 members having voted for the motion and 1 member having abstained, the amendment was accordingly declared carried.

DECIDED: That Council agrees and concurs with the stated policy position of COSLA regarding maintaining the independence of the role of returning officer.

It is vital that the Returning Officer maintains independence from the Scottish Government and local authority. This is a central component of the overall integrity of the elections process, and CoSLA would not support any changes that would undermine this.

We therefore do not believe that the role of Returning Officer can or should become part of the job description of a local authority Chief Executive. Removing the independence of the Returning Officer by making them an employee of the council would create significant legal complexities around the liability and risk which have the potential to compromise the smooth administration of the election process. We would further argue that it is similarly vital to maintain the independence of other election staff supporting the Returning Officer during elections.

Adjournment

The meeting was adjourned at 11am and reconvened at 11.10am.

10 Notice of Motion 5 by Councillors Mack and Andy Doig

There was submitted a Notice of Motion by Councillors Mack and Andy Doig which Provost Cameron ruled was not competent in terms of Standing Order 19(c).

11 Notice of Motion 6 by Councillors Mylet and K MacLaren

There was submitted a Notice of Motion by Councillors Mylet and K MacLaren in the following terms:

"Council thanks Renfrewshire Foodbank for supporting those in need across Renfrewshire. Council notes that between 1st April and 30th September 2019, Renfrewshire Foodbank distributed 4,702 three-day food supplies including 1,388 of them to children. Council further notes that the main reasons cited for people needing emergency food are low benefit income (38%) and delays (19%) or changes (17%) to benefits.

Council calls on the UK Government to cease their politically motivated austerity cuts and ensure that benefits are raised so that no one has to rely on foodbanks to feed themselves or their family."

Councillor Mylet, seconded by Councillor K MacLaren, then moved the motion.

Councillor McIntyre, seconded by Councillor Graham, moved as an amendment that the final sentence of the motion be removed and replaced with "Furthermore, the

Scottish Government can create any new benefits they want. The Scotland Act 2016 devolved the power to the Scottish Parliament to top up reserved benefits, and introduce new benefits outwith reserved benefits.”

On the roll being called, the following members voted for the amendment: Councillors Begg, Bibby, Binks, Brown, Davidson, Devine, Dowling, Grady, Graham, Harte, Hood, Kennedy, Kerr, Mackay, J MacLaren, McIntyre, Sharkey, Sheridan and Strang.

The following members voted for the motion: Councillors Adam-McGregor, J Cameron, Provost L Cameron, Councillors Campbell, Andy Doig, Audrey Doig, Don, Hughes, Mack, K MacLaren, M MacLaren, McCartin, McCulloch, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

The following member abstained: Councillor Montgomery.

19 members having voted for the amendment, 22 members having voted for the motion and 1 member having abstained, the motion was accordingly declared carried.

DECIDED: That Council thanks Renfrewshire Foodbank for supporting those in need across Renfrewshire. Council notes that between 1st April and 30th September 2019, Renfrewshire Foodbank distributed 4,702 three-day food supplies including 1,388 of them to children. Council further notes that the main reasons cited for people needing emergency food are low benefit income (38%) and delays (19%) or changes (17%) to benefits.

Council calls on the UK Government to cease their politically motivated austerity cuts and ensure that benefits are raised so that no one has to rely on foodbanks to feed themselves or their family.

Sederunt

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

12 Notice of Motion 7 by Councillors McNaughtan and Steel

There was submitted a Notice of Motion by Councillors McNaughtan and Steel in the following terms:

"That this Council notes:-

(a) The TUC 'Dying to Work' Campaign, calling for terminal illness to be made a 'protected characteristic';

(b) The TUC is requesting employers to sign up to a Voluntary Charter which states the following:-

- We recognise that terminal illness requires support and understanding and not additional and avoidable stress and worry.
- Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and we recognise that safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.
- We will provide our employees with the security of work, peace of mind and the right

to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss.

- We will support the TUC's Dying to Work Campaign so that all employees battling terminal illness have adequate employment protection and have their death in service benefits protected for the loved ones they leave behind.

Council, as a responsible employer, agrees to sign the Voluntary Charter so that employees who are battling terminal illness are supported, guided and protected following diagnosis.

Council will work with trade unions to ensure that existing policies are modified to support the principles outlined in the Charter."

Councillor McNaughtan, seconded by Councillor Steel, then moved the motion which was agreed unanimously.

DECIDED: That this Council notes:-

(a) The TUC 'Dying to Work' Campaign, calling for terminal illness to be made a 'protected characteristic';

(b) The TUC is requesting employers to sign up to a Voluntary Charter which states the following:-

- We recognise that terminal illness requires support and understanding and not additional and avoidable stress and worry.
- Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and we recognise that safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.
- We will provide our employees with the security of work, peace of mind and the right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss.
- We will support the TUC's Dying to Work Campaign so that all employees battling terminal illness have adequate employment protection and have their death in service benefits protected for the loved ones they leave behind.

Council, as a responsible employer, agrees to sign the Voluntary Charter so that employees who are battling terminal illness are supported, guided and protected following diagnosis.

Council will work with trade unions to ensure that existing policies are modified to support the principles outlined in the Charter.

13 Notice of Motion 8 by Councillors Graham and Begg

It was noted that a decision had been taken earlier in the meeting regarding the issue raised within the Notice of Motion.

In terms of Standing Order 27, Councillors Graham and Begg, being the mover and seconder of the motion consented to the withdrawal of the Notice of Motion.

14 Notice of Motion 9 by Councillors Begg and Graham

There was submitted a Notice of Motion by Councillors Begg and Graham in the following terms:

"The Scottish Government is expecting us to maintain services on their behalf yet are reducing the resources available to us. Between 2013 and 2020 Local Government has been given a disproportionate share of the revenue cuts. Scottish Government reduced their revenue by a low 2% while they reduced our local government revenues by a much larger 7% (Cosla; Invest in Essential Services Jan 2020).

We are being asked to do more and more with less and less.

This council will write to the Scottish Government asking for a reinstatement of at least that 5% deprived from our councils in this next financial round and that they pass on the full Barnett Consequentials."

Councillor Begg, seconded by Councillor Graham, then moved the motion.

Councillor Nicolson, seconded by Councillor Paterson, moved as an addition to the motion that "Council welcomes the positive movement in resource funding for local government announced by the Scottish Government yesterday.

Council agrees that local authorities require a consistent and equitable share of funding in order to allow us to continue to deliver on local and national priorities and that the best way of achieving an improved financial position for local government is by continuing to work collaboratively within Cosla along with all other local authorities and on a cross party basis."

In terms of Standing Order 27, Councillors Begg and Graham, being the mover and seconder of the motion accepted the addition to the motion. The motion, as amended, was agreed unanimously.

DECIDED: That the Scottish Government is expecting us to maintain services on their behalf yet are reducing the resources available to us. Between 2013 and 2020 Local Government has been given a disproportionate share of the revenue cuts. Scottish Government reduced their revenue by a low 2% while they reduced our local government revenues by a much larger 7% (Cosla; Invest in Essential Services Jan 2020).

We are being asked to do more and more with less and less.

This council will write to the Scottish Government asking for a reinstatement of at least that 5% deprived from our councils in this next financial round and that they pass on the full Barnett Consequentials.

Council welcomes the positive movement in resource funding for local government announced by the Scottish Government yesterday.

Council agrees that local authorities require a consistent and equitable share of funding in order to allow us to continue to deliver on local and national priorities and that the best way of achieving an improved financial position for local government is by continuing to work collaboratively within Cosla along with all other local authorities and on a cross party basis.

15 Notice of Motion 10 by Councillors Dowling and Davidson

There was submitted a Notice of Motion by Councillors Dowling and Davidson in the following terms:

"Period Products

This council believes that period products should be free and universally available to Women and Girls.

Council notes that sanitary products were recently made free in schools and colleges across Scotland.

Council further notes the Scottish Government's stated reasons (as of 11th February 2020) for not supporting Monica Lennon's Period Products (Free Provision) Bill onto the next parliamentary stage, in committee. Reasons given have been the estimated cost of implementing the policy and fears over 'cross-border tampon raids', whereby it has been suggested that people outside Scotland could come and take the free sanitary products and then sell them; also referred to as 'Tampon Tourism' or 'Period Piracy'.

The council believes that the estimated cost of implementing the Bill is a reasonable use of public monies to increase women's dignity and be a stigma smashing country with legal right to free, universally available period products.

Council also notes that following the introduction of minimum pricing for alcohol, previously expressed fears over Scottish people buying cheaper alcohol over the border then selling on in Scotland have not materialised.

The council is confident that cross-border tampon raids are unlikely to occur with such frequency as to endanger the viability of the provision.

The council supports the principle of period dignity for all and therefore commends to the Scottish Government that sanitary products should be made free for all women and girls on a universally available basis."

Councillor McCartin, seconded by Councillor Campbell, moved as an addition to the motion that "Council requests that the cost of this Policy be fully funded by the Scottish Government from additional funding."

In terms of Standing Order 27, Councillors Dowling and Davidson, being the mover and seconder of the motion accepted the addition to the motion. The motion, as amended, was agreed unanimously.

DECIDED: Period Products

That this council believes that period products should be free and universally available to Women and Girls.

Council notes that sanitary products were recently made free in schools and colleges across Scotland.

Council further notes the Scottish Government's stated reasons (as of 11th February 2020) for not supporting Monica Lennon's Period Products (Free Provision) Bill onto the next parliamentary stage, in committee. Reasons given have been the estimated cost of implementing the policy and fears over 'cross-border tampon raids', whereby it has been suggested that people outside Scotland could come and take the free sanitary products and then sell them; also referred to as 'Tampon Tourism' or 'Period Piracy'.

The council believes that the estimated cost of implementing the Bill is a reasonable use of public monies to increase women's dignity and be a stigma smashing country with legal right to free, universally available period products.

Council also notes that following the introduction of minimum pricing for alcohol, previously expressed fears over Scottish people buying cheaper alcohol over the border then selling on in Scotland have not materialised.

The council is confident that cross-border tampon raids are unlikely to occur with such frequency as to endanger the viability of the provision.

The council supports the principle of period dignity for all and therefore commends to the Scottish Government that sanitary products should be made free for all women and girls on a universally available basis.

Council requests that the cost of this Policy be fully funded by the Scottish Government from additional funding.

16 Notice of Motion 11 by Councillors Harte and Sheridan

There was submitted a Notice of Motion by Councillors Harte and Sheridan in the following terms:

"That this administration explains why a real term cut to local authority funding is a fair deal."

Councillor Harte, seconded by Councillor Sheridan, then moved the motion which was agreed unanimously.

DECIDED: That this administration explains why a real term cut to local authority funding is a fair deal.

17 Notice of Motion 12 by Councillors Mack and Andy Doig

Provost Cameron indicated that in the absence of the member who had submitted the Notice of Motion and no other member present having indicated that they wished to move the motion, in terms of Standing Order 20, the motion would not be considered.

18 Emergency Motion by Councillors J MacLaren and Graham

Councillor J MacLaren, seconded by Councillor Graham moved an emergency motion in the following terms:

"Council calls on the Chief Executive to bring a report back to the members on

preparations Council is making for the arrival of coronavirus.

Further, all staff are encouraged to use precautions including hand cleaners and, where possible, hand sanitisers should be available at entrances to departments and Council buildings.”

Councillor J MacLaren, seconded by Councillor Graham, then moved the motion which was agreed unanimously.

DECIDED: That Council calls on the Chief Executive to bring a report back to the members on preparations Council is making for the arrival of coronavirus.

Further, all staff are encouraged to use precautions including hand cleaners and, where possible, hand sanitisers should be available at entrances to departments and Council buildings.

19 Emergency Motion by Councillors Kennedy and Grady

Councillor Kennedy, seconded by Councillor Grady, moved an emergency motion in the following terms:

"That this Council seeks clarity from the Education Convener regarding recent local and national press reports of drag queen visit to Glencoats Primary School and the circumstances surrounding this visit."

Councillor Kennedy, seconded by Councillor Grady, then moved the motion.

The Convener of the Education & Children's Services Policy Board advised that an investigation was currently being undertaken to identify the facts regarding the visit, the circumstances surrounding the visit and subsequent actions taken. The findings of the investigation would be reported, in due course, to the relevant ward members and leaders of the political groups represented on the Council.

In response to a request it was agreed that all elected members would be notified of the outcome of the investigation.

The motion was agreed unanimously.

DECIDED: That this Council seeks clarity from the Education Convener regarding recent local and national press reports of a drag queen visit to Glencoats Primary School and the circumstances surrounding this visit.

Minute of Meeting Council

Date	Time	Venue
Monday, 09 March 2020	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Jennifer Marion Adam-McGregor, Councillor Derek Bibby, Councillor Bill Binks, Councillor Bill Brown, Councillor Stephen Burns, Councillor Jacqueline Cameron, Provost Lorraine Cameron, Councillor Michelle Campbell, Councillor Carolann Davidson, Councillor Eddie Devine, Councillor Andy Doig, Councillor Audrey Doig, Councillor Natalie Don, Councillor Alison Jean Dowling, Councillor Edward Grady, Councillor Neill Graham, Councillor Jim Harte, Councillor John Hood, Councillor Lisa-Marie Hughes, Councillor Karen Kennedy, Councillor Paul Mack, Councillor James MacLaren, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Eileen McCartin, Councillor Colin McCulloch, Councillor Cathy McEwan, Councillor Marie McGurk, Councillor John McIntyre, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Will Mylet, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Emma Rodden, Councillor Jim Sharkey, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel, Councillor Jane Strang

Chair

Provost L Cameron presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L Mahon, Head of Marketing & Communication and L McIntyre, Head of Policy & Commissioning (both Chief Executive's); K Graham, Head of Corporate Governance, A MacArthur, Head of Finance, J Lynch, Head of Property Services, M Conaghan, Legal & Democratic Services Manager, D Low, Democratic Services Manager and E Currie, Senior Committee Services Officer (all Finance & Resources); D Leese, Chief Officer and S Lavers, Chief Finance Officer (both Renfrewshire Health & Social Care Partnership); and V Hollows, Chief Executive (Renfrewshire Leisure).

Apologies

Councillors Begg, Kerr and Mackay.

Declarations of Interest

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

Order of Business

In terms of Standing Order 16, the Provost intimated that she proposed to alter the order of business to facilitate the conduct of the meeting by considering item 3 of the agenda before item 1 of the agenda.

1 Housing Revenue Account Budget & Rent Levels 2020/21 and Housing Capital Investment Plan 2020/21 to 2022/23

There was submitted a joint report by the Directors of Communities, Housing & Planning Services and Finance & Resources relative to the Housing Revenue Account (HRA) budget for financial year 2020/21 and the Housing Capital Investment Plan 2020/21 to 2022/23. Appendices to the report detailed budget changes for 2020/21; anticipated expenditure and income for the year ending 31 March 2021; and the Housing Capital Investment Plan 2020/21 to 2022/23.

The report provided an update on consultation with tenants on the annual rent setting process and highlighted that the HRA continued to operate in a period of uncertainty as a result of the UK Government's Welfare Reform policy changes, which had placed additional financial stress on families, pressure on Council services and presented a significant financial risk to the HRA, particularly in relation to the roll out of Universal Credit.

DECIDED:

- (a) That an average weekly rent increase of 2% for 2020/21 be approved;
- (b) That the findings of the recent tenant consultation exercise be noted;
- (c) That the Housing Revenue Account Budget for financial year 2020/21, as detailed in Appendix 2 to the report, be approved;
- (d) That the Housing Capital Investment Plan 2020/21 to 2022/23, as detailed in Appendix 3 to the report, be approved; and

(e) That the continuing requirement to achieve best value in the commissioning of works by having an optimum workflow over the three years of the investment plan be noted and that the Director of Communities, Housing & Planning Services liaise with the Director of Finance & Resources to re-profile the capital programme and available resources, as necessary, in line with the appropriate limits established under the Council's capital prudential framework arrangements.

Prior to consideration of the following item of business the Provost drew Members' attention to the provisions of Section 112 of the Local Government Finance Act 1992 which restricted the voting rights of Members on certain issues if they were in arrears with Council Tax payments.

2 Revenue Budget and Council Tax 2020/21

There was submitted a report by the Director of Finance & Resources relative to the Revenue Budget and Council Tax for 2020/21, together with appendices detailing revenue estimates for 2020/21; estimates of expenditure and income for the year ended 31 March 2021; and the General Fund probable outturn for 2019/20.

The report provided an overview of the Council's anticipated financial position on the General Fund revenue budget and set out the information required for the Council to set its budget and council tax for 2020/21. The report also recommended that Councillors considered the medium-term financial context for the Council and the ongoing financial pressures facing the public sector more generally as detailed in the report.

The report intimated that the Scottish Government had not provided detailed spending plans beyond their draft budget for 2020/21 but had through its Medium-term Financial Strategy (MTFS) reaffirmed its stated policy and spending commitments over this parliamentary period to areas of the public sector across Scotland which did not include the existing core grant for local government.

The Scottish Government had allocated £338.783 million grant funding to Renfrewshire Council for 2020/21 subject to compliance with a number of associated conditions. This included maintaining at a national level the overall pupil teacher ratio and providing places for all probationers who required one; the continued prioritisation of financial support for social care including the use of £100 million funding provided nationally to support health and social care, as delegated to Integration Joint Boards, as detailed in the report; and the continuation of the Council Tax cap of 3%.

The UK Government's budget was not due to be announced until 11 March 2020 and it was noted that should this differ materially from the range of assumptions made by the Scottish Government in setting their own budget, the Scottish Government might revisit and adjust funding and spending commitments which could impact on the local government settlement. If the level of funding available to the Council changed from that allocated, a further report to Council might be required to consider the implications of such a change.

Councillor Shaw, seconded by Councillor Nicolson, moved:

1. That this Administration's third budget will continue to deliver on its commitments set out in its manifesto to the citizens of Renfrewshire to invest in inclusive economic growth, the environment, local communities and support the most vulnerable in Renfrewshire. This budget will build on the significant investment already being delivered by this Administration including £275 million in city deal projects to deliver long term inclusive economic growth, over £115 million in town centre regeneration to redefine and create sustainable town centres that can flourish, £47 million to improve our roads and pathway infrastructure and keep Renfrewshire's economy moving, over £30 million investment in our schools, over £10 million to support tackling poverty and employability programmes, £4.500 million supporting community projects, assets, green spaces and villages and £2 million to deliver a new digital infrastructure across Renfrewshire. Much of these investments will lever in other public and private investment at scale, growing significantly the overall benefit to communities across Renfrewshire.

2. That as recommended by the Director, these budget proposals take a holistic view of resources available and include the use of the £0.645 million of available capital resources outlined in Agenda item 2.

3. Direct £5.450 million of capital investment funded by £0.645 million of resources referred to in the capital report at item 2 on the agenda, in conjunction with £4.805 million of capital resources funded from £1.740 million of revenue resources that will provide a combination of capital financed from current revenue and prudential borrowing in 2020/21 to deliver the following priorities: -

£1.600 million to support a programme of improvement projects across the school and early learning estate with the detailed programme proposals being presented to a future cycle of the Education and Children's Services Policy Board for approval.

£0.200 million to support investment in Renfrewshire's core pathways, cycle network and gullies.

£0.150 million to top up the existing uncommitted budget for the Village Investment fund, providing £0.500 million of resources available to support future projects across Renfrewshire.

Earmarking £0.500 million as a contribution towards a partnership investment with Renfrewshire Leisure in enhanced internal adventure play facilities at the Lagoon Leisure Centre. This investment will be informed by a feasibility study and business case funded by £0.050 million of resources agreed in the 2019/20 budget, with a specific focus on developing detailed proposals that incorporate at their heart inclusivity of play, ensuring the opportunity to play within a safe, inclusive and high quality indoor adventure playground facility is made available to all children across Renfrewshire

Invest £0.400 million over the next three years to support additional investment in the infrastructure within Renfrewshire's cemeteries, augmenting the existing investment agreed in 2019/20 and delivered through the rolling roads infrastructure programme each year.

Invest £2.250 million to provide further investment in town centres across Renfrewshire, building upon the investment supported through the Scottish Government's Town Centre Fund grant in 2019/20, with detailed proposals to be brought by officers for consideration and approval to a future cycle of the Leadership Board.

£0.250 million to improve priority markings across Renfrewshire's road network.

£0.100 million to augment the existing Retail Improvement Fund directed to support local businesses improve shop fronts.

4. Commit £3.079 million of revenue resources to the following projects: -

Provide £0.100 million to top up the financial capacity within Discretionary Housing Payments recognising the significant amount provided via the Scottish Government that requires to be directed to support those families impacted by the Bedroom Tax flowing from the UK Government's welfare reform agenda.

£1.000 million to establish a Climate Change Fund that will be available to support the next steps outlined in the report "Climate Change Emergency" approved by Council on 27th February 2020.

Provide £0.200 million to provide resources to provide a new cultural heritage and events fund supporting projects across the whole of Renfrewshire.

£1.000 million to be provided by the Council to support priorities emerging from the Alcohol and Drugs Commission, with a focus of the Council resources being on improving mental health for young people. Further that £1 million in match funding from the HSCP is drawn from the transformation and prevention resources earmarked by the Council for the HSCP, in recognition of the prevention and early intervention emphasis of the Commission's recommendations to support improving outcomes for adults. This will provide in total £2.000 million of partnership funding to support key priorities emerging from the highly valued insight provided by the Commission and all the participants who supported its work.

Provide up to £0.150 million to support Rainbow Nursery, Shortroods. Officers to engage with Childcare First management in working in partnership to ensure a long term sustainable future for the Nursery.

£0.210 million over three years to fund Children's Services to commission complimentary support to families and children of relatives with head injuries being cared for by the Health and Social Care Partnership.

£0.084 million to provide financial support over two years to Citizens Advice Bureau (Renfrewshire) to support joint priorities around providing a welfare rights tribunal representation service.

Invest £0.150 million of revenue resources to support a programme of tree works across Renfrewshire's key urban conurbations.

£0.050 million to provide a programme of small kitchen refurbishment works in community facilities.

£0.050 million invested in a feasibility study examining opportunities to improve bus transport across Renfrewshire.

£0.045 million to support the active schools programme delivered by Renfrewshire Leisure.

£0.030 million to provide ongoing support to the important work being progressed to raise awareness around vulnerability and support victims of domestic abuse.

£0.010 million to provide ongoing support over the next two years to Fairtrade

5. To protect services to the most vulnerable in Renfrewshire, and in line with the conditions set out in the 2020/21 financial settlement, agree to the recommendation outlined in the Director's report to make available £1.800 million of additional recurring resources to manage the net impact of new service and cost pressures within Adult Social Care Services, and continue the implementation of the Carers Act. These additional resources will be made available under delegation to the Renfrewshire Health and Social Care Partnership (RHSCP) from 1 April 2020. In addition, as part of this delegation process, agree to continue to work in pro-active partnership with the RHSCP and social care providers to secure payment of the living wage to all care staff providing services to Renfrewshire residents in addition to those directly employed by the Council

6. Increase by £24.850 million, resources earmarked for the Council's School Investment Fund, providing in total £51.850 million to support the priorities that have emerged from the review of the School Estate Management Plan. This fund provides significant scope for match funding capacity against opportunities for Renfrewshire to secure resources from the Scottish Government's £1bn schools investment fund, ensuring the overall investment in our School Estate can grow further beyond this existing financial commitment. This additional £24.850 million of capital investment will be delivered through predominantly prudential borrowing capacity serviced by £1.232 million of recurring revenue resources.

7. To agree the base budget assessment for all services for 2020/21 as recommended by the Director of Finance and Resources, and subject to agreement of item 5 above, agree a 2020/21 base budget of £426.200 million.

8. To agree to make provision of £7.265 million in 2020/21 for pay inflation as detailed in section 5.1 of the Directors report and make no provision for general non-pay inflation, as recommended by the Director of Finance and Resources.

9. To agree to a general 2% inflationary increase in charges for services, subject to the note at paragraph 15 below.

10. To agree the resource allocations for 2020/21 for all services, as amended by these proposals.

11. To agree the detailed Revenue Estimates for all services be amended to reflect these proposals and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions.

12. Subject to agreement of the above, to agree that the council tax for 2020/21 be set at £1,315.42 for Band D subjects, representing a 4.64% increase on the 2019/20 level, and for all bandings to be set at:

BAND	£S
A	876.95
B	1,023.11
C	1,169.27
D	1,315.42
E	1,728.32
F	2,137.55
G	2,576.04
H	3,222.79

13. Subject to agreement of the points above, agree that the Council's budget is underpinned by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement.

14. Further and in line with the recommendations of the Director, that unallocated General Fund balances are budgeted to be maintained at £7.500 million moving into 2020/21 and that any a transfer to or from the Investment Programme Capital Fund is utilised as required to achieve this position on the closure of the 2019/20 accounts.

15. To agree to increase other charges for services by 2% (as detailed in paragraph 9 above) or where appropriate by the rate set in national legislation or guidance, or where charges are based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised

(a) to round the charge up or down to a figure deemed by them appropriate, and

(b) not to impose any increase, if having reviewed the implications of the increase, he or she determines it would be inappropriate to do so, having regard to any material factor applicable to the goods or services to which the charge relates.

To note the requirement of financial code 13 that Directors review the amounts their departments charge for goods or services and if they think any charge needs to be increased, they will recommend this to the appropriate Board. The Council therefore agrees that when a Director carries out such a review and believes a charge for goods or services should be levied which reflects an increase greater than the increase of 2% or the rate set in national legislation or guidance, he or she will be entitled to recommend the same to the appropriate Board for approval.

Declarations of Interest

Councillor Montgomery declared a financial interest in this item of business as he was an employee of Renfrewshire Citizens Advice Bureau which was referred to in the motion and intimated that he would leave the meeting and not take part in the discussion or voting thereon.

Councillor Hughes declared a non-financial interest in this item of business as she was Chair of the Board of Renfrewshire Leisure Limited which was referred to in the motion. Councillor Hughes indicated that as she had a general dispensation from the Standards Commission which allowed her to take part and to vote in relation to such matters it was her intention to remain in the meeting during consideration of this item.

Councillor McCartin declared a non-financial interest in this item of business as she was a member of the Board of Renfrewshire Leisure Limited which was referred to in the motion. Councillor McCartin indicated that as she had a general dispensation from the Standards Commission which allowed her to take part and to vote in relation to such matters it was her intention to remain in the meeting during consideration of this item.

Councillor Dowling declared a non-financial interest in this item of business as she was the Chair of Renfrewshire Citizens Advice Bureau which was referred to in the motion and intimated that she would leave the meeting and not take part in the discussion or voting thereon.

Adjournment

The meeting adjourned at 9.55 am to allow members to consider the motion and amendment. The meeting reconvened at 10.10 am.

Declarations of Interest

Councillor Devine declared an interest in this item of business as one of his relatives was a part-time employee of Street Stuff which was referred to in the amendment and indicated his intention to remain in the meeting during consideration of this item.

Councillor Sharkey declared an interest in this item of business as he had attended a Fairtrade Ceilidh, with Fairtrade being referred to in the motion, and he indicated his intention to remain in the meeting during consideration of this item.

Councillor Harte, seconded by Councillor Sharkey, moved as an amendment:

1. That as recommended by the Director, these budget proposals take a holistic view of resources available and include the use of the £0.645 million of available capital resources outlined in Agenda item 2.

2. Further and in line with the recommendations of the Director, that unallocated General Fund balances are budgeted to increase to £7.5 million moving into 2020/21 and that on the closure of the 2019/20 accounts, a transfer to or from the Investment Programme Capital Fund is utilised as required to achieve this recommended position.

3. To invest £0.445 million to support investment in parks and recreational green space across Renfrewshire, recognising the important and positive role such spaces make to the healthy and active lives of our communities.

4. To invest £0.200 million of capital resources in upgrade works on community centres, specifically Bargarran Community Centre, Beechwood Community Centre, Foxbar Youth Learning Centre and Johnstone Castle Community Centre; with specific upgrade proposals to be the subject of a future report to the Leadership Board.

5.To support investment in our school communities and closing the attainment gap commit £1.000 million of revenue resources to the following investment priorities:

£0.600 million to provide mental health support to our Primary Schools over the next three years and for a future report to be provided by the Director to the Education and Children's Services Policy Board to outline in detail the plans for the delivery of this service.

£0.300 million to provide £0.100 million per annum support to increase the provision of Breakfast Clubs across Renfrewshire's schools, in recognition of the positive impact such clubs have had to supporting our young people in some of the most deprived areas be ready and prepared to learn each day in school.

£0.100 million to ensure that over the next three years every primary 5 to 7 pupil in Renfrewshire schools has access to a credit union account with a £10 starter balance.

6.In recognition of the highly positive impact tackling poverty and inequality has made in Renfrewshire, commit additional revenue resources of £1.360 million to invest in the following key priorities: -

Invest £0.250 million to provide a £0.083 million per annum top up over three years to the Scottish Welfare Fund in recognition of the ongoing pressure that this fund experiences and the increased requirement that will emerge as Universal Credit is further rolled out across Renfrewshire.

Invest £0.450 million to provide a £0.150 million per annum top up over three years to the Discretionary Housing Payment fund, again in recognition of the increased pressure that will be experienced from hardship applications arising from citizens impacted by their transition to Universal Credit.

Invest £0.150 million to provide £0.050 million per annum over three years to provide home starter packs for new tenants in Renfrewshire, providing much needed support for key items for citizens setting up their new council home.

Invest £0.210 million to employ, over three years, two Health and Homelessness Coordinators, providing a much needed service to some of our most vulnerable citizens in Renfrewshire.

Earmark £0.300 million to provide a £0.100 million per annum boost over three years to the highly successful Street Stuff initiative.

7.To protect services to the most vulnerable in Renfrewshire, and in line with the conditions set out in the 2020/21 financial settlement, agree to the recommendation outlined in the Director's report to make available £1.800 million of additional recurring resources to manage the net impact of new service and cost pressures within Adult Social Care Services, and continue the implementation of the Carers Act. These additional resources will be made available under delegation to the Renfrewshire Health and Social Care Partnership (RHSCP) from 1 April 2020. In addition, as part of this delegation process, agree to continue to work in pro-active partnership with the RHSCP and social care providers to secure payment of the living wage to all care staff providing services to Renfrewshire residents in addition to those directly employed by the Council.

8. To agree the base budget assessment for all services for 2020/21 as recommended by the Director of Finance and Resources, and subject to agreement of item 7 above, agree a 2020/21 base budget of £426.200 million.

9. To agree to make provision of £7.265 million in 2020/21 for pay inflation as detailed in section 5.1 of the Directors report and make no provision for general non-pay inflation, as recommended by the Director of Finance and Resources.

10. To agree to a general 2% inflationary increase in charges for services, with the exception of charges for community halls which shall have no increase, and subject to the note at paragraph 15 below and as outlined at paragraph 5.3 of the report.

11. To agree the resource allocations for 2020/21 for all services, as amended by these proposals.

12. To agree the detailed Revenue Estimates for all services be amended to reflect these proposals and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions.

13. Subject to agreement of the above, to agree that the council tax for 2020/21 be frozen at 2019/20 levels and therefore set Band D subjects at £1,257.09 and for all bandings to be set at:

BAND	2020/21 (£S)
A	838.06
B	977.74
C	1,117.42
D	1,257.09
E	1,651.68
F	2,042.77
G	2,461.81
H	3,079.88

14. Subject to agreement of the points above, agree that the Council's budget is underpinned by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement.

15. To agree to increase other charges for services by 2% (as detailed in paragraph 10 above) or where appropriate by the rate set in national legislation or guidance, or where charges are based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised

(a) to round the charge up or down to a figure deemed by them appropriate, and

(b) not to impose any increase, if having reviewed the implications of the increase, he or she determines it would be inappropriate to do so, having regard to any material factor applicable to the goods or services to which the charge relates.

To note the requirement of financial code 13 that Directors review the amounts their departments charge for goods or services and if they think any charge needs to be increase they will recommend this to the appropriate Board. The Council therefore agrees that when a Director carries out such a review and believes a charge for goods or services should be levied which reflects an increase greater than the increase of 2% or the rate set in national legislation or guidance, he or she will be entitled to recommend the same to the appropriate Board for approval.

On the roll being called the following members voted for the amendment: Councillors Bibby, Binks, Brown, Davidson, Devine, Grady, Graham, Harte, Hood, Kennedy, J MacLaren, McIntyre, Sharkey, Sheridan and Strang.

The following members voted for the motion: Councillors Adam-McGregor, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Andy Doig, Audrey Doig, Don, Hughes, K MacLaren, M MacLaren, McCartin, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

The following members abstained: Councillors Mack and McCulloch.

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

DECIDED:

(a) That this Administration's third budget would continue to deliver on its commitments set out in its manifesto to the citizens of Renfrewshire to invest in inclusive economic growth, the environment, local communities and support the most vulnerable in Renfrewshire. This budget would build on the significant investment already being delivered by this Administration including £275 million in city deal projects to deliver long term inclusive economic growth, over £115 million in town centre regeneration to redefine and create sustainable town centres that can flourish, £47 million to improve our roads and pathway infrastructure and keep Renfrewshire's economy moving, over £30 million investment in our schools, over £10 million to support tackling poverty and employability programmes, £4.500 million supporting community projects, assets, green spaces and villages and £2 million to deliver a new digital infrastructure across Renfrewshire. Much of these investments would lever in other public and private investment at scale, growing significantly the overall benefit to communities across Renfrewshire;

(b) That as recommended by the Director, these budget proposals would take a holistic view of resources available and include the use of the £0.645 million of available capital resources outlined in Agenda item 2;

(c) That £5.450 million of capital investment funded by £0.645 million of resources referred to in the capital report at item 2 on the agenda, in conjunction with £4.805 million of capital resources funded from £1.740 million of revenue resources that will provide a combination of capital financed from current revenue and prudential borrowing in 2020/21 be directed to deliver the following priorities: -

£1.600 million to support a programme of improvement projects across the school and early learning estate with the detailed programme proposals being presented to a future cycle of the Education and Children's Services Policy Board for approval.

£0.200 million to support investment in Renfrewshire's core pathways, cycle network and gullies.

£0.150 million to top up the existing uncommitted budget for the Village Investment fund, providing £0.500 million of resources available to support future projects across Renfrewshire.

Earmarking £0.500 million as a contribution towards a partnership investment with Renfrewshire Leisure in enhanced internal adventure play facilities at the Lagoon Leisure Centre. This investment would be informed by a feasibility study and business case funded by £0.050 million of resources agreed in the 2019/20 budget, with a specific focus on developing detailed proposals that incorporated at their heart inclusivity of play, ensuring the opportunity to play within a safe, inclusive and high quality indoor adventure playground facility was made available to all children across Renfrewshire.

Invest £0.400 million over the next three years to support additional investment in the infrastructure within Renfrewshire's cemeteries, augmenting the existing investment agreed in 2019/20 and delivered through the rolling roads infrastructure programme each year.

Invest £2.250 million to provide further investment in town centres across Renfrewshire, building upon the investment supported through the Scottish Government's Town Centre Fund grant in 2019/20, with detailed proposals to be brought by officers for consideration and approval to a future cycle of the Leadership Board.

£0.250 million to improve priority markings across Renfrewshire's road network.

£0.100 million to augment the existing Retail Improvement Fund directed to support local businesses improve shop fronts;

(d) That £3.079 million of revenue resources be committed to the following projects: - Provide £0.100 million to top up the financial capacity within Discretionary Housing Payments recognising the significant amount provided via the Scottish Government that requires to be directed to support those families impacted by the Bedroom Tax flowing from the UK Government's welfare reform agenda.

£1.000 million to establish a Climate Change Fund that would be available to support the next steps outlined in the report "Climate Change Emergency" approved by Council on 27th February 2020.

Provide £0.200 million to provide resources to provide a new cultural heritage and events fund supporting projects across the whole of Renfrewshire.

£1.000 million to be provided by the Council to support priorities emerging from the Alcohol and Drugs Commission, with a focus of the Council resources being on improving mental health for young people. Further that £1 million in match funding from the HSCP is drawn from the transformation and prevention resources earmarked by the Council for the HSCP, in recognition of the prevention and early intervention emphasis of the Commission's recommendations to support improving outcomes for adults. This would provide in total £2.000 million of partnership funding to support key priorities emerging from the highly valued insight provided by the Commission and all the participants who supported its work.

Provide up to £0.150 million to support Rainbow Nursery, Shortroods. Officers to engage with Childcare First management in working in partnership to ensure a long term sustainable future for the Nursery.

£0.210 million over three years to fund Children's Services to commission complimentary support to families and children of relatives with head injuries being cared for by the Health and Social Care Partnership.

£0.084 million to provide financial support over two years to Citizens Advice Bureau (Renfrewshire) to support joint priorities around providing a welfare rights tribunal representation service.

Invest £0.150 million of revenue resources to support a programme of tree works across Renfrewshire's key urban conurbations.

£0.050 million to provide a programme of small kitchen refurbishment works in community facilities.

£0.050 million invested in a feasibility study examining opportunities to improve bus transport across Renfrewshire.

£0.045 million to support the active schools programme delivered by Renfrewshire Leisure.

£0.030 million to provide ongoing support to the important work being progressed to raise awareness around vulnerability and support victims of domestic abuse.

£0.010 million to provide ongoing support over the next two years to Fairtrade;

(e) That to protect services to the most vulnerable in Renfrewshire, and in line with the conditions set out in the 2020/21 financial settlement, agree to the recommendation outlined in the Director's report to make available £1.800 million of additional recurring resources to manage the net impact of new service and cost pressures within Adult Social Care Services, and continue the implementation of the Carers Act. These additional resources would be made available under delegation to the Renfrewshire Health and Social Care Partnership (RHSCP) from 1 April 2020. In addition, as part of this delegation process, agree to continue to work in pro-active partnership with the RHSCP and social care providers to secure payment of the living wage to all care staff providing services to Renfrewshire residents in addition to those directly employed by the Council;

(f) That resources earmarked for the Council's School Investment Fund, be increased by £24.850 million, providing in total £51.850 million to support the priorities that had emerged from the review of the School Estate Management Plan. This fund provided significant scope for match funding capacity against opportunities for Renfrewshire to secure resources from the Scottish Government's £1bn schools investment fund, ensuring the overall investment in our School Estate could grow further beyond this existing financial commitment. This additional £24.850 million of capital investment would be delivered through predominantly prudential borrowing capacity serviced by £1.232 million of recurring revenue resources;

(g) That the base budget assessment for all services for 2020/21 be agreed as recommended by the Director of Finance and Resources, and 2020/21 base budget of £426.200 million be agreed;

(h) That provision of £7.265 million in 2020/21 be made for pay inflation as detailed in section 5.1 of the Director's report and no provision be made for general non-pay inflation, as recommended by the Director of Finance and Resources;

(i) That a general 2% inflationary increase in charges for services be agreed, subject to the note in decision (o) below;

(j) That the resource allocations for 2020/21 for all services be agreed, as amended by these decisions;

(k) That the detailed Revenue Estimates for all services be amended to reflect these decisions and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions;

(l) That it be agreed that the council tax for 2020/21 be set at £1,315.42 for Band D subjects, representing a 4.64% increase on the 2019/20 level, and for all bandings to be set at:

BAND	£S
A	876.95
B	1,023.11
C	1,169.27
D	1,315.42
E	1,728.32
F	2,137.55
G	2,576.04
H	3,222.79

(m) That it be agreed that the Council's budget is underpinned by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement;

(n) That, in line with the recommendations of the Director, the unallocated General Fund balances are budgeted to be maintained at £7.500 million moving into 2020/21 and that any transfer to or from the Investment Programme Capital Fund was utilised as required to achieve this position on the closure of the 2019/20 accounts;

(o) That a general 2% inflationary increase in charges for services be agreed (as detailed in (i) above) or where appropriate by the rate set in national legislation or guidance, or where charges were based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised

(i) to round the charge up or down to a figure deemed by them appropriate, and

(ii) not to impose any increase, if having reviewed the implications of the increase, he or she determines it would be inappropriate to do so, having regard to any material factor applicable to the goods or services to which the charge relates; and

(p) That the requirement of financial code 13 that Directors review the amounts their departments charge for goods or services and if they thought any charge needed to be increased, they would recommend this to the appropriate Board be noted. That it be agreed that when a Director carried out such a review and believed a charge for goods or services should be levied which reflected an increase greater than the increase of 2% or the rate set in national legislation or guidance, he or she would be entitled to recommend the same to the appropriate Board for approval.

Sederunt

Councillors Montgomery and Dowling returned to the meeting.

3 Non Housing Capital Investment Programme, Prudential Framework and Treasury Management Strategy, and Capital Strategy 2020/21 – 2024/25

There was submitted a report by the Director of Finance & Resources relative to the planned capital investment for non-housing services for the period 2020/21 to 2024/25 which covered a range of corporate projects across all service areas within the Council with the exception of council housing. The report advised that the resources available to support investment included prudential borrowing and capital grant as well as contributions from revenue, partners and external funding bodies.

The report intimated that the Scottish Government had published the draft Scottish Government budget for 2020/21 and the provisional local government finance settlement as outlined in Finance Circular 1/2020 on 6 February 2020. The proposed capital grant for Renfrewshire Council in 2020/21 was £12.337 million, of which £0.292 million was specific grant relating to cycling and walking safer streets. Further to the £12.045 million of general capital grant above, £3.600 million of specific capital grant had been allocated to support the expansion of Early Years Education and Childcare provision. Associated early years investment proposals would be subject to appropriate reporting through the Education and Children's Services Policy Board as the expansion planning and funding distribution for Early Years progressed.

The Scottish Government subsequently announced on 27 February 2020 an additional £15 million of specific capital funding in relation to cycling, walking and safer streets, of which Renfrewshire's allocation was £0.491 million, bringing the total capital grant allocation specifically for cycling, walking and safer streets to £0.783 million for 2020/21; also a further £25 million of capital finding to support investment in energy efficiency measures and the allocation of this funding had not yet been agreed with CoSLA.

The level of general capital grant allocated to local government in the draft budget for 2020/21 was substantially reduced from that received in 2019/20 with the general grant allocation for Renfrewshire being 20% lower. Should the general capital grant continue at the level received in 2020/21 over the coming years, the Council would require to fundamentally reappraise its capital planning approach.

The Scottish Government had previously proposed an intention for there to be multi-year funding settlements for local government from 2020/21 which would assist future capital investment planning. The delay with the announcement of the UK budget to 11 March 2020 had however limited the ability of the Scottish Government to develop a multi-year settlement.

It was noted that the Prudential Code and Treasury Management Code played a key role in capital finance in local authorities and they required the Council to set prudential and treasury management indicators for the following three years to ensure that the Council's capital investment plans were affordable, prudent and sustainable. The Treasury Management Code further required the Council to approve, annually in advance, a strategy for its treasury management activities, whilst the Prudential Code also required full Council approval of the Capital Strategy which set out the long term context within which capital investment decisions were made to improve capital, revenue and balance sheet planning.

It was noted that where the Council was making decisions in relation to its spending priorities, it was obliged to comply with the public sector equality duty set out in the Equalities Act 2010 which meant that the Council must have due regard to the need to

eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct; advance equality of opportunity between people who shared a relevant characteristic and those who did not; and foster good relations between people who shared a protected characteristic and those who did not. To meet this requirement, where necessary, the Council must assess the impact of applying a new policy or decision against these three "needs" and at the point where a decision was made elected members must have sufficient information available to them to assess that impact. Members in considering their capital investment proposals prior to presentation at the Council meeting, were therefore encouraged to seek advice from Directors on the equality implications of each proposal.

DECIDED:

- (a) That the investment programme covering the period up to 2024/25, as summarised in table 2 of the report and detailed in Appendices 1 to 5 of the report, be approved;
- (b) That it be noted that, subject to the approval of the proposed investment programme, there were uncommitted resources of £0.645 million held in the Strategic Asset Management Fund available for allocation to new investment priorities for the Council;
- (c) That it be noted that the visibility of the Council's capital grant funding position beyond 2020/21 might be improved from 2021/22 assuming a three-year settlement was available, however no assumptions were included within the planned programme beyond this financial year in respect of future grant levels with the exception of the commitments agreed by Council in setting the 2019/20 capital plan in relation to roads and infrastructure investment over the medium-terms;
- (d) That authority be delegated to the Head of Property Services, the Head of Operations and Infrastructure and the Head of Schools, in consultation with the Director of Finance & Resources, to adjust, where appropriate, resources across individual components of the lifecycle maintenance, roads and structures and schools investment programmes respectively;
- (e) That the suite of prudential indicators, set out in Appendix 6 to the report, be noted, subject to any required adjustments arising from decisions taken by the Council in relation to the capital and revenue budget reports being presented to this Council meeting;
- (f) That the treasury management strategy for 2020/21, including the treasury management indicators, set out in Appendix 6 to the report, be approved;
- (g) That the Capital Strategy, set out in Appendix 7 to the report, be approved; and
- (h) That it be noted that the equality impacts set out in the report had been considered by members when making the above decisions.

Minute of Meeting

Communities, Housing & Planning Policy Board

Date	Time	Venue
Tuesday, 10 March 2020	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Bill Binks, Councillor Bill Brown, Councillor Natalie Don, Councillor James MacLaren, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Colin McCulloch, Councillor Marie McGurk, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Iain Nicolson, Councillor Emma Rodden, Councillor Jane Strang

Chair

Councillor McGurk, Convener, presided.

In Attendance

M Crearie, Director of Communities, Housing & Planning Services; J Trainer, Head of Child Care & Criminal Justice (Children's Services); F Carlin, Head of Planning & Housing Services, O Reid, Head of Communities & Public Protection, C Dalrymple, Communities & Regulatory Manager, S Marklow, Strategy & Place Manager and L Muirhead, Planning & Housing Manager (all Communities, Housing & Planning Services); J McIntyre, Assistant Business Partner, A McLaughlin, Senior Solicitor, Litigation & Regulatory Services, and R Devine, Senior Committee Services Officer (all Finance & Resources).

Declarations of Interest

Councillor K MacLaren declared a non-financial interest in respect of agenda item 15(b) of the agenda - Planning Application 19/0840/PP – and indicated that he would leave the meeting during consideration of the item and take no part in the discussion or decision as he had previously made public statements regarding the application.

Apology

Councillor Burns.

1 Minute of Meeting of Police, Fire & Rescue Scrutiny Sub-Committee

There was submitted the Minute of the meeting of the Police and Fire & Rescue Scrutiny Sub-committee held on 14 January 2020, which forms the Appendix to this Minute.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring Report

There was submitted a joint Revenue Budget Monitoring report by the Directors of Finance & Resources, Communities, Housing & Planning Services and Children's Services for the period 1 April 2019 to 3 January 2020.

DECIDED: That the budget position be noted.

3 Capital Budget Monitoring Report

There was submitted a joint Capital Budget Monitoring report by the Directors of Finance & Resources and Communities, Housing & Planning Services for the period 1 April 2019 to 3 January 2020.

DECIDED: That the report be noted.

Sederunt

Councillors Don and Nicolson entered the meeting during consideration of the following item of business.

4 Greenspace, Parks and Playparks and Village Investment Fund: Update

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Greenspace, Parks & Play Areas and Villages Investment fund. A cross-service panel of officers had been established to review and assess applications against agreed objectives and criteria. The Director of Communities, Housing & Planning Services had delegated authority to make grant awards under £5000. The report stated that four applications seeking more than £5000 had been assessed in this round and met the criteria. A summary of each application was provided

within the report with full details included within an Appendix to the report. Details of a further four applications, which had sought less than £5000 and had been approved in terms of the delegated authority were also provided in the Appendix.

In response to an enquiry, it was proposed that a breakdown of funding allocated to date, from the Villages Investment Fund 2019/20 be provided to a future meeting of the Board. This was agreed.

DECIDED:

(a) That the work currently being undertaken to support communities as they develop projects to be funded using the Greenspaces, Parks & Play Areas and Villages Investment Fund be noted;

(b) That the award of grants totalling £13,645.12, in terms of delegated authority, to community groups, as detailed in Appendix of the report be noted;

(c) That the projects detailed in Section 3 of the report and the Appendix, awarding grant funding totalling £122,000 to support community groups, be agreed; and

(d) That a breakdown of funding allocated to date, from the Villages Investment Fund 2019/20 be provided to a future meeting of the Board.

5 Service Improvement Plan 2020/23 - Children's Services

There was submitted a report by the Director of Children's Services relative to the Service Improvement Plan 2020/23 for Children's Services, a copy of which was appended to the report.

The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three-year period, based on the resources likely to be available, and took account of the themes, actions, outcomes and targets contained within the Council Plan, Single Outcome Agreement and Community Plan. The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, the key tasks to be implemented, the implementation timetable and the outcomes against which progress would be measured. It was noted that progress to deliver the Service Improvement Plan 2020/23 for Children's Services would be monitored and reported to this Policy Board on a six-monthly basis.

DECIDED:

(a) That the Service Improvement Plan 2020/23 for Children's Services, a copy of which was appended to the report, be approved in terms of those areas of activity delegated to this Policy Board;

(b) That it be agreed that mid-year progress in respect of those areas of activity delegated to this Policy Board be reported to the meeting of this Policy Board scheduled to be held during October 2020; and

(c) That it be noted that the Service Improvement Plan 2020/23 for Children's Services would also be submitted to the meeting of the Education and Children's Services Policy

Board to be held on 12 March 2020 to approve those elements of activity within the remit of that Policy Board.

6 Service Improvement Plan 2020/23 - Communities, Housing & Planning Services

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Service Improvement Plan 2020/23 for Communities, Housing & Planning Services, a copy of which was appended to the report.

The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three-year period, based on the resources likely to be available, and took account of the themes, actions, outcomes and targets contained within the Council Plan, Single Outcome Agreement and Community Plan. The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, the key tasks to be implemented, the implementation timetable and the outcomes against which progress would be measured. It was noted that progress to deliver the Service Improvement Plan 2020/23 for Communities, Housing & Planning Services would be monitored and reported to this Policy Board on a six-monthly basis.

It was proposed that clarification be provided to all members of the Policy Board in connection with the target set in respect of the Local Government Benchmarking Framework Scorecard performance indicator for the percentage of council dwellings that were energy efficient. This was agreed.

DECIDED:

(a) That the Service Improvement Plan 2020/23 for Communities, Housing & Planning Services, a copy of which was appended to the report, be approved in terms of those areas of activity delegated to this Policy Board;

(b) That it be noted that the Service Improvement Plan 2020/23 for Communities, Housing & Planning Services would also be submitted to the meeting of the Infrastructure, Land and Environment Policy Board to be held on 18 March 2020 to approve those elements of activity within the remit of that Policy Board;

(c) That it be agreed that mid-year progress in respect of those areas of activity delegated to this Policy Board be reported to the meeting of this Policy Board scheduled to be held during October 2020; and

(d) That clarification be provided to all members of the Policy Board in connection with the target set in respect of the Local Government Benchmarking Framework Scorecard performance indicator for the percentage of council dwellings that were energy efficient.

7 Response to Scottish Government Consultation - "Housing to 2040: Consultation on outline policy options"

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the response prepared and submitted on behalf of the Council in connection with the Scottish Government consultation document entitled "Housing to

2040: Consultation on outline policy options”.

The report advised that the Scottish Government had published a consultation document entitled “Housing to 2040: Consultation on outline policy options” during early December 2019, which invited views on the Scottish Government’s draft vision and principles and sought proposals across a number of areas of housing policy.

It was intended that, following the consultation, the Scottish Government would publish its final vision and route map for 2040. The deadline for submissions had been 28 February 2020.

The report made reference to the discussion paper entitled ‘Housing Beyond 2021’ issued by the Scottish Government during September 2018. This discussion paper had considered the whole housing system over the period 2021/40 with the Scottish Government indicating that feedback received from the discussion paper would be used to make connections between housing and other policy areas such as health, equalities and climate change etc. Feedback had been provided to the Scottish Government by Renfrewshire Council at the end of November 2018. The Scottish Government had subsequently published ‘Housing to 2040, A Vision for our Future Homes and Communities’ in July 2019 which set out a draft vision and principles following the initial round of stakeholder engagement. The vision set out in this consultation was structured around four themes and 15 principles which were detailed in the report. A further consultation entitled, ‘Housing to 2040, Consultation on Outline Policy Options’, had been issued in December 2019 which had included additional information relating to the key drivers of change and invited views on the draft vision and principles and also policy suggestions in relation to affordability, accessibility, energy efficiency, quality standards and state of repair, and the space around people’s homes.

A copy of the response to the proposals contained within the consultation document, prepared and submitted on behalf of the Council, was appended to the report.

DECIDED: That the response submitted on behalf of Renfrewshire Council, in compliance with the stipulated deadline, to the Scottish Government consultation document entitled “Housing to 2040: Consultation on outline policy options” be agreed.

8 Consultation on Planning Performance and Fees: 2019

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the response prepared and submitted on behalf of the Council in connection with the Scottish Government consultation on Planning Performance and Fees:2019.

The report advised that the Scottish Government had set out a work programme ‘Transforming Planning in Practice’ which aimed to support the implementation of the Planning (Scotland) Act 2019. As part of this work programme, a consultation document on Planning Performance and Fees had been issued on 18 December 2019. The deadline for submissions had been 14 February 2020.

The Planning (Scotland) Act 2019 had received Royal Assent on 25 July 2019 and it was noted that the majority of the provisions of the Act were not yet in force but Scottish Ministers had introduced some of the provisions through Regulations and would continue to do so in the future. The consultation document on Planning Performance and Fees: 2019 sought to reflect the Scottish Ministers’ commitment to the principle that increases to planning fees required to be linked to performance.

The consultation paper indicated that the overall resourcing of local planning services was the responsibility of local authorities, recognised that the Planning (Scotland) Act 2019 placed additional duties on planning authorities, and emphasised that it was not the role of planning fees to cover the costs of undertaking these new duties unless they related specifically to the determination of an application. It was also highlighted that increasing fees was not the only solution to resourcing the planning service. Smarter resourcing and the opportunities which digital services could bring to the planning service required to be considered. Full details of the proposed fees increase for 2020 were also provided. The consultation document also outlined proposals for extending the scope of discretionary charging and services which planning authorities could charge for; referred to the provisions available to reduce and/or waive fees where considered appropriate; and highlighted a proposed new approach to the measurement of planning authorities' performance. It was noted that the Planning (Scotland) Act 2019 included the power for the Scottish Ministers to appoint a National Planning Improvement Co-ordinator to monitor and provide advice to planning authorities and others on the performance of general or specific functions. A copy of the response prepared and submitted on behalf of the Council, in compliance with the stipulated deadline, was appended to the report. It was proposed that the response to question 31 of the consultation document should be amended to reflect that it was the Council's opinion that no fee should be introduced for those applying for Listed Building Consent. This was agreed.

The report indicated that further updates in relation to the Planning (Scotland) Act 2019 and the subsequent Scottish Government work programme for implementing the Planning Act would be submitted to future meetings of this Policy Board when significant sections of the Act came into force and/or other relevant consultations were issued.

DECIDED: That the response submitted on behalf of Renfrewshire Council, in compliance with the stipulated deadline, to the Scottish Government consultation on Planning Performance and Fees:2019 be approved with the exception of the response in relation to question 31 and that the response to question 31 of the consultation document be amended to reflect that it was the Council's opinion that no fee should be introduced for those applying for Listed Building Consent.

9 Orchard Street Housing Renewal Area: Update

Under reference to Item 6 of the Minute of the meeting of this Policy Board held on 14 January 2020 there was submitted a report by the Director of Communities, Housing & Planning Services relative to the Orchard Street Housing Renewal Area.

At the meeting on 14 January 2020, the Communities, Housing & Planning Policy Board had authorised the Director of Communities, Housing & Planning Services, in consultation with the Head of Corporate Governance, to enter into a legal agreement with Paisley Housing Association (PHA). The purpose of the proposed legal agreement was to give PHA sufficient comfort to start acquiring privately owned properties and take forward further planning activity to enable delivery of the proposed Comprehensive Tenement Improvement project in the Orchard Street Housing Renewal Area.

During negotiations between the Council and PHA in connection with the proposed legal agreement, three properties within the Orchard Street Housing Renewal Area were advertised for sale on the open market. It was considered that a change in ownership could be detrimental to the progress of the refurbishment project and may add further

risk and delay. As PHA was not at that time in a position to buy the properties, the Council sought to assist the partnership project by purchasing them. The Council's offers for two of the flats, 1/3, 33 Causeyside Street and 1/2, 5 Orchard Street, Paisley were accepted. The offer for the third flat was not accepted. The report advised that a legal agreement had now been signed by both parties and that PHA had made contact with the owners of all properties regarding acquisition of the properties as quickly as possible. The report sought authorisation to now transfer ownership of the flats at 1/3, 33 Causeyside Street and 1/2, 5 Orchard Street, Paisley, to PHA for the sum paid by the Council.

DECIDED: That the Director of Communities, Housing & Planning Services be authorised to dispose of the properties at 1/3, 33 Causeyside Street and 1/2, 5 Orchard Street, Paisley to Paisley Housing Association for the sum paid by the Council.

10 Johnstone Castle Housing Regeneration: Update

Under reference to item 11 of the Minute of the meeting of the former Housing & Community Safety Policy Board held on 26 August 2014 there was submitted a report by the Director of Communities, Housing & Planning Services relative to the Johnstone Castle housing regeneration strategy.

The report stated that the strategy included the demolition of 257 Council and 31 privately owned tenement properties and the construction of new, modern, energy efficient Council homes for social rent on cleared sites in the area. The first phase of redevelopment was nearing completion, with most of the demolition completed and 95 newbuild Council homes due to be ready for tenants to move into between March and early June 2020.

A copy of the Development Framework which described the progress made to date and provided a framework for the second phase of redevelopment in Johnstone Castle, incorporating land at Cedar Avenue, Elm Drive, Maple Drive and Chestnut Place, which would be taken forward in partnership with the Link Group and Linstone Housing Association was appended to the report. Provision was included for phase 2 of the Strategy in Renfrewshire's Strategic Housing Investment Plan 2020-25. It was noted that further demolition was required, which would include properties in Cedar Avenue and Maple Drive and the report sought authority for the Director of Communities, Housing & Planning Services to pursue the compulsory acquisition of privately owned properties in Cedar Avenue and Maple Drive, detailed in Table 1 of the report, to enable phase two of the regeneration strategy to be implemented.

DECIDED:

(a) That the positive progress made to date in delivering the housing regeneration strategy for Johnstone Castle be noted;

(b) That the Johnstone Castle Development Framework, a copy of which was appended to the report, be noted; and

(c) That the Director of Communities, Housing & Planning Services be authorised to pursue the compulsory acquisition, by the promotion and submission for confirmation to the Scottish Ministers of the second Compulsory Purchase Order in respect of the three

remaining privately owned properties, identified in Table 1 of the report, for housing purposes, to enable the Council's regeneration strategy to be completed.

11 High Rise Blocks: Update

Under reference to item 10 of the Minute of the meeting of this Policy Board held on 22 May 2018 there was submitted a report by the Director of Communities, Housing & Planning Services relative to the range of measures taken and/or put in place to ensure the safety of residents living in high-rise properties in Renfrewshire.

The report advised that Renfrewshire Council owned and managed 14 high-rise blocks of flats, representing over 8% of the council's total housing stock, providing homes to 1,132 tenants and residents. It was highlighted that high-rise properties played an important role in the provision of housing, remained popular with residents and in view of the continuing demand for this property type the Council had committed significant amounts of investment in recent years to ensure that they were maintained in a good condition and were sustainable and attractive to both current and future residents.

Reference was made within the report to the measures in place to ensure the on-going safety of everyone living in high rise properties in Renfrewshire, advice that had been given to residents and actions taken following the Grenfell Tower fire in June 2017. A summary of the role and operational arrangements of the concierge and caretaking services was also provided.

Details of the ongoing investment in high-rise properties in Renfrewshire, which included a comprehensive programme of lift upgrade works, a stock condition survey to assess the condition of each high-rise block and associated external elements including roof, insulated render, rainwater goods and windows to inform the Council's capital investment programme for future years and an assessment and programme to replace landing and common areas flooring was provided.

It was noted that consideration of the fitting of fire suppression systems to all high-rise flats was still being reviewed by both the UK and Scottish Governments and that the Council awaited their findings and subsequent guidance on this issue. A report would be submitted to a future meeting of this Policy Board on any related fire safety matters in due course as findings/guidance were published by the respective Governments.

DECIDED: That the ongoing investment in high-rise blocks and the measures that had been taken to ensure that effective fire safety management practices were in place at the 14 high-rise blocks, owned and managed by Renfrewshire Council, be noted.

12 Planning (Scotland) Act 2019: Update

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Planning (Scotland) Act 2019.

The report stated that the Planning (Scotland) Act 2019 detailed high level changes to the Planning System intended to strengthen its contribution to promoting inclusive growth and empowering communities. It was noted that the detail of how the new provisions would work in practice would be contained within secondary legislation and guidance provided by the Scottish Government. Scottish Ministers had introduced some new provisions contained in the Act through Regulations and would continue to

do so in phases in the future. The first phases of the provisions were introduced on 8 November, 1 December and 20 December 2019 and 1 March 2020 and a summary of those elements implemented and relevant to the activity of the Communities, Housing & Planning Policy Board was provided. The report highlighted that the Act had introduced (i) a new purpose for planning, which was ‘to manage the development and use of land in the long-term public interest’; (ii) new parameters as to what should be included within the National Planning Framework for Scotland; (iii) a requirement for the Planning Authority to prepare a Forestry and Woodland Strategy; (iv) increases to the maximum fines for enforcement notices; (v) a requirement to provide details for all planning applications defined as major within the terms of the Planning Act to each local authority councillor, members of the Scottish Parliament and members of Parliament; and (vi) the need for decision notices issued by the Planning Authority to include a statement as to whether the application accorded with the Development Plan.

Further reports would be submitted to future meetings of this Policy Board providing updates when significant sections of the Act came into force and training and information sessions would also be organised for all elected members.

DECIDED: That the update on the Planning (Scotland) Act 2019 and the new provisions now in place be noted.

13 Renfrewshire Planning Enforcement Charter

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Renfrewshire Planning Enforcement Charter 2020.

The report highlighted that the use of enforcement powers was a discretionary function for Planning Authorities and their implementation was determined to an extent on the nature of the breach of planning control and the potential negative impact or damage that an activity or development could generate. The Planning Authority required, in terms of the Planning etc. (Scotland) Act 2006, to review the Enforcement Charter every two years. The Planning Enforcement Charter detailed the process and procedures to be employed by the local Planning Authority in relation to breaches of planning control and provided information and advice as to how a suspected breach could be brought to the attention of the Planning Authority. In addition, Service standards and timescales were contained within the Charter together with a commitment to dealing with breaches of planning control through the prioritisation of action dependent on the nature of the breach.

The Renfrewshire Planning Enforcement Charter 2020, a copy of which was appended to the report, outlined the importance of a Planning System which delivered good places along with enforcing planning controls that were fair and reasonable. The Charter also stressed that an important element of enforcement was ensuring that everyone involved was kept informed and updated. In this context, there were a range of Service Standards set out within the Charter to ensure that individuals were fully aware of the enforcement processes, procedures and timescales.

DECIDED: That the Renfrewshire Planning Enforcement Charter 2020, as detailed in Appendix 1 of the report, be approved.

14 Proposal of Application Notices

There was submitted a report by the Director of Communities, Housing & Planning Services relative to proposal of application notice 19/0865/NO.

It was proposed that flooding and drainage issues be identified as additional key issues. This was agreed.

DECIDED: That the key issues identified to date be noted.

15 Planning Applications

There were submitted reports by the Director of Communities, Housing & Planning Services relative to the following applications for planning permission that required to be determined by the Board.

(A) 19/0840/PP – WARD 2: ERECTION OF A MOTOR VEHICLE DEALERSHIP WITH SERVICE FACILITIES, FORMATION OF ACCESS AND ASSOCIATED LANDSCAPING AND INFRASTRUCTURE WORKS AT LAND TO SOUTH OF M8 MOTORWAY, MOSSLAND ROAD, HILLINGTON PARK, GLASGOW BY ARNOLD CLARK AUTOMOBILES LIMITED (T/A HARRY FAIRBAIRN).

It was proposed that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

DECIDED: That the application be granted.

DECLARATION OF INTEREST

Councillor K MacLaren having previously declared an interest in the following item of business left the meeting.

(B) 19/0849/CC – WARD 4: DEMOLITION OF FORMER STUDENT RESIDENCIES AT 20 UNDERWOOD LANE, PAISLEY PA1 2SL BY SANCTUARY SCOTLAND HOUSING ASSOCIATION LIMITED.

It was proposed that the application be granted subject to the conditions and reasons detailed within the report. This was agreed.

DECIDED: That the application be granted.

Minute of Meeting

Police and Fire & Rescue Scrutiny Sub-Committee

Date	Time	Venue
Tuesday, 10 March 2020	15:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillors Binks, Brown, McGurk, Mags MacLaren and McNaughtan.

Chair

Councillor McGurk, Convener, presided.

In Attendance

M Crearie, Director of Communities, Housing & Planning Services; O Reid, Head of Communities & Public Protection and C Dalrymple, Communities and Regulatory Manager (both Communities, Housing and Planning Services); Carol Burt, Project Manager, I Am Me and K O'Neill, Assistant Democratic Services Officer (Finance & Resources).

Also in Attendance

A Murray, Chief Superintendent and R Fraser, Chief Inspector (both Police Scotland); G Binning, Local Senior Officer, M Hill, Group Manager, (both Scottish Fire & Rescue Service) and F Miller, Scottish Police Authority.

Declarations of Interest

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

1 Police Scotland Scrutiny Report

There was submitted a report by the Chief Superintendent, Police Scotland, relative to service performance and activities in the Renfrewshire area for the period 1 April 2019 - 31 January 2020.

The report summarised the key performance indicators and provided statistics relating to the specific key objectives detailed in the Renfrewshire Local Policing Plan 2017/20, together with comparative data.

The report also provided, in an infographics format, local updates in relation to the Police Scotland priorities of violence and anti-social behaviour; acquisitive crime; public protection; major crime & terrorism and road safety & road crime.

The Chief Superintendent intimated that K Division Public Protection Unit was one of the best performing in Scotland.

DECIDED: That the report be noted.

2 Consultation on the Joint Strategy for Policing (2020)

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the consultation on the Joint Strategy for Policing (2020).

The report advised that the Police 2026 - 10 year strategy for policing in Scotland consultation on 27 February 2017. Renfrewshire Council had responded to this consultation had been launched with the final strategy being published in June 2017. At that time, it was agreed that the strategy and implementation plan would be reviewed in 2020.

In this connection the Scottish Police Authority (SPA) and Police Scotland had launched the consultation on 20 January 2020 and a copy of the draft response prepared and submitted on behalf of Renfrewshire Council was attached as Appendix 1.

Renfrewshire Council had welcomed the opportunity to respond to the consultation. The outcomes within the document were aligned to those of Communities and Public Protection and it was noted that Renfrewshire Council would continue to work with Police Scotland as part of the Renfrewshire Community Safety partnership.

The final date for submissions to the consultation was 2 March 2020. A response had been prepared and submitted on behalf of the Council within the timescales set and was attached as Appendix 1 to the report.

DECIDED:

(a) That the consultation on the Joint Strategy for Policing (2020) be noted; and

(b) That the consultation response submitted on behalf of the Council by the Director of Communities, Housing & Planning Services, a copy of which was appended to the report, be homologated.

3 Scottish Fire & Rescue Service Scrutiny Report

There was submitted a report, in an infographics format, by the Local Senior Officer, Scottish Fire and Rescue Service (SFRS) relative to SFRS performance and activities in the Renfrewshire area during the reporting period 1 October – 31 December 2019.

The report had been developed to compliment key partnership activity embedded across Renfrewshire Community Plan and associated Delivery and Thematic plans. The report also provided updates in relation to Renfrewshire activity summary; accidental dwelling fires and casualties, unintentional injury and harm, deliberate fire setting, non-domestic fire safety and unwanted fire alarm signals. The Local Senior Officer advised that funding had been secured for the appointment of a Safety Compliance Officer and that this together with the TAKE5 initiative would be fundamental in reducing the number of unwanted fire alarm signals in future.

DECIDED: That the report be noted.

4 Consultation - Scottish Fire and Rescue Local Plan for Renfrewshire

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the consultation on the Scottish Fire and Rescue Local Plan for Renfrewshire.

The report advised that Scottish Fire and Rescue Service had consulted on their Strategic Plan (2019 - 2022) during July 2019. Renfrewshire Council had responded to this consultation and the Police and Fire & Rescue Scrutiny Sub-committee homologated that response at the meeting held on 20 August 2019. The final Strategic Plan was approved in October 2019.

The Area Commander and Local Fire Officer for Renfrewshire wrote to the Chief Executive on 26 January 2020 to advise that following the publication of the Strategic Plan, the Scottish Fire and Rescue Service was now consulting on a Local Fire and Rescue Plan for Renfrewshire and was looking for input to specific questions to allow the local plan to be drafted.

As part of the Renfrewshire Community Safety Partnership, Renfrewshire Council and the Scottish Fire and Rescue Service had an excellent working relationship and aligned goals through strategic plans and Local Outcome Improvement Plans (LOIPs).

A copy of the proposed response prepared on behalf of the Council was attached as Appendix 1.

DECIDED:

(a) That the consultation on the Scottish Fire and Rescue Local Plan for Renfrewshire be noted; and

(b) That the Council's consultation response a copy of which was appended to the report, be approved.

5 Spotlight - I Am Me

The Project Manager, who was also the founder of the I Am Me project, made a presentation to members and highlighted many aspects of the project which had started in 2013 and was a community based charity which worked in partnership with Police Scotland to help raise awareness of Disability Hate Crime and identified various methods for reporting incidents and crimes. Disability Hate Crime was one of the most under reported crimes in the UK and Mencap estimated that around 97% of disability hate crimes went unreported.

The project aimed to encourage empathy and understanding of the range of disabilities and the difficulties that people could face on a day to day basis; enable children and young people to recognise what bullying and disability hate crime was and to understand how their own behaviour and attitude could affect an individual; empower children and young people to challenge prejudicial attitude and behaviours and to know how to report incidents safely; and inform children and young people about the Keep Safe Initiative to ensure that they could seek assistance if they were feeling lost, scared or vulnerable when out in the community. The group had worked closely with Police Scotland to develop a 'Keep Safe' initiative. Keep Safe worked with a network of local businesses to create safe places for elderly, disabled and vulnerable people when out in the community.

The project addressed children and young people from nursery age onwards and information was provided using a suite of training resources designed to raise awareness of the effects that harassment and abuse could have on individuals and wider communities. Resources were available free from www.iammescotland.co.uk.

DECIDED: That the presentation be noted.

6 Local Issues

The sub-committee was advised that youth disorder caused by groups of youths meeting in Paisley town centre had been targeted using a multi-agency approach which involved Police Scotland, Renfrewshire Youth Team, Social Work, Closed Circuit Television Operatives and Renfrewshire Council Wardens.

DECIDED: That the information provided be noted.

Minute of Meeting Regulatory Functions Board

Date	Time	Venue
Wednesday, 11 March 2020	10:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Eddie Devine, Councillor Audrey Doig, Councillor Lisa-Marie Hughes, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Andy Steel, Councillor Jane Strang

Chair

Councillor McNaughtan, Convener, presided.

In Attendance

A McLaughlin, Senior Solicitor (Litigation and Regulatory Services), R Graham, Solicitor, P Shiach, Committee Services Officer and N Barr, Administrative Assistant (all Finance & Resources).

Apologies

Councillors Mackay, McEwan and Rodden.

Declarations of Interest

Councillor Steel declared a non-financial interest in item 1 of the agenda as the applicant was known to him and indicated his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

1 Application for Surrender and Re-issue of a Taxi Licence - TX013

There was submitted the undernoted application for surrender and re-issue of a Taxi Licence: -

Present Owner: John Woods Mitchell
Proposed Owner: James Todd Mason
Licence Number: TX013

The Convener proposed that the application be granted. This was agreed unanimously

DECIDED: That the application be granted.

Sederunt

Councillor Steel re-entered the meeting prior to consideration of the following item of business.

2 Application for Renewal of a Late Hours Catering Licence

There were submitted the undernoted applications for renewal of Late Hours Catering Licences:-

(a) Applicant: Asda Stores Limited
Premises: Asda, Linwood Road, Paisley
Operating hours: Monday to Sunday – 11.00 pm to 5.00 am

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

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

EXCLUSION OF PRESS AND PUBLIC

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

Application for Renewal of a Late Hours Catering Licence

(b) Applicant: Tesco Stores Limited

Premises: Rockfield Service Station, 125 Renfrew Road, Paisley

Operating hours: Monday to Sunday – 11.00 pm to 5.00 am

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

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

3 Application for Grant of a Private Hire Car Driver's Licence – Personal Appearance

Under reference to Item 3 of the Minute of the meeting of this Board held on 30 January 2020 there was submitted the undernoted application for grant of a Private Hire Car Driver's Licence. The applicant had been asked to appear personally for the second time together with Police Scotland who had submitted a representation to the application:-

David McGeoch

There was no appearance by or on behalf of Mr McGeoch. Sergeant Dorrington on behalf of the Chief Constable who had submitted a representation to the application was invited into the meeting.

The Convener proposed that the application be considered in Mr McGeoch's absence and this was agreed unanimously.

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

DECIDED: That the application be refused.

4 Applications for Renewal of Private Hire Car Drivers' Licences – Personal Appearances

Under reference to item 7 of the Minute of the meeting of this Board held on 15 January 2020 there was submitted the undernoted application for renewal of a Private Hire Car Driver's Licence. Applicant (a) had been asked to appear personally for the second time together with Police Scotland who had submitted an objection to the application:-

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

representation in respect of application (c): -

(a) Gerald Burns

Mr Burns, the applicant was invited into the meeting together with Mr Banks, his solicitor, and Sergeant Dorrington on behalf of the Chief Constable who had submitted an objection to the application.

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

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

ADJOURNMENT

The Board adjourned at 10.45 am, and reconvened at 10.50 am.

(b) Mark Kennedy

There was no appearance by or on behalf of Mr Kennedy. Sergeant Dorrington, on behalf of the Chief Constable who had submitted an objection to the application was invited into the meeting.

The Convener proposed that consideration of the application be continued and that the applicant be invited to a future meeting of the Board. This was agreed unanimously.

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

(c) Ian Watson Downie Anderson

Mr Anderson, the applicant was invited into the meeting together with Sergeant Dorrington on behalf of the Chief Constable who had submitted a representation in respect of the application.

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

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

(d) Steven Lewis

Mr Lewis, the applicant was invited into the meeting together with Mr Kilbride of Braehead Radio Cars who was supporting Mr Lewis.

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

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

Minute of Meeting

Education and Children's Services Policy Board

Date	Time	Venue
Thursday, 12 March 2020	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Provost Lorraine Cameron, Councillor Carolann Davidson, Councillor Edward Grady, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Karen Kennedy, Councillor Paul Mack, Councillor John McNaughtan, Councillor Will Mylet, Mr Jack Nellaney, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Emma Rodden, Councillor John Shaw, Mr Ravinder Singh, Councillor Jane Strang

Chair

Councillor Paterson, Convener, presided.

In Attendance

S Quinn, Director of Children's Services; J Calder, Head of Service (Curriculum and Quality); G McKinlay, Head of Schools; and J Trainer, Head of Childcare & Criminal Justice (all Children's Services); and G McLachlan, Senior Finance Manager; M Conaghan, Legal and Democratic Services Manager and T Slater, Senior Committee Services Officer (all Finance & Resources).

Apologies

Councillors Bibby and Don and Ms M J Bird.

Declarations of Interest

Councillor Paterson declared an interest in Item 7 of the agenda – Distribution of Funding to Support Services for Children and Families – Funding Allocation for 2020/21 as his child attended one of the support services recommended for funding in the report. He intimated that he would remain in the meeting and would take part in any discussion or voting thereon.

Councillor Shaw declared an interest in Item 7 of the agenda – Distribution of Funding to Support Services for Children and Families – Funding Allocation for 2020/21 as his child attended one of the support services recommended for funding in the report. He intimated that he would remain in the meeting and would take part in any discussion or voting thereon.

1 Revenue Budget Monitoring Report

There was submitted a joint Revenue Budget Monitoring report by the Directors of Finance & Resources and Children's Services for the Service to 3 January 2020.

DECIDED: That the report be noted.

2 Capital Budget Monitoring Report

There was submitted a joint Capital Budget Monitoring report by the Directors of Finance & Resources and Children's Services for the Service to 3 January 2020.

DECIDED: That the report be noted.

3 Inspection of Mary Russell School

There was submitted a report by the Director of Children's Services relative to the inspection, by Education Scotland, of Mary Russell School.

The report intimated that the purpose of the inspection was to evaluate the quality of education, focussing on two quality indicators: learning, teaching and assessment; and raising attainment and achievement. The outcome of the inspection had been positive, with evaluations of 'good' for learning, teaching and assessment and raising attainment and achievement. The letter to parents, appended to the report, identified four key strengths and two areas for improvement. Children's Services would continue to monitor the improvement in the school and the inspection report would be used by the school and Service to support and develop the quality of educational provision.

DECIDED: That the key strengths and the areas for improvement in the Education Scotland report on Mary Russell School be noted.

4 Inspection of Heriot Primary School and Early Learning Class, Paisley

There was submitted a report by the Director of Children's Services relative to the inspection, by Education Scotland, of Heriot Primary School and Early Learning Class, Paisley.

The report intimated that the purpose of the inspection was to evaluate the quality of education, focussing on four quality indicators: leadership of change; learning, teaching and assessment; raising attainment and achievement; and ensuring wellbeing, equality and inclusion. The outcome of the inspection had been very positive, with an evaluation of 'very good' for leadership of change; learning, teaching and assessment and ensuring wellbeing, equality and inclusion, and an evaluation of 'good' for raising attainment and achievement. The letter to parents, appended to the report, identified five key strengths and two areas for improvement. Children's Services would continue to monitor the improvement in the school and the inspection report would be used by the school and Service to support and develop the quality of educational provision.

DECIDED: That the key strengths and the areas for improvement in the Education Scotland report on Heriot Primary School and Early Learning Class, Paisley be noted.

5 Pupil Intake to Gryffe High School Session 2020/21

Under reference to Item 12 of the Minute of the meeting of this Board held on 23 May 2019, there was submitted a report by the Director of Children's Services relative to a request to increase the intake of S1 to Gryffe High School for session 2020/21, for one year only.

The report advised that Gryffe High School accommodation allowed for the intake to be increased every six years to a maximum of 180. At the meeting of this Board on 23 May 2019, it had been agreed to increase the intake to 180 for session 2019/20, however, pupil numbers were in line with the normal intake of 165 and the increase was not required for that session. The 2020/21 intake was likely to exceed 165 and it was, therefore, requested that the increase be applied to session 2020/21.

The report proposed that the intake be set at 180 less 3 places reserved for children moving into the catchment during the school session. The proposed increase of intake in 2020/21 could not be repeated in 2021/22 nor in subsequent years without the need for an increase in accommodation and the significant financial expenditure associated with any such proposals.

DECIDED:

(a) That it be agreed to set the S1 intake for Gryffe High School for session 2020/21, at 180 with 3 places within this intake reserved for children moving into the catchment during the school session; and

(b) That it be noted that the S1 intake for Gryffe High School could be set cyclically at a maximum of 180 every 6 years from 2021/22 and the increased intake for S1 may be utilised in future years where required, only when there would be no need for an increase in accommodation and any significant financial expenditure associated with any such proposal.

6 Early Learning and Childcare Entitlement - 1140 Expansion Update

Under reference to Item 3 of the Minute of the meeting of this Board held on 31 October 2019, there was submitted a report by the Director of Children's Services providing an update on the progress of the 1140 expansion in early learning and childcare.

The report advised that councils regularly reported on their progress to the Scottish Government and, in December 2019, the Scottish Government issued the Early Learning and Childcare Expansion Delivery Progress Report which indicated that good progress was being made across Scotland. Renfrewshire's progress was in line with the progress being made nationally.

Information was provided on: the phased implementation with 1,774 (41%) of children in Renfrewshire already receiving the expanded provision; securing the required workforce, with Children's Services being 63% towards the workforce target for August 2020 and funded providers being supported to address workforce challenges; and the infrastructure programme, which consisted of 16 refurbishments, six extensions and four new builds.

The report also outlined the risks in delivering the 1140 expansion, together with the action being taken to mitigate those risks including information on recruitment and training and a revised infrastructure timeline.

DECIDED:

- (a) That the progress, to date, in implementing the 1140 expansion of early learning and childcare be noted; and
- (b) That the revised infrastructure timeline and contingency arrangements for ensuring the required spaces for all eligible children from August 2020 in areas where there was a delay in the completion of a construction project, as detailed in the report, be noted.

Declarations of Interest

Councillors Paterson and Shaw having previously declared an interest in the following item of business remained in the meeting.

7 Distribution of Funding to Support Services for Children and Families - Funding Allocation for 2020/21

There was submitted a report by the Director of Children's Services relative to the distribution of funding to a range of private and voluntary sector organisations which delivered services for families and young children.

Appendix 1 to the report provided an overview of the proposed allocations for payments to support the delivery of services for children and young people for 2020/21; Appendix 2 to the report detailed allocations to out-of-school care groups for 2020/21 on the basis of the criteria and related points applied to each group; and Appendix 3 to the report detailed the allocation to pre-five voluntary sector playgroups and toddler groups.

Councillor Nicolson, seconded by Councillor McNaughtan, moved that the existing paragraph 2.1.i of the report be replaced with

“2.1.i approve the resource allocation to support the delivery of services for children and young people as outlined in appendix 1 to this report and note the decision of the Full Council on Monday 9th March 2020 to provide up to £150k to support Rainbow Nursery, Shortroods. Officers to engage with Childcare First management in working in partnership to ensure a long-term sustainable future for the nursery.”

That the existing paragraph 4.8 be replaced with

“4.8 “The Board of Childcare First has intimated its intention to close Rainbow nursery on 30 June 2020. The Council at its meeting on 9 March 2020 agreed to provide up to £0.150 million to support Rainbow Nursery, Shortroods and instructed officers to engage with Childcare First management in working in partnership to ensure a longterm sustainable future for the nursery”.

That in Appendix 1 the entry in the “Outcome” column of the entry relating to Childcare First Limited be replaced to read:

“Support to Rainbow Nursery, Shortroods to support work to ensure a longterm future for the nursery.”

That in Appendix 1 the entry in the “Funding proposed 2020/21” column of the entry relating to Childcare First Limited be replaced with “Up to £150,000”; and

That the report as amended be approved.”

Councillor Kennedy, seconded by Councillor Grady moved an amendment which the Convener ruled was not competent in terms of Standing Order 28 – rescinding of decisions – as it was contrary to the decision which had been taken at item 2 of the Minute of the meeting of the Council held on 9 March 2020 and there had been no material change in circumstances justifying the matter being reconsidered.

Motion to suspend Standing Orders

Councillor Kennedy, seconded by Councillor Grady, moved in terms of Standing Order 44 that Standing Order 28 – rescinding of decisions - be suspended to allow the Board to consider the amendment by Councillors Kennedy and Grady.

On the roll being called, the following members voted to suspend Standing Order 28: Councillors Davidson, Grady, Graham, Kennedy and Strang.

The following members voted against the motion to suspend Standing Order 28: Provost Cameron, Councillors Hughes, Mack, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Mr Singh.

The following member abstained: Mr Nellaney.

5 members having voted for the motion to suspend Standing Order 28, 10 members having voted against the motion to suspend Standing Order 28, and 1 member having abstained, the necessary two-thirds of members present and voting at the meeting was not achieved as required for the suspension of Standing Orders and, accordingly, the motion to suspend Standing Order 28 was defeated.

The Convener then proposed that the report, as amended in terms of Councillor Nicolson's motion, be approved. This was agreed.

DECIDED:

(a) That the resource allocation to support the delivery of services for children and young people as outlined in Appendix 1 to the report be approved and the decision of the full Council on Monday 9 March 2020, to provide up to £150k to support Rainbow Nursery, Shortroods and that officers would engage with Childcare First management to work in partnership to ensure a long-term sustainable future for the nursery be noted; and

(b) That the proposals for the allocation of grant funding for out-of-school care and pre-five voluntary sector, as detailed in Appendices 2 and 3 to the report, be approved, subject to the completion of satisfactory checks and assessments.

8 Mid-year Attainment Challenge Report

There was submitted a report by the Director of Children's Services relative to progress on the Renfrewshire Attainment Challenge. Renfrewshire was one of the nine challenge authorities in 2016.

The report advised that there were five main work-stream areas of data analysis; learning and teaching; families and communities; leadership and care-experienced children and young people. As part of the grant requirements, the Council was required to report to the Scottish Government on a quarterly basis and bi-annually detailing progress towards local and national outcomes.

The Director of Children's Services intimated that the wrong appendix had been attached to the report and proposed that the report, with the correct appendix attached, be submitted to the next meeting of the Board. This was agreed.

DECIDED: That the Mid-year Attainment Challenge Report be continued to the next meeting of the Board.

9 Attainment of 2018/2019 School Leavers

Under reference to Item 4 of the Minute of the meeting of this Board held on 31 October 2019, there was submitted a report by the Director of Children's Services regarding the attainment of school leavers 2018/19.

The report advised that the Scottish Government provided a performance evaluation tool (INSIGHT) which provided data and commentary on the performance of 2018/19 leavers in four key measures and made statistically valid comparisons between how young people performed against young people nationally who shared four similar characteristics.

It was noted that the 2018/19 school leavers' data demonstrated substantial improvement in the percentage of leavers that were entering a positive destination. Attainment in literacy and numeracy remained high, particularly at SCQF level 5 where Renfrewshire was above both the virtual comparator and the national figures. It was recognised, however, that there was scope for further improvement, particularly in relation to the total tariff points young people living in the most deprived areas were achieving by the time they left school, and this would continue to be a priority.

DECIDED:

(a) That the report be noted; and

(b) That the efforts of Renfrewshire's young people and the school communities in bringing about these results be noted.

10 Proposal to Consult on the Relocation of Paisley Grammar School to a New Build Community Campus at Renfrew Road in Paisley

Under reference to Item 3 of the Minute of the meeting of this Board held on 23 May 2019, there was submitted a report by the Director of Children's Services relative to the proposal to consult on the relocation of Paisley Grammar School to a new build community campus at Renfrew Road in Paisley.

The proposed consultation, which was being requested in terms of the Schools (Consultation) (Scotland) Act 2010, was required following assessment which, in terms of building performance and future need, provided an evidence base which supported the proposal to invest in the relocation of Paisley Grammar School to a new build Paisley Grammar Community Campus. It was also important that the Council consulted with affected communities now to ensure that the proposal was fully developed in advance of the Scottish Government School Estate Investment Programme funding release, which was anticipated in September 2020. Securing this funding would be central to the development of this proposal.

The 'procedures for consultation' and the consultation document entitled 'The relocation of Paisley Grammar School to a new build Community Campus at Renfrew Road in Paisley' were attached to the report as appendices 1 and 2, respectively.

DECIDED:

(a) That the consultation procedures, attached as Appendix 1 to the report, be approved;

(b) That the consultation document entitled 'The relocation of Paisley Grammar School to a new build Community Campus at Renfrew Road in Paisley', attached as Appendix 2 to the report, be approved; and

(c) That a report on the outcome of the consultation be submitted to the meeting of the Education and Children's Services Policy Board to be held on 29 October 2020.

11 Children's Services Service Improvement Plan 2020-23

There was submitted a report by the Director of Children's Services relative to the Service Improvement Plan 2020-23 for Children's Services, which outlined what Children's Services intended to achieve over the next three years based on available financial and employee resources.

The Service Improvement Plan, attached as an appendix to the report, set out the priorities being addressed, the key tasks to be implemented and the implementation timetable, together with the measures of success. A mid-year progress update would be submitted to this Policy Board in October 2020.

DECIDED:

(a) That the elements of the Service Improvement Plan 2020-23 for Children's Services which fell within the remit of this Policy Board be approved;

(b) That it be agreed that mid-year progress with the Service Improvement Plan 2020-23 for Children's Services be reported to this Policy Board in October 2020; and

(c) That it be noted that the Service Improvement Plan 2020-23 for Children's Services had also been submitted to the meeting of the Communities, Housing and Planning Policy Board held on 10 March 2020, to approve those elements covered within that Policy Board's remit.

12 Publication of Scotland's Independent Care Review Findings

There was submitted a report by the Director of Children's Services relative to the publication of Scotland's Independent Care Review findings.

The report advised that the Independent Care Review, established in February 2017, was an independent root and branch review of the care system, covering legislation, practice, culture and ethos. The Review gathered evidence from a wide range of sources, with the voices of care experienced people being central to the evidence gathering.

Information was provided on the five main reports of the Review which were: The Promise; The Plan; The Money; The Rules and Thank You.

The Promise, which presented the main findings of the Review had been published on 5 February 2020 and was framed around five foundations of voice – the key principles about the child's voice in decision making; families – the importance of families in caring; care – the services which form the care system; people – the workforce; and scaffolding – the legislative and policy guidance which governs the system. The Review would now move on to the production of The Plan, which would establish models of service and measures of progress over a ten-year period.

Children's Services would further analyse the recommendations and provide an update report to a future meeting of this Policy Board on the implications for policy and practice in Renfrewshire.

DECIDED:

- (a) That the publication of the reports produced by the Independent Care Review be noted;
- (b) That it be noted that Children's Services would further analyse the recommendations to understand what it meant for current practice in Renfrewshire; and
- (c) That an update report be submitted to a future meeting of the Education and Children's Services Policy Board.

EXCLUSION OF PRESS AND PUBLIC

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

13 Provision of Support to an Individual Family

There was submitted a report by the Director of Children's Services relative to the provision of support to an individual family.

The report intimated that, following consultation with the Conveners of this Policy Board and the Finance, Resources and Customer Services Policy Board, it was agreed that the Head of Childcare and Criminal Justice, on behalf of the Council, would act as a guarantor for a private tenancy for a specific family. Homologation of this action was now requested.

DECIDED:

- (a) That the decision that Renfrewshire Council act as a guarantor for a private tenancy for a specific family be homologated; and
- (b) That it be agreed that the Head of Childcare and Criminal Justice undertake that role on behalf of the Council.

Minute of Meeting

Audit, Risk and Scrutiny Board

Date	Time	Venue
Monday, 16 March 2020	10:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Bill Binks, Councillor Michelle Campbell, Councillor Neill Graham, Councillor John Hood, Councillor Jim Sharkey

Chair

Councillor Binks, Convener, presided.

In Attendance

L McIntyre, Head of Policy & Commissioning and M Moran, Assistant Economic Development Manager and Lead Officer (both Chief Executive's); J Mackie, Placement Team Leader and Lead Officer and C Doogan, Energy Team Leader and Lead Officer (both Communities, Housing & Planning Services); D Gillies, Head of Facilities Management and G Hannah, Infrastructure, Transportation & Strategic Change Manager (both Environment & Infrastructure Services); P Murray, Head of ICT, A McMahon, Chief Auditor, K Campbell, Assistant Chief Auditor, M Armstrong, Principal HR & OD Adviser, A Connor, Records Manager, C McCourt, Finance Business Partner and C MacDonald, Senior Committee Services Officer (all Finance & Resources).

Also Attending

M Ferris (Audit Scotland).

Apologies

Councillors Begg, Burns, Harte and Rodden.

Declarations of Interest

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

Order of Business

In terms of Standing Order 16 the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by taking exempt item 15 before item 1.

Exclusion of Press and Public

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

1 Summary of Internal Audit Investigations for Period 01 October to 31 December 2019

There was submitted a report by the Chief Auditor relative to the requirement in terms of the Public Sector Internal Audit Standards (PSIAS) that Internal Audit reported on the findings and conclusions of audit engagements to the Board. The Appendix to the report provided a summary of the findings of an internal audit investigation.

DECIDED: That the summary of the Internal Audit Investigation finalised during the period from 1 October to 31 December 2019 be noted.

2 Internal Audit and Counter Fraud Progress and Performance for Period to 31 December 2019

There was submitted a report by the Chief Auditor relative to Internal Audit and Counter Fraud performance from 1 October to 31 December 2019 in terms of the delivery of the Audit Plan for the year and outlining actual performance against targets set by the Director of Finance & Resources.

No formal performance targets for fraud investigation had been established as a major part of the team's work involved being the single point of contact for the Department for Work and Pensions (DWP) Single Fraud Investigation Service. It was noted that the focus over the last year had been on increasing fraud awareness amongst employees to prevent fraud from occurring against the Council. The types of fraud referrals received to date were wide-ranging and the team's objective was to concentrate on investigating those referrals considered to contain the greatest fraud risk. The report also detailed the progress made against local and national initiatives involving Internal Audit and the Counter Fraud Team.

DECIDED: That the Internal Audit and Counter Fraud Team progress and performance to 31 December 2019 be noted.

3 Annual Internal Audit Plan 2020/2021

There was submitted a report by the Chief Auditor relative to the 2020/21 risk-based Annual Internal Audit Plan which had been developed in line with the requirements of the Public Sector Internal Audit Standards.

The Plan took account of the outcomes of the internal corporate and service risk identification and evaluation processes and the current business environment. In addition to undertaking work which would provide assurance on the robustness of key internal controls, the Plan sought to reflect the key priorities and challenges for the Council.

The report set out the methods that had been employed to facilitate production of the Plan and the influencing factors that had been considered in the assessment of the current business environment and the priority areas of audit.

DECIDED:

- (a) That the content of the risk-based audit plan for 2020/21 be approved; and
- (b) That it be noted that the progress of the 2020/21 annual audit plan and summaries of the findings from each audit assignment would be reported to the Board on a quarterly basis.

4 Compliance with the Code of Corporate Governance

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

It was noted that the Director of Finance & Resources had responsibility for reporting annually to the Board in compliance with the Code and any changes to the Code that might be necessary to maintain it and ensure its effectiveness in practice. In addition, the Council's Chief Auditor had responsibility to review independently and report to the Board annually to provide assurance on the adequacy and effectiveness of the Code and the extent of the Council's compliance.

The report intimated that Internal Audit had reviewed the effectiveness of the revised Code which operated during 2019/20 and confirmed that the Council complied with its requirements and had confirmed that it was evident that the Code had been subject to review and updating. The Director of Finance & Resources had endorsed the Chief Auditor's recommendation that the local Code should continue to be subject to annual review to ensure that it continued to reflect developments and best practice in governance.

DECIDED: That the report be noted.

5 2018/19 Complaints Data

There was submitted a report by the Chief Executive relative to the annual complaints report 2018/19.

The report intimated that the Council's complaint-handling procedure ensured that the Council knew how well it was delivering its services and showed its commitment to using the issues raised in complaints to improve services. Full implementation of the Scottish Public Services Ombudsman's (SPSO) guidance commenced within the Council from 1 March 2013 which introduced quicker, simpler and more streamlined complaints handling with local, early resolution. As part of the procedure, all complaints resolved at the frontline were recorded and monitored and in line with the model SPSO complaints handling procedure, Renfrewshire Council's complaints handling procedure complied with the model Complaints Handling procedure for local authorities introduced by the SPSO at that time.

It was noted that 8,200 complaints were received in 2018/19, which was an increase from 6,752 in 2017/18; 89% of the complaints were handled at the frontline stage; 77.5% of frontline complaints and 73.9% of investigation complaints received were completed within target timescales; the average time to respond to an investigation complaint was 15 days, which was within the Scottish Public Services Ombudsman (SPSO) target of 20 days; 47 of complaints for 2018/19 were reported to the SPSO, of the 47 reported, one was upheld and one was partly upheld; 2018/19 breakdown of complaints received by services was broadly reflective of the volume of services provided, with Environment and Infrastructure Services delivering the highest volume of frontline Council services and consequently receiving the highest volume of customer interactions; the internal review identified the requirement to revise the Complaint Handling Procedure (CHP) and an opportunity to update the provision of training and guidelines for officers, for social work complaints to be in line with the council-wide procedure and for a more robust system to support the logging of and learning from complaints; and the next stage of the complaints review would be to drive improvement and improve performance, which would be underpinned by a new council-wide system.

It was noted that the Council's CHP used a two-stage process, and this was detailed within the report. Appendix 1 provided information on the complaints closed during the period 1 April 2018 to 31 March 2019 and Appendix 2 detailed the Council's performance for 2018/19 against key SPSO performance indicators.

DECIDED: That the report be noted.

6 Local Government Benchmarking Framework 2018/19

There was submitted a report by the Chief Executive relative to the Local Government Benchmarking Framework (LGBF) performance data for all Scottish local authorities.

The report advised that the Framework was a high-level benchmarking tool which allowed local authorities to compare their performance across a wide range of key service areas such as education, housing, and adult social care. The Council had participated in the development of the LGBF since its inception in 2010, with the Framework now expanded to 90 indicators. The purpose of the Framework was to support evidence-based comparisons and encourage shared learning and improvement.

The report provided an overview of Renfrewshire's performance for 2018/19, as well as outlining the wider context and trends for local authorities across Scotland. Detailed information relating to the performance of similar councils which had been placed into a 'family group' with Renfrewshire Council and further context on performance across the broad service areas was contained in the appendix to the report.

DECIDED: That the report be noted.

7 Audit Scotland Annual Audit Plan 2019/20

There was submitted a report by the Director of Finance & Resources relative to Audit Scotland's Annual Audit Plan 2019/20, a copy of which was appended to the report.

The report intimated that the audit plan outlined Audit Scotland's approach to the audit of the 2019/20 financial statements of the Council and the charities it controlled in order to assess whether they provided a true and fair view of the financial position of the Council, and also whether they had been prepared in accordance with proper accounting practice. The Plan outlined the responsibilities of Audit Scotland and the Council, their assessment of key challenges and risks, and the approach and timetable for completion of the audit.

DECIDED: That the report and Audit Scotland's Annual Audit Plan 2019/20 be noted.

8 Audit Scotland - Preparing for Withdrawal from the European Union

There was submitted a report by the Chief Executive relative to Audit Scotland's briefing paper on how the Scottish public sector had been preparing for European Union (EU) withdrawal. A copy of which was attached as Appendix 2 to the report.

The report advised that the briefing looked at Audit Scotland's work, knowledge of the public sector, published material and engagement with key stakeholders over the last 18 months. It highlighted key messages, provided illustrations of the impact that preparing for withdrawal from the EU has had on public bodies and suggested questions for public bodies to ask themselves about their ongoing preparations for EU withdrawal. An outline of Council activity relating to each of the questions was included as Appendix 1. The report noted that previous council papers had highlighted the range of mitigating actions that had already been identified and put in place and those measures were monitored and updated as the national position in relation to EU withdrawal developed.

DECIDED:

(a) That Audit Scotland's key questions for public bodies as attached in Appendix 1 be noted; and

(b) That the activities being undertaken by council officers to prepare appropriately for EU withdrawal and the transition period, which were also detailed within the report be noted.

9 Councils for Fair Tax Declaration Scotland

Under reference to Item 1 of the Minute of the meeting of this Board held on 20 January 2020, there was submitted a report by the Chief Executive which provided a summary of all available information with recommendations in relation to the Councils for Fair Tax Declaration Scotland.

The report advised that at the Council meeting on 26 September 2019, elected members considered a motion in relation to the potential adoption of the “Councils for Fair Tax Declaration”. An initial report was submitted to the Board on 20 January 2020 which provided an overview of the information available to officers on the Fair Tax declaration and highlighted key initial areas for exploration and it was agreed that a final report would be submitted to the next meeting of the Board.

The report provided a summary of all available information and set out recommendations.

Councillor Binks, seconded by Councillor Graham, moved that the report be approved.

Councillor Sharkey, seconded by Councillor Hood, moved that recommendation (iii) be amended to read “Agree that Renfrewshire Council does formally adopt the Declaration at this time”.

On the roll being called, the following members voted for the amendment: Councillors Sharkey and Hood.

The following members voted for the motion: Councillors Binks, Campbell, and Graham.

2 members having voted for the amendment and 3 members having voted for the motion, the motion was accordingly declared carried.

DECIDED:

(a) That the information provided on the adoption of Councils for Fair Tax Declaration be noted;

(b) That it be noted that under the current Procurement Regulations the Council could exclude any organisation from participating in Council tenders if that organisation had not met all of its obligations relating to the payment of taxes or social security contributions; and

(c) That the recommendation that Renfrewshire Council did not formally adopt the Declaration at this time be agreed.

10 Absence Statistics - 2019/20 Quarter 3

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 October to 31 December 2019.

The report provided information in relation to absence targets and how services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting

attendance activity levels by service and costs of sick pay and the overall number of days lost.

DECIDED: That the report on absence statistics for the period 1 October to 31 December 2019 be noted.

11 Records Management Plan Update

There was submitted a report by the Director of Finance & Resources relative to a progress report on the Council's Records Management Plan (RMP).

The report advised that following the 2018 Public Records (Scotland) Act – Records Management Plan Progress Update Review ("PUR") completed in October 2018, the Council achieved Green status for 12 of the 14 elements assessed through the Records Management Plan. The Council had now received the draft response to the 2019 PUR and the feedback from the Assessment Team was positive with one of the two remaining amber elements being upgraded to green. The report indicated that progress was being made in the processing of the records held within the Corporate Records Store.

DECIDED:

(a) That the progress of the Council Records Management Plan, including the progressing of the Archiving element from amber to green be noted; and

(b) That the continued progress of the new Corporate Records Store be noted.

12 Conversion of Grassed Areas to Parking - Lead Officer Michael Moran

Under reference to Item 9 of the Minute of the meeting of the Audit, Risk & Scrutiny Board held on 4 November 2019, there was submitted a report by the Lead Officer relative to an update on the review of conversion of grassed areas to parking.

The report outlined the purpose of the review and the current arrangements in respect of open space maintenance and repurposing of open spaces.

DECIDED: That the progress of the review be noted.

13 Review of Bus Deregulation and Effect on Transport Services in Renfrewshire - Lead Officer Jamie Mackie

Under reference to Item 7 of the Minute of the meeting of the Audit, Risk & Scrutiny Board held on 20 January 2020, there was submitted a report by the Lead Officer relative to the review of bus deregulation and the effect on transport services in Renfrewshire.

The report advised that the review was undertaken as part of the annual programme of activity for 2018/19. The report detailed the findings and overall conclusions and a copy of the report to be submitted to Council on 7 May 2020 was attached as an appendix to the report.

Councillor Sharkey, seconded by Councillor Campbell moved that the report be continued for further information and submitted to the next meeting of the Board. This was agreed unanimously.

DECIDED: That it be agreed that report be continued for further information and submitted to the next meeting of the Board.

14 The Effectiveness of Fair Trade within Renfrewshire - Lead Officer Craig Doogan

Under reference to Item 6 of the Minute of the meeting of the Audit, Risk & Scrutiny Board held on 4 November 2019, there was submitted a report by the Lead Officer relative to the review of the effectiveness of Fair Trade within Renfrewshire.

The report advised that the review was undertaken as part of the annual programme of activity for 2018/19. The report detailed the findings and overall conclusions and a copy of the report to be submitted to Council on 7 May 2020 was attached as an appendix to the report.

DECIDED: That it be agreed that the draft report attached as an appendix be approved for consideration by the Council on 7 May 2020.

Minute of Meeting

Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 18 March 2020	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Jacqueline Cameron, Councillor Michelle Campbell, Councillor Audrey Doig, Councillor John Hood, Councillor James MacLaren

Chairperson

In the absence of both the Convener and Depute Convener from the meeting, in terms of Standing Order 11(c), the Democratic Services Manager sought nominations for a member to take the Chair.

Councillor Audrey Doig, seconded by Councillor Campbell, moved that Councillor J Cameron take the Chair. There being no other nominations, this was agreed, and Councillor Cameron assumed the Chair.

In Attendance

G McNeil, Director of Environment & Infrastructure; O Reid, Head of Communities & Public Protection (Communities, Housing & Planning Services); and J Lynch, Head of Property Services, and L Belshaw, Democratic Services Manager (both Finance & Resources).

Apologies

Councillor Adam-McGregor, Councillor Burns, Councillor Davidson, Councillor Devine, Councillor Don, Councillor Graham, Councillor Kennedy, Councillor Kerr, Councillor McEwan, Councillor Mylet.

Declarations of Interest

Councillor Audrey Doig declared a non-financial interest in agenda item 10 - Clyde Muirshiel Park Joint Committee – Withdrawal of North Ayrshire Council - as she was Chair of Clyde Muirshiel Park Authority Joint Committee. Councillor Doig indicated that she would remain in the meeting and participate in any discussion or voting thereon.

1 Revenue Budget Monitoring Report

There was submitted a joint revenue budget monitoring report by the Directors of Finance & Resources, Environment & Infrastructure and Communities, Housing & Planning Services in respect of services reporting to this Board for the period 1 April 2019 to 3 January 2020.

DECIDED: That the report be noted.

2 Capital Budget Monitoring Report

There was submitted a joint capital budget monitoring report by the Directors of Finance & Resources and Environment & Infrastructure in respect of services reporting to this Board for the period 1 April 2019 to 3 January 2020.

DECIDED: That the report be noted.

3 Operational Performance Report

There was submitted an update report by the Director of Environment & Infrastructure relative to operational performance.

The report provided updates since the previous Board meeting in respect of the main projects and activities delivered by services within Environment & Infrastructure, which were within the remit of this Policy Board, together with performance updates which summarised target and actual performance indicators and benchmarking targets under each of the key change themes.

DECIDED: That the operational performance updates, detailed within the report, be approved.

4 Environment & Infrastructure Service Improvement Plan 2020 - 23

There was submitted a report by the Director of Environment & Infrastructure relative to the Service Improvement Plan 2020/23 for Environment & Infrastructure Services, a copy of which was appended to the report.

The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three-year period, based on the resources likely to be available, and took account of the themes, actions, outcomes and targets contained

within the Council Plan, Single Outcome Agreement and Community Plan. The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, the key tasks to be implemented, the implementation timetable and the outcomes against which progress would be measured. It was noted that progress to deliver the Service Improvement Plan 2020/23 for Environment & Infrastructure Services would be monitored and reported to this Policy Board on a six-monthly basis.

DECIDED:

(a) That the Service Improvement Plan 2020/23 for Environment & Infrastructure Services, a copy of which was appended to the report, be approved in terms of those areas of activity delegated to this Policy Board;

(b) That it be agreed that progress in respect of those areas of activity delegated to this Policy Board be reported to the meeting of this Policy Board scheduled to be held during October 2020; and

(c) That it be noted that the Service Improvement Plan 2020/23 for Environment & Infrastructure Services would also be submitted to the meeting of the Finance, Resources and Customer Services Policy Board to be held on 25 March 2020 to approve those elements of activity within the remit of that Policy Board.

5 Communities, Housing & Planning Services Service Improvement Plan 2020 - 23

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the Service Improvement Plan 2020/23 for Communities, Housing & Planning Services, a copy of which was appended to the report.

The Service Improvement Plan set out a comprehensive statement of the service aims and objectives for the next three-year period, based on the resources likely to be available, and took account of the themes, actions, outcomes and targets contained within the Council Plan, Single Outcome Agreement and Community Plan. The report highlighted that at the core of the Service Improvement Plan process was an action plan which detailed the priorities, the key tasks to be implemented, the implementation timetable and the outcomes against which progress would be measured. It was noted that progress to deliver the Service Improvement Plan 2020/23 for Communities, Housing & Planning Services would be monitored and reported to this Policy Board on a six-monthly basis.

DECIDED:

(a) That the Service Improvement Plan 2020/23 for Communities, Housing & Planning Services, a copy of which was appended to the report, be approved in terms of those areas of activity delegated to this Policy Board;

(b) That it be agreed that mid-year progress in respect of those areas of activity delegated to this Policy Board be reported to the meeting of this Policy Board scheduled to be held during November 2020; and

(c) That it be noted that the Service Improvement Plan 2020/23 for Communities, Housing & Planning Services had also been submitted to the meeting of the

Communities, Housing & Planning Policy Board held on 10 March 2020 to approve those elements of activity within the remit of that Policy Board.

6 Roads Digital Advertising Guidance

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed inclusion of supplementary guidance, in connection with the placing of digital advertising panels in relation to roads and traffic signals, as a Renfrewshire Council local variation to the Scottish Chief Officers of Transportation in Scotland (SCOTS) National Roads Development Guide.

Reference was made to the decision taken at the meeting of the Council's former Infrastructure, Land & Environment Policy Board held on 6 June 2017 when the Council had adopted the SCOTS National Roads Development Guide subject to the inclusion of an amendment for Renfrewshire regarding parking standards in urban areas being added to the Local Authority Variations Appendix.

The report stated that digital advertising was becoming commonplace across the country and increasing numbers of advertising applications were being received by the Council which required the adoption of a consistent, evidence-based, approach to their assessment. Approval was now sought to add Supplementary Guidance in connection with the placing of digital advertising panels in relation to roads and traffic signals as a further amendment for Renfrewshire to the SCOTS National Roads Development Guide Local Authority Variations Appendix. A copy of the proposed supplementary guidance was appended to the report. National guidelines had been produced by the Institution of Lighting Professionals in respect of requirements, such as the brightness and refresh rate of digital screens and the prohibition of siting digital screens where they could cause a distraction to drivers. The Council's proposed Supplementary Guidance incorporated and adopted these standards.

DECIDED: That the inclusion of Supplementary Guidance – Roads (Digital Advertising), a copy of which was attached as Appendix 1 to the report, be approved as a Renfrewshire Council local variation to the SCOTS National Roads Development Guide.

7 Health (Tobacco, Nicotine etc and Care)(Scotland) Act 2016 - An update on the enforcement of provisions relating to Tobacco and Nicotine Vapour Products (NVPs)

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the enforcement of provisions relating to Tobacco and Nicotine Vapour Products (NVPs)

The report indicated that during 2011, the Scottish Government had agreed to provide Renfrewshire Council with £44,000 per annum for three years to fund the rollout of the Tobacco & Primary Medical Services (Scotland) Act 2010. As part of this agreement, the Scottish Government had required Renfrewshire Council to undertake a programme of activities, known as the Enhanced Tobacco Sales Enforcement Programme (ETSEP). In this connection annual targets had been set for specific activities, such as advice to traders and test purchasing, and these figures were collated and sent to the Scottish Government on a quarterly basis. The success of the ETSEP programme and

associated funding had led, in 2017, to the Scottish Government offering local authorities three years' of funding to carry out enhanced activities in relation to NVPs. As part of this funding agreement regular performance figures were submitted to the Scottish Government, through the Society of Chief Officers of Trading Standards in Scotland. The figures to be collated reflected targets that were similar to those required for the ETSEP programme. Due to the success of the approach, the Scottish Government had now offered a further year of funding to continue the enhanced enforcement of NVPs and had also indicated that it would provide future, permanent funding to facilitate the mainstreaming of the budget.

An update on the operation of the enhanced local tobacco sales enforcement programme was provided within the report. In particular, it was noted that within Renfrewshire the enhanced enforcement of NVP activities, which included age-restricted sales, targeted test-purchasing and the issuing of Fixed Penalty Notices would be undertaken by the recently recruited Fair Trading and Licensing Standards Officers. It was also highlighted that Fixed Penalty Notices would be issued in line with the Council's approved Integrated Enforcement Policy, for repeated contraventions of the legislation, and that training would be available to enable Fair Trading and Licensing Standards Officers to become Trading Standards Officers.

DECIDED:

(a) That the update on activity undertaken to regulate Tobacco and Nicotine Vapour Products be noted;

(b) That it be noted that funding had been extended for a further year and that the proposed future transfer of the baseline budget from Scottish Government to Trading Standards, to allow continued and enhanced activity to regulate Tobacco and Nicotine Vapour Products be supported; and

(c) That the role of the Fair Trading and Licensing Standards Officers within the Trading Standards and Licensing Team to take forward this area of work and the intention to increase enforcement, including the issuing of fixed penalty notices for repeat offences, in line with the approved Renfrewshire Council Integrated Enforcement Policy, be noted.

8 Excess packaging - legislative framework and internal monitoring

Under reference to item 14 of the Minute of the Meeting of the Council held on 5 December 2019, there was submitted a report by the Director of Communities, Housing & Planning Services relative to the legislative framework and internal monitoring undertaken in relation to excess packaging.

Reference was made within the report to the decision of the Council held on 5 December 2019 recognising the climate emergency and condemning the excessive use of packaging by supermarkets and online retailers. The decision also called on officers to investigate the issue within Renfrewshire and to take action against retailers that did not comply with current legislation. The report provided an update of the work carried out in this connection.

The report summarised the current and proposed legislative framework relating to packaging, made reference to the consultation exercise being undertaken in respect of the introduction of a new tax on the production and importation of plastic packaging, the introduction of a deposit return scheme for single use drinks containers and the

desirability of ensuring that producers paid the full cost of managing packaging waste for their products. Trading Standards officers were responsible for enforcing the current legislation in relation to the packaging of items for retail sale. The report stated that current legislation placed the responsibility on the producer or packager first placing goods into the EU market. Retailers themselves were not responsible for ensuring compliance with the legislation, as the legislative responsibility fell on the producer/packager. The focussed programme of packaging checks undertaken by Trading Standards in this connection was outlined. Reference was also made to changes made in order to minimise excess packaging associated with services provided by the Council.

DECIDED: That the ongoing activity undertaken to address and minimise excess packaging in Renfrewshire be noted.

Declaration of Interest

Councillor Audrey Doig having declared a non-financial interest in the following item remained in the meeting.

9 Clyde Muirshiel Regional Park Joint Committee - Withdrawal of North Ayrshire Council

There was submitted a report by the Director of Communities, Housing & Planning Services relative to the withdrawal of North Ayrshire Council from the Clyde Muirshiel Park Authority Joint Committee.

The report advised that Clyde Muirshiel Regional Park was formally constituted by the Clyde Muirshiel Regional Park Designation Order 1987 and was managed by a Joint Committee comprising North Ayrshire Council, Renfrewshire Council and Inverclyde Council, known as the Park Authority. The current role of the Joint Committee was set out in a Minute of Agreement agreed in 2004 and Renfrewshire Council, as lead authority, was responsible for appointing the Clerk and Treasurer as well as providing professional, technical and administrative support to the Park Authority.

The activities and priorities of the Park had changed significantly since its inception and in this context the Joint Committee had authorised Renfrewshire Council to undertake, in consultation with the Partner Authorities, a review of the governance arrangements including the Minute of Agreement. This review had provided an opportunity for North Ayrshire Council to re-evaluate its role within the tri-partite partnership and to take the opportunity to assess the benefits gained from being a member of the Joint Committee. North Ayrshire Council had noted that its participation in the activities of the Park was severely limited and given that that Council had no income generating facilities within the Park had subsequently decided that it was appropriate to withdraw from the Joint Committee.

In terms of the Minute of Agreement there was a two-year period of notice which Councils required to give, in the event they withdrew from the Joint Committee arrangement. This was to allow the remaining Councils sufficient time to ensure that arrangements were in place to meet any costs that might have accrued and to ensure that appropriate arrangements were in place to ensure that the significant benefits to be gained from the Park's resources could still be delivered. During the period of notice

all partner Councils remained liable for outstanding financial liabilities. North Ayrshire Council at its meeting held on 12 February 2020 had agreed to serve notice of withdrawal from the Clyde Muirshiel Park Authority Joint Committee. The withdrawal of North Ayrshire Council from the Joint Committee would not affect the designation of the Clyde Muirshiel Regional Park, which would remain in existence and continue to support the Scottish Government's National Outcome of "Value and enjoy our built and natural environment and protect it and enhance it for future generations".

Based on the decision taken by North Ayrshire Council and the situation thereafter where no financial contribution would be made by that Council after 31 March 2020 it was considered that a lesser period of notice could be agreed. It was highlighted that discussions were underway among the three constituent Councils and it was anticipated that a suitable arrangement could be agreed that would ensure that the Park, its facilities and its staff resources could be suitably managed and funded. It was noted that further discussion and consultation would continue with the constituent Councils and be the subject of a report to the next meeting of this Policy Board. It was also noted that there was recognition that consideration required to be given to the role of local communities, who lived in and on the periphery of the Park, and their participation in its activities and active management.

DECIDED:

(a) That the decision taken by North Ayrshire Council to serve notice of withdrawal from the Clyde Muirshiel Park Authority Joint Committee be noted;

(b) That the Head of Planning & Housing Services be authorised, in consultation with the Head of Corporate Governance, to liaise with officers of Inverclyde and North Ayrshire Councils to confirm the date of North Ayrshire Council's formal withdrawal from the Joint Committee; and

(c) That it be noted that a report would be submitted to the next meeting of this Policy Board seeking approval for the ongoing governance arrangements for the Regional Park.

10 Proposed Renfrewshire Allotment Site Regulations in terms of the Community Empowerment (Scotland) Act 2015

There was submitted a joint report by the Director of Communities, Housing & Planning Services and the Director of Finance & Resources relative to the proposed Renfrewshire Allotment Site Regulations.

The report referred to Part 9 of the Community Empowerment (Scotland) Act 2015, which related to allotments and which encouraged Council's to support the development of allotments and community growing spaces. This was aimed at improving health and well-being along with the creation of a sustainable food strategy. A summary of the main provisions of Part 9 of the Act and its implications had been provided in the report submitted to the meeting of the Council held on 3 May 2018. The report highlighted that the Council had a statutory duty to provide allotments and the Act imposed several additional requirements on the Council including an obligation to introduce Allotment Site Regulations. The report outlined the mandatory and discretionary matters which should be provided for within the Regulations. A copy of the Council's proposed Allotment Site Regulations were appended to the report. The requirement for the Council to consult with persons appearing to the local authority to have an interest

before finalising the Regulations was highlighted. This consultation would be undertaken between 27 March and 26 April 2020 inclusive. It was noted that, in accordance with the requirements of the Act, the consultation would be advertised in local newspapers, on the Council's website and the proposed Regulations would be made available in selected Council offices and libraries and at all six allotment sites in Renfrewshire.

DECIDED:

(a) That the proposed Renfrewshire Allotment Site Regulations, detailed in the Appendix to the report, prepared in accordance with Part 9 of the Community Empowerment (Scotland) Act 2015, be approved for consultation; and

(b) That it be noted that a further report seeking authorisation to implement the finalised regulations, taking account of responses to the consultation, would be submitted to the meeting of this Policy Board scheduled to be held on 27 May 2020 for consideration.

11 Disposal of Former Brownside Farm, Caplethill Road, Paisley

There was submitted a report by the Director of Environment & Infrastructure relative to the proposed disposal of the former Brownside farm, associated buildings and land at Caplethill Road, Paisley.

The report sought approval to declare the site of the former Brownside farm, associated buildings and land, identified on the plan appended to the report, as surplus to the Council's operational requirements and to instruct the Head of Property Services to market the buildings and site for sale. The site, extending to approximately 0.46 hectares, was situated on the eastern edge of the Gleniffer Braes Country Park to the south east of Paisley.

DECIDED:

(a) That the buildings and site, identified on the plan appended to the report, be declared surplus to operational requirements to enable the marketing for sale of both the buildings and site; and

(b) That the Head of Property Services market the property as available for sale on the open market.

12 Proposed Disposal of Kelvin House, Forbes Place and Marshall's Lane, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed disposal of Kelvin House, Forbes Place and Marshall's Lane, Paisley.

The report advised that following declaration of Kelvin House as surplus to the Council's requirements at the meeting of the Council's former Community & Family Care Policy Board held on 4 November 2008 the premises were vacant for several years and eventually sold in 2016, subject to a development programme with the preferred purchaser for an hotel and associated uses. This sale however proved abortive and as part of the protection arrangements in favour of the Council included in the sale

missives, the Council reserved the right to resume ownership if the development did not proceed or meet agreed targets. The property reverted into Council ownership during October 2018.

Following renewed interest, the site and buildings at Kelvin House, identified in a plan appended to the report, were re-marketed, during 2019, with one offer being received prior to the deadline set for bids. The offer from Nixon Blue, in the sum of £260,000, was for re-development for primarily residential purposes with 37 flatted units, one commercial space and car parking facilities and was conditional upon the developer being satisfied on obtaining the necessary statutory planning, listed building and demolition consents, etc.

A copy of the offer had been passed to (i) the Head of Corporate Governance who advised that there were no conditions therein which after some adjustment, could not lead to the successful conclusion of missives; and (ii) the Head of Planning & Housing Services, who advised that the offer could be considered for progression of development on the site, subject to pre-application consultation with perhaps some revision/re-design to provide an acceptable proposal. The proposal was generally supported as a suitable development solution by the Head of Property Services

The report indicated that in seeking to protect the Council's interests in ensuring early progression of a redevelopment, conditions would be included in the missives for reaching development milestones, particularly for the planning application, which should be made by the end of October 2020, with any reasonable delay only by agreement, with additional longstop dates for the completion of the grant of planning, demolition and other consents.

DECIDED:

(a) That the Director of Finance & Resources be authorised to accept the offer for the land and buildings, in the best financial and other interests of the Council, and subject to any other terms and conditions considered necessary by the Head of Property Services and the Head of Corporate Governance to protect the interests of the Council; and

(b) That it be noted that the subjects would be re-marketed if a suitable bargain could not be concluded with the preferred offeror.

13 Lease of Property - 168 Braehead Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of the property at 168 Braehead Road, Paisley.

The report advised that Mr Mohammed Ramzan, had leased the shop property at 168 Braehead Road, Paisley, identified on the plan appended to the report, since 2 February 2020 for use as a licensed-grocer and newsagent. The current annual rental for the property, agreed in February 2020, was £13,800 and the lease had been granted for an initial ten-month period. Mr Ramzan had requested security of tenure to facilitate investment in the property. Discussions had taken place with Mr Ramzan and the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally

DECIDED: That the Head of Property Services and the Head of Corporate Governance

be authorised to conclude a new lease of the shop property at 168 Braehead Road, Paisley on the terms and conditions contained within the report.

14 Lease of Property - 8 Blackford Road, Paisley

There was submitted a report by the Director of Finance & Resources relative to the proposed lease of the property at 8 Blackford Road, Paisley.

The report advised that Mr Abdul Ghaffar, had leased the shop property at 8 Blackford Road, Paisley, identified on the plan appended to the report, since September 2011 for use as a grocer and newsagent. The current annual rental for the property was £12,000 and the current lease was due to expire in September 2020 and Mr Ghaffar had requested a new lease to retain security of tenure. Discussions had taken place with Mr Ghaffar and the main terms and conditions of the lease, which were detailed in the report, had been agreed provisionally.

DECIDED: That the Head of Property Services and the Head of Corporate Governance be authorised to conclude a new lease of the shop property at 8 Blackford Road, Paisley on the terms and conditions contained within the report.

Note of Inquorate Meeting Personnel Appeals and Applied Conditions of Service Appeals Panel.

Date	Time	Venue
Thursday, 19 March 2020	09:30	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Apologies

Councillor Adam-McGregor, Councillor Binks, Councillor Burns, Councillor Cameron, Councillor Paterson.

Quorum

Ten minutes after the appointed time for the meeting a quorum was not present and in terms of Standing Order 52 the meeting stood adjourned.

Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 20 March 2020	11:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and L Mahon, Head of Communications & Marketing (both Chief Executive's); O Reid, Head of Communities & Public Protection (Communities, Housing & Planning Services); J Trainer, Head of Childcare & Criminal Justice (Children's Services); and K Graham, Head of Corporate Governance and L Belshaw, Democratic Services Manager (both Finance & Resources); S Strachan, Acting Head of Health & Social Care (Paisley) (Renfrewshire Health & Social Care Partnership) and V Hollows, Chief Executive (Renfrewshire Leisure).

Declarations of Interest

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

Order of Business

The Convener intimated that the report by the Director of Finance & Resources - First Meeting of the Emergencies Board - would deal with items 1, 2, 3, 6 and 7 of the agenda and that the report by the Chief Executive - Update on Covid 19 - would deal with items 4 and 5 of the agenda.

1 First Meeting of the Emergencies Board

There was submitted a report by the Director of Finance & Resources relative to proposed arrangements for the operation of the Emergencies Board, including the Board's membership, appointment of substitute members, and frequency and conduct of meetings. The report also considered arrangements for Council and Board meetings and the delegation of functions to officers.

The report intimated that the Emergencies Board, which was part of the Council's decision-making structure, had been convened in the context of an outbreak of the Covid-19 virus which had been classed as a global pandemic and which had caused significant consequences to the services provided by the Council. The report recognised that due to the impact of the pandemic, it would not be possible for the Council's existing decision-making arrangements to operate effectively and proposed that the Emergencies Board would operate in place of the Council and its Boards for the duration of the emergency to decide all major policy matters. All other decisions to be delegated to officers unless there was a statutory requirement that prevented such a delegation. The report proposed that all Council and Board meetings with effect from 27 March to 24 June be cancelled, with the Council meeting scheduled to be held on 25 June remaining available at present. The report noted that it was not possible to predict how long the current emergency would last.

It was proposed that in addition that the meeting of the Finance, Resources & Customer Services Policy Board scheduled to be held on 25 March 2020 be cancelled but that the meeting of the Regulatory Functions Board scheduled to be held on 26 March 2020 take place as planned. This was agreed.

In relation to the appointment of substitute members, Councillor Devine intimated that his substitutes would be Councillors Sheridan and Kennedy and that would be their order of priority.

DECIDED:

- (a) That it be noted that the current membership of the Emergencies Board comprised Councillors McGurk (Convener); Campbell (Depute Convener); Nicolson, Devine and Mackay;
- (b) That there be no changes to the Board's membership;
- (c) That the appointment of up to two substitute members for each Board member be agreed to attend the Board should the Board member not be available with the substitutes being chosen in the order of priority intimated by the Board member. Board members to provide names of their substitutes who must be from the same political group as the original Board member, to the Head of Corporate Governance prior to the next meeting of the Board; noting that Councillor Devine's substitutes were Councillor Sheridan and Councillor Kennedy and that was their order of priority;

- (d) That it be agreed that the Board would meet weekly each Friday at 11 am in Renfrewshire House, Paisley or at such other time or venue as the Convener may decide;
- (e) That it be agreed that the quorum for Board meetings be at least three members or their substitutes and that members would be able to attend meetings of the Board remotely either through an audio or an audio/visual link to the meeting and that the ability to access meetings remotely would also be extended to any other Board meeting that took place;
- (f) That it be agreed that due to the sensitive nature of some of the information it might be asked to consider, that the Chair, in consultation with the Chief Executive, might decide that any item of business or part of an item should be considered in private;
- (g) That it be agreed that where a decision was required which could not wait until the next meeting of the Board, that the Convener might permit a decision to be taken by the majority written consent of the members of the Board or their substitutes where all members were invited to participate;
- (h) That it be agreed to waive the notice requirement in terms of the Council's Procedural Standing Orders to enable reports to be submitted to the Board at short notice, to reflect the rapidly changing circumstances of the emergency;
- (i) That it be noted that, except as expressly altered in the report, that the Procedural Standing Orders of the Council would continue to apply to meetings of the Emergencies Board;
- (j) That it be agreed to cancel all meetings of the Council and its Boards in the period from 20 March to 24 June 2020, with the exception of the meeting of the Regulatory Functions Board to be held on 26 March 2020 which would proceed as planned, and that authority be delegated to the Chief Executive in consultation with the Provost to cancel the Council meeting on 25 June 2020 if, in the Provost's reasonable opinion, it would not be practicable for the meeting to take place or where there was no substantive business for the meeting to consider;
- (k) That it be noted that any major policy decisions would be made by the Emergencies Board and subject to paragraph (l) below; it be agreed to delegate to the Chief Executive or her nominee all decisions in relation to the functions of the Council throughout the duration of the emergency provided that they were in accordance with existing Council policy;
- (l) That it be agreed that in relation to regulatory and quasi-judicial matters the Head of Corporate Governance would develop a procedure involving the Conveners of the relevant Boards being consulted to enable the Board to consider whether it wished to decide the matter instead of officers; and
- (m) That it be noted that the Chief Executive would provide regular updates to the Board and to elected members more widely on the impact of Covid-19 and the actions being taken to minimise or restrict its consequences for Renfrewshire and its residents.

2 Update on Covid-19

There was submitted a report by the Chief Executive relative to an overview of the Council's current preparations and response to the ongoing Covid-19 pandemic. The report intimated that this was a rapidly-changing situation which was being monitored carefully by the World Health Organisation (WHO), UK and Scottish Governments, NHS and local authorities. WHO had declared a global pandemic with cases rising across the world on a daily basis. The UK Government had identified four phases to tackle the virus being contain/delay/research/mitigate and was currently in the delay phase. The report

outlined the national situation, current advice, issues in relation to vulnerable people and summarised the financial measures announced by the Scottish Government to support businesses and communities. The report highlighted the local situation, including mitigation measures in place, referred to numbers of staff who were currently self-isolating either because they had symptoms; had other people in their household with symptoms or because they had returned recently from a category 1 country. The report also detailed the numbers of staff who had been identified as vulnerable/at risk and who were being shielded from social contact for a period of time. The report referred to the recent decision to close schools and the pressure that this would put on some employees as they balanced their work requirements and family commitments and caring responsibilities, and how the Council's ICT service was responding to and supporting demand for large scale flexible/home working across services. The report provided details of business continuity arrangements for priority services and appendices 1 and 2 to the report highlighted prioritisation of services and the latest online information of service changes respectively.

The report referred to the support to public communications by sharing and signposting to information from the NHS and the Scottish Government and the channels by which this was being done.

The Chief Executive updated the numbers of confirmed cases and deaths across the UK which now stood at 3269 and 144 respectively. It was noted that there were 71 cases within the Greater Glasgow & Clyde Health Board area and that there would be an update on the Scottish position later today.

The Director of Children's Services gave an update on school closures, emphasising that the care and welfare of children and young people were priorities, and outlined the arrangements in place in terms of outreach, identification of key workers' children and vulnerable children; indicated that three primary schools, yet to be identified, and all 11 secondary schools would remain open, pupils who required to complete assessments/folios for SQA would be able to attend the secondary schools for this purpose next week. He indicated that head teachers continued to work daily with staff and their school communities and that teachers who were fit and able would be working in some capacity in terms of providing children with distance learning and on-line provision, and that home study packs had been provided. Nursery provision would also be available for key workers' children and for children in vulnerable groups. It was noted that a letter would be issued to all parents/guardians over the weekend advising of the arrangements that were being put in place.

It was proposed that all elected members be provided with a copy of the briefing by the Director of Children's Services; that there be single contact numbers within the Council for elected members and for members of the public; that consistent information be provided to all elected members and that members be kept as up to date as possible with the situation as it evolved. This was agreed.

DECIDED:

- (a) That the current national and local situation with regards to Covic-19 and the current plans and guidance from both the UK and Scottish Governments be noted;
- (b) That the current position and mitigation measures being put in place by the Council, including the prioritisation of services as highlighted in Appendix 1 to the report, and the latest on-line information on service changes highlighted in Appendix 2 to the report be noted;
- (c) That all elected members be provided with a copy of the briefing by the Director of Children's Services;

- (d) That there be single contact numbers within the Council for elected members and for members of the public;and
- (e) That consistent information be provided to all elected members and that members be kept as up to date as possible with the situation as it evolved.

Exclusion of Press and Public

The Board resolved to exclude the press and public from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

3 Confidential Updates

The Board then considered confidential updates in relation to arrangements for schools and education; the provision of food support; critical care and care for the elderly; children's residential and protective services, homelessness and allocations and the Council's finances and delivery of Council services. Updates were provided on each of these areas by the Director of Children's Services; the Director of Infrastructure & Environment; the Acting Head of Health and Social Care (Paisley); the Head of Child Care & Criminal Justice; the Director of Finance & Resources and the Chief Executive respectively.

DECIDED: That the updates be noted.

Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 27 March 2020	11:00	skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Mahon, Head of Communications & Marketing, A Morrison, Head of Regeneration and R Cooper, Economic Development Manager (all Chief Executive's); O Reid, Head of Communities & Public Protection (Communities, Housing & Planning Services); J Trainer, Head of Childcare & Criminal Justice and G McKinlay, Head of Schools (both Children's Services); and K Graham, Head of Corporate Governance, R McGrath, Head of Customer and Business Services, L Neary, Head of Transformation, HR and OD, P Murray, Head of ICT and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure) and D Mair, Senior Civil Contingencies Officer, Civil Contingencies Service.

Declarations of Interest

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

Welcome from Chair

The Convener advised those present that it had not been possible to hold this meeting of the Emergencies Board in Renfrewshire House and that, for the first time, a meeting of the Council would take place by Skype. She outlined the procedure to be used to ensure that the meeting proceeded effectively.

1 Minute of Previous Meeting

There was submitted the Minute of meeting of the Emergencies Board held on 20 March 2020.

DECIDED: That the Minute be approved.

Sederunt

As a result of the loss of her Skype connection, Councillor McGurk left the meeting during consideration of the following item of business. In her absence, Councillor Nicolson took the Chair for the remainder of the meeting.

2 Update on Covid-19

There was submitted a report by the Chief Executive providing an overview of the Council's current arrangements and response to the ongoing international Coronavirus, Covid-19 pandemic.

The report intimated that the UK Government continued to monitor the situation and due to the rapidly developing nature of the pandemic, Senior Government Ministers continued to update the UK government and public on a daily basis. Each update required consideration and most had resulted in changes to the Renfrewshire Council approach and mitigation arrangements when released.

The Chief Executive updated the statistics included in the report, intimating that there were now 11,658 confirmed cases of Covid-19 in the UK, including 894 confirmed cases in Scotland. The report highlighted the implications of the lock down implemented by the Scottish and UK Governments and set out the measures contained in emergency legislation, the Coronavirus Act 2020, which had been brought forward by the UK Government.

The report advised that vulnerable people had been asked to take steps to socially distance themselves for a period of around 12 weeks. In addition, letters would be sent by the NHS to a sub-group of these people that were deemed at most significant risk due to their underlying health conditions. This group of people would be asked to completely socially isolate themselves for a period of 12 weeks. The Head of Policy and Commissioning set out the Council's humanitarian response to this situation including linking with partner agencies, identifying the issues this isolating group of people would be facing, ensuring that families with children who qualified for free school meals had

access to food and other services and delivering food packs to vulnerable people. She also advised that the Council had distributed surplus foodstuffs held by it to partner agencies and community groups for distribution. Information was also provided in relation to the co-ordinated and consistent provision of services by community pharmacies and other joined-up working with the Health and Social Care Partnership.

A further significant development outlined in the report related to the packages of support offered to businesses by the UK Government and which would be delivered by local authorities. The Economic Development Manager provided an update on business grants, advising that an online application form for financial support had gone live on the Council website on Tuesday 24 March. Over 1,000 online applications had been received to date and a team of officers was answering telephone queries and assessing forms submitted. Methods of making payments to businesses would be considered once resources had been transferred to the Council from the Scottish Government. The Head of Customer and Business Services provided an update on non-domestic rates relief. She advised that the 1.6% increase in non-domestic rates for all businesses would not be implemented and that there would be 100% relief for businesses in the retail, leisure and hospitality sector. The annual non-domestic bills had yet to be issued and this would happen once guidance had been received from the Scottish Government on the application of the rates relief. Information for businesses would be published in a suitable format on the Council website.

The report intimated that a meeting of the Renfrewshire Economic Leadership Panel had been held on Wednesday 25 March and that ongoing contact was being maintained with the Chamber of Commerce and Federation of Small Businesses locally. The Head of Regeneration provided an update on support for businesses, advising that he had participated in the Economic Leadership Panel meeting held on Wednesday 25 March and he highlighted the nature of the discussions that had taken place at the meeting.

In relation to the ongoing operation of the Council, the report provided updates on the provision of Council services. The Acting Head of Health & Social Care (Paisley), Renfrewshire Health & Social Care Partnership provided an update on the actions being taken by local health services. The Chief Executive highlighted the thousands of staff working successfully from home and praised the commitment of staff to maintain services wherever possible.

DECIDED:

- (a) That the current national and local situation with regards to Covid-19 and the current plans and guidance from both the UK and Scottish Governments be noted;
- (b) That the current position and response measures being put in place by the Council be noted;
- (c) That it be noted that the emergency provisions in the Coronavirus Bill had now been approved by Parliament and that the Council was awaiting information on when those provisions would come into force; and
- (d) That the temporary suspension of charging in Council owned car parks to support key workers be noted and that it be noted that normal traffic restrictions e.g. double yellow lines would continue to apply.

3 Substitute Board Members

Under reference to item 1 of the meeting of this Board held on 20 March 2020, there was submitted a report by the Director of Finance & Resources relative to the appointment of up to two substitute members for each Board member to attend the Board should the Board member not be available. The report detailed the substitutes nominated for each member.

DECIDED:

(a) That it be noted that the substitute members for Councillors Marie McGurk, Michelle Campbell and Iain Nicolson would be Councillors Jim Paterson and John Shaw, in that order of priority;

(b) That it be noted that the substitute members for Councillor Eddie Devine would be Councillors Jim Sheridan and Karen Kennedy, in that order of priority; and

(c) That it be noted that the substitute members for Councillor Alistair MacKay would be Councillors John McIntyre and Neill Graham, in that order of priority.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

The Chief Executive provided a verbal confidential update to those present.

DECIDED: That the update be noted.

Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 03 April 2020	11:00	skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and L Mahon, Head of Communications & Marketing (both Chief Executive's); J Trainer, Head of Childcare & Criminal Justice (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, L Neary, Head of Transformation, HR & OD, P Murray, Head of ICT, M Conaghan, Legal & Democratic Services Manager and L Belshaw, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Emergencies Board Procedural Rules

Prior to the commencement of the meeting the Convener referred to the procedural rules for the operation of the Emergencies Board by Skype which had been issued to members. Members confirmed that they were happy with the rules for the operation of the Board, which are appended to this Minute.

Declarations of Interest

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

1 Minute of Previous Meeting

Minute of meeting of the Emergencies Board held on 27 March 2020.

DECIDED: That the Minute be approved.

2 Update on COVID 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, Covid-19 pandemic.

The report intimated that there were now 33,718 confirmed cases of COVID – 19 in the UK up from the 9529 reported to the Board at its meeting held on 27 March 2020. There were 2,921 deaths across the UK (up from 465 in the last report). In Scotland there were now 2,602 confirmed cases (up from 894) and 126 deaths (up from 25). Of these 682 cases were within the Greater Glasgow and Clyde Health Board Area (up from 258).

It was noted that in response to this rapidly developing position, the Government had continued the "lock down" for the population. The report highlighted that, as a key part of the Council and partners' response to the pandemic and to protect and support local residents, a number of nationally-driven legislative and operational issues had been the focus during the week following the last meeting of the Board, including the re-deployment of Council officers as appropriate, and these were outlined within the report. The Board then heard from the Chief Executive and the Head of Policy & Commissioning in relation to support for shielded residents; from the Director of Finance & Resources in relation to funding and the overall financial implications for the Council; and community and business financial support; from the Chief Officer, Renfrewshire Health & Social Care Partnership in relation to testing arrangements for front line medical staff; and from the Head of Communities & Public Protection in relation to the community safety and wellbeing.

DECIDED:

- (a) That the current national and local situation with regards to Covid-19 and the current plans and guidance from both the UK and Scottish Governments be noted;
- (b) That the current position and response measures being put in place by the Council be noted;
- (c) That it be noted that that most of the provisions in the Coronavirus Act 2020 were now in force and further noted that the Scottish Parliament had approved two significant pieces of legislation (i) The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020; and (ii) The Coronavirus (Scotland) Act 2020, details of which were provided in paragraphs 3.3 – 3.9 of the report; and

(d) That the Council's Scheme of Delegated Functions be amended to include include the authorisation of Environmental Health Officers and Trading Standards Officers and their managers as relevant persons under the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 as made under the Coronavirus Act 2020.

3 Licensing Contingency Matters

Under reference to item 1 of the Minute of the meeting of the Board held on 20 March 2020, when it was agreed that in relation to regulatory and quasi-judicial matters the Head of Corporate Governance would develop a procedure involving the Conveners of the relevant Boards being consulted to enable the Board to consider whether it wished to decide the matter instead of officers, there was submitted a report by the Director of Finance & Resources relative to a revised process in relation to consideration of some licensing applications.

The report intimated that the Scottish Government had published the Coronavirus (Scotland) Bill on 31 March 2020. Whilst the Bill made a number of changes to licensing practice under the terms of the Civic Government (Scotland) Act 1982, a number of other emergency measures still remained to be implemented to ensure that the Council was able to meet its statutory obligations in relation to the determination of licence applications. The report outlined proposals to change policies and procedures to deal with some licensing applications in the absence of meetings of the Regulatory Functions Board.

It was proposed that consideration of the report be continued to the next meeting of the Board to allow for further discussion with the Convener and Depute Convener of the Regulatory Functions Board, other members and officers. This was agreed.

DECIDED: That consideration of the report be continued to the next meeting of the Board.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

The Chief Executive gave the Board an update in relation to national issues arising from the Covid-19 emergency and the Board heard from the Head of Child Care & Criminal Justice.

DECIDED: That the update be noted.

5 Date of Next Meeting

The Convener intimated that the next scheduled meeting was due to be held on Friday 10 April 2020. However, as there was a public holiday on that day, the next meeting would instead be held at 11 am on Thursday 9 April 2020.

DECIDED: That it be noted that the next meeting would be held at 11 am on Thursday 9 April 2020.

Appendix

Emergencies Board Procedural Rules

Anyone attending a meeting of the Emergencies Board where access to the meeting is through skype must follow some basic rules to allow the meeting to proceed efficiently:

- Could you all begin by turning your microphones to mute.
- Only have your microphone unmuted if you have been invited to speak or you wish to attract my attention.
- Because not everyone will be immediately visible to the Chair, if you wish to speak could you either indicate by typing the letter “Q” in the instant messaging facility or by stating your name clearly through the microphone. Your wish to speak will be noted and you should wait to be invited to speak by the Chair.
- In respect of the Minute, each member of the Board will be asked individually whether they can agree the minute or raise any issue they may have. If they have any matter they wish to raise, the Head of Corporate Governance will be invited to respond.
- In respect of each other item the chief executive will be invited by the Chair to identify which officer is to speak to the item and the Chair will invite that officer to introduce the item. Each member will be asked individually to indicate whether they can approve the item or if they wish to make a comment or ask a question. If another member or an officer is able to deal with the query, they will be asked to speak.
- If a vote is necessary, the Chair will ask each member to indicate how they wish to vote.

Minute of Meeting Emergencies Board

Date	Time	Venue
Thursday, 09 April 2020	11:00	Skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and L Mahon, Head of Communications & Marketing (both Chief Executive's); J Trainer, Head of Childcare & Criminal Justice (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, L Neary, Head of Transformation, HR & OD, P Murray, Head of ICT, M Conaghan, Legal & Democratic Services Manager and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee with NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

1 Minute of Previous Meeting

There was submitted the Minute of meeting of the Emergencies Board held on 3 April 2020.

DECIDED: That the Minute be approved.

2 Update on COVID 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, Covid-19 pandemic.

The report intimated that there were now 55,242 confirmed cases of Covid – 19 in the UK up from 33,718 reported on 3 April 2020. There had been 6,159 deaths across the UK (up from 2,921 in the last report). In Scotland there were now 4,565 confirmed cases (up from 2,602) and 366 deaths (up from 126). Of these, 1,166 cases were within the Greater Glasgow and Clyde Health Board Area (up from 682). In GGCHB area there were 555 people in hospital at midnight on Tuesday night (62 in intensive care) as either confirmed or suspected cases.

In response to this rapidly developing position, the Government had continued the “lock down” for the population. A number of nationally driven operational issues have been focused on over the past week as a key part of the Council and partners' response to the pandemic and to protect and support local residents. This included the extension of the death registration service from five days a week to seven days a week including the forthcoming Easter bank holiday; continued support for 'shielded' residents; the redeployment of staff; the introduction of the Food Fund and other assistance; and volunteering.

The report provided a focus on two specific areas: Personal Protective Equipment (PPE) and Covid-19 testing. The Acting Head of Health and Social Care (Paisley), Renfrewshire Health and Social Care Partnership provided an update on the provision off PPE to HSCP employees in accordance with national guidance issued on 2 April 2020. The Chief Officer, Renfrewshire Health and Social Care Partnership, provided information on the development of a testing system in the Greater Glasgow and Clyde NHS area which had been rolled out to constituent CHPs. The testing was designed for employees who were not displaying symptoms but were isolating because they resided with someone who was self-isolating. This testing regime was quite different to the testing station established at Glasgow Airport by the Scottish and UK governments and which was intended for use by Scottish Ambulance Service and NHS 24 staff.

The report provided service updates and highlighted a reduction in the number of Renfrewshire Council employees who were self-isolating.

DECIDED:

(a) That the current national and local situation with regards to Covid-19 and the current plans and guidance from both the UK and Scottish Governments be noted; and

(b) That the current position and response measures being put in place by the Council and partners be noted.

3 Licensing Contingency Measures

Under reference to item 3 of the Minute of the meeting of the Board held on 3 April 2020, when the Board had considered the terms of a report on Licensing Contingency Measures and had decided that the report be continued for further consideration of appropriate delegations to officers, there was submitted a report by the Director of Finance & Resources relative to a revised process in relation to consideration of some licensing applications.

The report intimated that since the last meeting of this Board, the Coronavirus (Scotland) Act 2020 had received Royal Assent and the licensing provisions of that Act were now in force. The Act made a number of changes to licensing practice under the terms of the Civic Government (Scotland) Act 1982. However, a number of other emergency measures still remained to be implemented to ensure that the Council was able to meet its statutory obligations in relation to the determination of licence applications. This report outlined proposals to change policies and procedures for dealing with some licensing applications in the absence of meetings of the Regulatory Functions Board.

The report advised that the majority of licensing applications could already be determined by officers using delegated powers, as they had not resulted in any objection and sought a licence in accordance with the licensing policies of the Council. The Licensing Service would continue to deal with and process those licensing applications already received but new licence applications would not be accepted. With the provisions of the 2020 Act now in force, the Council had an additional three months to determine most applications made under the terms of the 1982 Act. Following investigation, officers had ascertained that most applications which could not be granted by officers would be able to be considered by Board following the Council's summer recess, due to the additional three-month extension period allowed by the 2020 Act. However, it was considered necessary to temporarily change the Scheme of Delegated Functions to authorise officers to grant HMO licences for a restricted period of 6 months in limited circumstances.

Many of the licences which came under the remit of the Regulatory Functions Board expired after either a one, two or three-year period. In order to relieve pressure on both licence holders/applicants and the Licensing team, the report recommended that the Council's policy on the period of grant of licences be varied, and that the officers specified at paragraph 3.9 of the report also be given power to extend any licence which was otherwise to expire on or before 30 June 2020 for a period of three calendar months. A record of such decisions would be retained and reported to the next meeting of the Regulatory Functions Board.

The report intimated that a number of requests had been made by taxi and private hire operators seeking that, due to the downturn in trade, they be allowed to reduce their current insurance cover to social, domestic and pleasure use on the basis that they would, on a temporary basis, no longer undertake public or private hire. This was not permitted under current Council Policy and officers had been unable to agree to such requests. Accordingly, the report recommended that officers be allowed to authorise a temporary cessation of the licence upon receipt of a request in writing from the licence holder. The licence holder would be required to remove their plates upon granting of the cessation and this would then permit the licence holder to use their vehicle for personal use only.

Police Scotland would be notified of the temporary cessation and operation of the Licence could only resume upon public or private hire insurance being exhibited.

DECIDED:

(a) That authority be delegated to the Head of Corporate Governance, Legal and Democratic Services Manager and Assistant Managing Solicitor (Licensing), in consultation with the Convener (or Depute Convener) of the Regulatory Functions Board and one member from each other political grouping represented on that Board, to grant applications for House in Multiple Occupation (HMO) Licences for a period of six months in limited circumstances where reports could not be completed in relation to the suitability of the premises, provided no other adverse representations had been received;

(b) That powers be delegated to the officers specified at paragraph 2.1.1 of the report to extend the duration of any licence falling within the remit of the Regulatory Functions Board, which would otherwise expire on or before 30 June 2020, for a period of three months;

(c) That a temporary policy be introduced permitting the temporary cessation of Taxi and Private Hire Car Licences where requested by the vehicle operator; and

(d) That it be noted that any other application that was contrary to an existing policy of the Council or subject to objections would continue to be referred to Board in line with existing practice.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

The Chief Executive gave the Board an update in relation to national and local issues arising from the Covid-19 emergency and the Board heard from the Communities and Regulatory Manager.

DECIDED: That the update be noted.

Minute of Meeting

Emergencies Board

Date	Time	Venue
Friday, 17 April 2020	11:00	Skype Meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Mahon, Head of Communications & Marketing and P Fara, Web and Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and L Belshaw, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Recording of Meetings

Prior to the commencement of the meeting the Convener intimated that this and future meetings of the Board would be recorded and that the recording would be available to watch on the Council's website later on the day of each meeting. The Convener indicated that this was an important step for the Board which had not been able to hold its meetings in public due to government guidance on social distancing and the restriction on travel for non-essential purposes. She highlighted that it was important that steps

were taken to make the proceedings of the Board open to scrutiny not only by the public but also by the other elected members of the Council who were not members.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

1 Minute of Previous Meeting

There was submitted the Minute of the Meeting of the Board held on 9 April 2020.

DECIDED: That the Minute be approved.

2 Update on COVID 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic. The report provided an update on the numbers of cases and deaths at both Scottish and UK levels and noted the publication of figures and analysis from the National Records of Scotland which highlighted the number of deaths that were happening within Care Homes – currently around 25% of all COVID-19 related deaths recorded.

The report provided details of confirmed cases of COVID-19 (figures from the report to the Board on 9 April 2020 in brackets). It was noted that when the report had been prepared there were 103,093 (55,242) confirmed cases of COVID – 19 in hospitals; there had been 13,729 (6159) deaths in hospital across the UK. In Scotland there were now 7102 (4565) confirmed hospital cases and 779 (336) deaths. Of these, 1742 (1166) cases were within the Greater Glasgow and Clyde Health Board area. The report highlighted the support being provided to communities; the numbers and types of support provided to the most vulnerable “shielded” group of residents; and the establishment of a national helpline to allow other vulnerable residents to access support where they might not have access to families or existing community support. Information was also provided on the arrangements in place to ensure that the procedures and safeguards to protect vulnerable adults and children remained strong and that oversight of these arrangements was maintained throughout the period of the pandemic.

The report also outlined the support being provided to local businesses, including the number of small business grants already distributed and around £220 million of additional support that had been announced recently and which would be available for businesses and the self-employed from the end of April 2020.

The report detailed the key operational changes that had been made by the Council and its key partners to respond to the pandemic and provided an update on the current position in relation to availability of personal protective equipment (PPE); guidance being followed in terms of its use, and the procedures in place to secure supplies at a time when the supply chain for PPE was under significant pressure. The report also referred to the temporary suspension of the Council Change programme and the development of a

temporary redeployment process to allow employees to be focused on supporting and delivering priority and critical services. The current position in relation to the impact of shielding procedures and absence on the availability of employees was also outlined.

The report provided an update on service changes in relation to the Health and Social Care Partnership, Children's Services and Communities Housing and Planning Services.

The Chief Executive provided an update in relation to the further three-week national lock-down that had been announced by the government on 16 April 2020, intimated that there would be no relaxation on movement and referred to the Council's current arrangements in relation to critical and essential services and home working. The Board then heard from the Acting Head of Health & Social Care (Paisley) in relation to the arrangements in place for care homes, both Council and other providers, the measures put in place to support residents and staff; and in relation to the availability of PPE; from the Chief Social Work Officer in relation to arrangements to ensure adult and child protection during the pandemic; from the Head of Policy & Commissioning in relation to support for shielded and vulnerable residents; from the Director of Finance & Resources in relation to the grant supports and reliefs for local businesses; and from the Director of Environment & Infrastructure on the continued closure of amenity sites Scotland-wide in terms of national guidance.

Officers then responded to members' questions.

It was proposed (a) that members be provided with information in relation to the definition of 'front line' workers and (b) that information on the Council's financial position arising from the pandemic, be submitted to the next meeting. This was agreed.

DECIDED:

- (a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted;
- (b) That the response measures being put in place by the Council and partners as set out in the report be noted;
- (c) That members be provided with information in relation to the definition of 'front line' workers; and
- (d) That information on the Council's financial position arising from the pandemic be submitted to the next meeting.

3 Items for Decision by the Board

It was noted that there were no items for decision by the Board.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

It was noted that there were no updates to be reported.

5 Next and Future Meetings

The Convener intimated that, as the CoSLA Leaders' meeting was now being held fortnightly at 11 am on Fridays, to allow the Leader and the Chief Executive to attend, the next and future meetings of the Emergencies Board scheduled to be held at 11 am each Friday would now be held at 3 pm on the same dates; the next meeting being held on 24 April 2020.

DECIDED: That it be noted that meetings would now be held on Fridays at 3 pm and that the next meeting would take place at 3 pm on Friday 24 April 2020.

Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 24 April 2020	15:00	Skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Mahon, Head of Communications & Marketing and P Fara, Web and Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 17 April 2020.

DECIDED: That the Minute be approved.

2(a) COVID-19 Update

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic.

The report provided an update on the numbers of cases and deaths at both Scottish and UK levels and noted the publication of figures and analysis from the National Records of Scotland which showed that as at 19 April 2020, there had been a total of 1,616 deaths registered in Scotland where COVID-19 was mentioned on the death certificate. (The figure for hospital deaths reported at that time was 903). The death registration statistics also revealed that of the total number of deaths registered between 13 to 19 April there were 651 where COVID-19 was mentioned on the death certificate, 34% of the total; that this was an increase of 41 from the previous week 6 April to 12 April; that 33% of COVID-19 deaths registered to date related to deaths in care homes; that 56% of deaths were in hospitals and 10% of deaths were at home or in non-institutional settings; and that 74% of all deaths involving COVID-19 to date were of people aged 75 or over.

Nationally, it was noted that when the report had been prepared there were 138,078 confirmed cases of COVID-19 in hospitals in the UK, up from 103,093 reported on 17 April 2020. There had been 18,738 deaths in hospitals across the UK (up from 13,729 in the last report). In Scotland there were now 9,409 confirmed hospital cases (up from 7,102) and 1,120 deaths (up from 779). Of these, 2,250 cases were within the Greater Glasgow and Clyde Health Board area (up from 1,742). In GGCHB area there were 564 people in hospital (down from 606) and 49 in intensive care (down from 70) as either confirmed or suspected cases.

The report highlighted a strategy paper released by the Scottish Government which set out a proposed approach to be followed to ease restrictions following the current period of lockdown. The Council had already started considering the longer-term impact of the virus pandemic on services and service provision across the Council and on how the Council could continue to support communities and protect vulnerable residents as the lockdown period was eased in some aspects. The information that was presented on 23 April 2020 and the associated strategy paper would be factored into this exercise and further information on proposals for recovery would be brought back to future meetings of the Emergencies Board.

The Director of Finance & Resources was invited to provide a commentary on the financial update that had been set out in the report. He advised that the COVID-19 pandemic had now become an economic crisis as well as a health crisis. He outlined the State of the Economy update provided by the Chief Economist to the Scottish Government which had set out an expected 33% reduction in economic output as well as the significant costs associated with governmental economic intervention and the impact of this on local finances. Economic recovery remained uncertain for a number of reasons which were detailed in the report and the national economy and public finances would be placed under a new level of strain, pressure and uncertainty, at both a UK and Scottish level.

The report detailed the additional financial support that had been made available to public services in Scotland including: the provision of a financial assurance by the Scottish Government in relation to additional spend being incurred by IJB's; similar funding assurances for Local Government which had been agreed between the Scottish Government and COSLA; and the provision to the Council of just under £3.5 million by the Scottish Government to support the Council's response to the pandemic. It was anticipated that further financial assistance would be provided to Scottish local authorities through the redistribution of an estimated £155 million allocated to the Scottish Government as a Barnett formula consequential. Council officers were in the process of completing a template form which would detail the additional costs incurred by the Council arising from the pandemic for submission to the Scottish Government. An overview of the submission from the Council will be provided to the board next week with future appropriate reporting cycles receiving updates in line with the proposed two-weekly update arrangements agreed with COSLA.

The Acting Head of Health & Social Care (Paisley) (Renfrewshire Health & Social Care Partnership) was invited to provide an update in relation to the impact of COVID-19 on care homes in Renfrewshire. She advised that the three care homes and the four extra care units operated by the HSCP had no reported COVID-19 related symptoms or related deaths. Of the 22 care homes in Renfrewshire, 10 were self-reporting residents with COVID-19 related symptoms and COVID-19 related deaths.

The Head of Policy & Commissioning was invited to provide an update on support for shielded residents and the creation of virtual neighbourhood hubs. Along with its key partners, through the virtual hubs, the Council would work to meet emerging local needs such as providing very localised support around shopping, food provision, digital access and health and wellbeing. Volunteers to support the neighbourhood hubs would be recruited in partnership with Engage Renfrewshire, from the Renfrewshire Volunteer Reserve Bank.

The Head of Childcare & Criminal Justice and Chief Social Work Officer provided comments on the decision by the Scottish Government to release some prisoners early. Only prisoners serving a sentence of less than 18 months and in the last three months of their time in custody would be considered for early release. Prisoners convicted for sexual, domestic violence or terrorism offences and those who had a supervision order imposed as part of their sentence would not be considered for early release.

The Chief Officer, Renfrewshire Health & Social Care Partnership, updated members on the provision of PPE and advised that the process for allocating such equipment had been streamlined. Testing for COVID-19 for staff had been rolled out and now

included residential and nursing care home staff and critical Council staff.

DECIDED:

(a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted; and

(b) That the response measures being put in place by the Council and partners as set out in the report be noted.

2(b) COVID-19 Pandemic - Renfrewshire Leisure Community-focused Response

There was submitted a report by the Chief Executive, Renfrewshire Leisure, providing an overview of Renfrewshire Leisure's community-focused support in response to the current COVID-19 pandemic.

The report highlighted the continuity of provision for sport and health services including online health & wellbeing classes including services for those with underlying health conditions; sport services for children and young people through the Renfrewshire Active Schools programme; and the Sporting Memories Dementia Group.

The report outlined the role of the Museum Project in the recovery process with an increased focus on health & wellbeing, inclusion, co-production and learning. Two strands of project work were emerging from this adapted approach: Listening (building community, connections, relationships) and Creating (promoting sense of worth, identity, empowerment).

The report intimated that there had been a 72% increase in the use of Libraries ebook and magazine loans and the Chief Executive, Renfrewshire Leisure, outlined a number of increased pressures Renfrewshire Leisure was addressing.

DECIDED:

(a) That the work being delivered by Renfrewshire Leisure to support the health and wellbeing of local people, both in terms of the immediate restrictions faced by communities and through the anticipated, longer-term recovery period be noted; and

(b) That Renfrewshire Leisure's plans to expand this work in collaboration with the volunteer response hubs being established by the Council and partners be noted.

3 Items for Decision by the Board

It was noted that there were no items for decision by the Board.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely in view of the nature of

the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

The Chief Executive provided a confidential update to members.

DECIDED: That the update be noted.

Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 01 May 2020	15:00	Skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Mahon, Head of Communications & Marketing and P Fara, Web & Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, P Murray, Head of ICT; L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and L Belshaw, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer (Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 24 April 2020.

DECIDED: That the Minute be approved.

2 Update on COVID 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic.

The report intimated that to reflect changes in the National situation, an update was provided on the numbers of cases and deaths at both Scottish and UK levels, which noted amendments now being made to the recording of deaths at a UK level to include those deaths that occurred in care homes and the wider community as well as in hospitals. The recent publication of updated figures and analysis from the National Records of Scotland was also included. It was noted that at the date of this report there were 165,221 confirmed cases of COVID – 19 in hospitals in the UK up from 138,078 reported to the Board on 24 April 2020. In Scotland there were now 11,353 confirmed hospital cases, up from 9409 on 24 April 2020. Of these, 2,759 cases were within the Greater Glasgow and Clyde Health Board (GGCHB) area, up from 2,250 on 24 April 2020. In the GGCHB area there were 548 people in hospital and 43 in intensive care (down from 564 and 49 respectively on 24 April 2020) as either confirmed or suspected cases.

The report highlighted support for communities, mental health and well-being; provided information in relation to care homes; and up to date figures on the numbers and types of support being provided to some of the most vulnerable residents in Renfrewshire including arrangements being made locally to establish neighbourhood hubs and volunteering.

The report also provided an update on the current position in relation to availability of personal protective equipment (PPE) and the additional guidance recently provided by the Government in this regard. Information was also included on the extension of employee testing procedures. The report also highlighted the current position in relation to the impact of shielding procedures and absence on the availability of employees. The report outlined employee redeployments into priority front-line roles.

The report referred to the statement by the Prime Minister on 30 April 2020 which had reinforced the five tests that would need to be complied with before the lockdown would be eased, being: that the NHS was able to cope; that a sustained fall in deaths was observed; that new infections were decreasing to manageable levels; that there was adequate testing and that PPE was in place to meet operational requirements and that there was no risk of a second peak. It was noted that further information on the plan for easing restrictions of the lockdown was also expected to be set out on 7 May 2020.

The Board then heard from the Chief Executive in relation to the report generally; from the Chief Officer, Renfrewshire Health & Social Care Partnership in relation to care home cases, on sourcing and stocks of PPE, and mental health and well-being support; from the Head of Policy & Commissioning in relation to volunteering and the recruitment of volunteers to support the neighbourhood hubs; from the Head of Child Care & Criminal Justice (Chief Social Work Officer) on child and adult protection and gender based-based violence; from the Director of Finance & Resources on the expansion of testing to a broader range of workers in essential services; and from the Director of Environment & Infrastructure on the national position in relation to civic amenity sites.

Officers responded to members' questions and it was proposed (i) that further information be provided to members in relation to the number of people living within their own homes with suspected or confirmed COVID 19 within the care at home services community; (ii) in relation to mental health and well-being support for shielded residents; and (iii) that a report be submitted to a future meeting of the Board on the emerging financial position of the Council as a result of the impact of COVID 19 on, among other things, the Council's income. This was agreed.

DECIDED:

- (a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted; and
- (b) That the response measures being put in place by the Council and partners as set out in this report be noted;
- (c) That further information be provided to members in relation to the number of people, within the care at home services community, living within their own homes with suspected or confirmed COVID 19;
- (d) That further information be provided to members in relation to mental health and well-being support for shielded residents; and
- (e) That a report be submitted to a future meeting of the Board on the emerging financial position of the Council as a result of the impact of COVID 19 on, among other things, the Council's income.

3 Items for Decision by the Board

It was noted that there were no items for decision by the Board.

4 Date of Next Meeting

The Convener proposed that as the date of the next scheduled meeting of the Board, Friday 8 May 2020, was a public holiday that the meeting be held at 3 pm on Thursday 7 May 2020. This was agreed.

DECIDED: That the next meeting of the Board be held at 3 pm on Thursday 7 May 2020.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely in view of the nature

of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

5 Confidential Updates

The Chief Executive provided a confidential update to members.

DECIDED: That the update be noted.

Minute of Meeting Emergencies Board

Date	Time	Venue
Thursday, 07 May 2020	15:00	Skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Mahon, Head of Communications & Marketing, R Cooper, Economic Development Manager and P Fara, Web & Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, P Murray, Head of ICT; L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley)(both Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); A Murray (Police Scotland); M Hill (Scottish Fire and Rescue Service); and D Mair, Civil Contingencies Officer (Civil Contingencies Service).

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 1 May 2020.

DECIDED: That the Minute be approved.

2 Update on COVID 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic.

The Chief Executive invited M Hill, Scottish Fire and Rescue Service and A Murray, Police Scotland, to provide an update on behalf on their respective services. They provided information on the impact on their services arising from COVID-19 as well as the activities being undertaken by their services to ensure that public safety was being maintained.

The report intimated that to reflect changes in the national situation, an update was provided on the numbers of cases and deaths at both Scottish and UK levels, which now included those deaths that occurred in care homes and the wider community as well as in hospitals. The recent publication of updated figures and analysis from the National Records of Scotland was also included. It was noted that at the date of this report there were 194,990 confirmed cases of COVID-19 in hospitals in the UK up from 165,221 reported on 1 May 2020. In Scotland there were now 12,709 confirmed hospital cases up from 11,353. Of these, 3,203 cases were within the Greater Glasgow and Clyde Health Board (GGCHB) area up from 2,759. In the GGCHB area there were 509 people in hospital as either confirmed or suspected cases, down from 548 of whom 30 were in intensive care, down from 43.

The report highlighted the support being provided for communities and provided information in relation to care homes and safeguarding and supporting vulnerable residents being looked after in their own homes. The report also included up-to-date figures on the numbers and types of support being provided to some of the most vulnerable residents in Renfrewshire, including arrangements being made locally to establish virtual neighbourhood hubs and volunteering.

The report provided an update on support to businesses and the distribution of business and self-employed grants.

A workforce planning update for the Council was also included in the report, together with an update on the current position in relation to availability of PPE and on employee testing procedures; and the current position in relation to the impact of shielding procedures and absence on the availability of employees and redeployments.

The report detailed the development of Contact Tracing, Test, Trace, Isolate and Support (TTIS) throughout Scotland. TTIS was seen as a critical tool for the UK and Scotland to minimise transmission of COVID-19, alongside other measures such as physical distancing and good hand hygiene.

The Board then heard from the Chief Executive in relation to the report generally; from the Acting Head of Health & Social Care (Paisley), Renfrewshire Health & Social Care Partnership in relation to care home cases; from the Communities & Regulatory Manager in relation to contact tracing; from the Economic Development Manager in relation to the award of grants to support businesses impacted by COVID-19; from the Head of Communications & Marketing in relation to the cancellation of the events programme to the end of October 2020; from the Director of Communities, Housing & Planning Services in relation to financial support for landlords and tenants; from the Head of Child Care & Criminal Justice (Chief Social Work Officer) on gender-based violence; and from the Director of Environment & Infrastructure in relation to funding available to promote the development of active transport infrastructure.

DECIDED:

(a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted; and

(b) That the response measures being put in place by the Council and partners as set out in this report be noted.

3 Education Placing Requests- Procedure During the Covid-19 Emergency

There was submitted a report by the Director of Finance & Resources relative to changes to the legislation dealing with placing requests for schools during the COVID-19 emergency to enable more flexibility in the way Councils were able to deal with the requests and any appeals that may be made where requests had been refused.

The report set out the statutory basis of the education placing request appeals process, detailed the existing process and timetable used to deal with placing request appeals by local authorities and advised that the Scottish Government had recognised that this process was not possible in the current circumstances. The Education (Miscellaneous Amendments) (Coronavirus) (Scotland) Regulations 2020 (the 2020 Regulations) allowed hearings to be held remotely in whole or in part by video link, telephone or other means of instantaneous multi-party communication. It was intended that the appeal hearings would be carried out by skype or other similar system that would allow appellants to make their case to the panel. The 2020 Regulations also provided further flexibility in terms of the timetable for dealing with placing requests: the Council now had 28 days to acknowledge receipt of an appeal rather than 5 working days; the period of notice to be given by the Council about the date of the hearing had been changed from 14 days to as soon as reasonably practicable; and appeal hearings, which previously had to take place within 28 days had now to be held as soon as reasonably practicable but within 3 months from the date the appeal was received.

DECIDED:

(a) That the changes made to the timetable and procedure for dealing with Education

Placing Requests by the 2020 Regulations, which came into force on 23 April 2020, be noted;

(b) That the procedure for dealing with Education Placing Requests and appeals during 2020 be noted;

(c) That it be agreed that the Placing Requests and Exclusions Appeals Panel be convened for the purposes of determining appeals during 2020 on dates to be set by the Convener in consultation with the Head of Corporate Governance; and

(d) That it be agreed that the Head of Corporate Governance make provision for appeals to be considered by the Placing Requests and Exclusions Appeals Panel to be dealt with remotely as outlined in paragraph 3.7 of the report.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

The Chief Executive advised that there was no confidential update.

DECIDED: That the position be noted.

Minute of Meeting

Emergencies Board

Date	Time	Venue
Friday, 15 May 2020	15:00	Skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Mahon, Head of Communications & Marketing and P Fara, Web & Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); F Carlin, Head of Planning & Housing, O Reid, Head of Communities & Public Protection, C Dalrymple, Communities & Regulatory Manager and L Muirhead, Planning & Housing Manager (all Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, P Murray, Head of ICT; L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and L Belshaw, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 7 May 2020.

DECIDED: That the Minute be approved.

2 Update on Covid 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic. The report provided information on the national position including the number of cases and deaths at both Scottish and UK levels. The recent publication of updated figures and analysis from the National Records of Scotland was also included which showed that the rate of increase in deaths from COVID-19 was beginning to slow. A summary was also given of policy and guidance updates that had been released since the previous meeting of the Board on 7 May 2020.

It was noted that as at 14 May 2020 there were 233,151 confirmed cases of COVID-19 in hospitals in the UK up from 194,990 reported on 7 May 2020. In Scotland there were now 14,117 confirmed hospital cases, up from 12,709 reported on 7 May 2020. Of these, 3,628 cases were within the Greater Glasgow and Clyde Health Board area, up from 3,203 reported on 7 May 2020. In the GGCHB area there were 473 people in hospital, and 26 in intensive care, down from 509 and 30 reported on 7 May 2020 respectively, as either confirmed or suspected cases.

The report intimated that the UK now had more deaths than any other country except for the United States. However a more accurate comparison was to consider the number of deaths in relation to population size and on this measure (when removing countries with very small populations) the UK currently ranked 4th with 495 deaths per million population, behind Belgium (768 deaths per million population), Spain (584 deaths per million population) and Italy (514 deaths per million population). It was noted that the National Records of Scotland had now published its 6th weekly report which indicated the numbers of deaths registered in Scotland that noted COVID-19 as a factor in the death. As at 10 May 2020, there had been a total of 3,213 deaths registered in Scotland where COVID-19 was mentioned on the death certificate, up from 2,795 deaths registered up to 3 May 2020.

The report highlighted the support being provided for communities and provided information in relation to Care Homes and safeguarding and supporting vulnerable residents being looked after in their own homes; included up to date figures on the numbers and types of support being provided to some of the most vulnerable residents in Renfrewshire; an update on the support being provided to Council Housing Tenants and an overview of the impact of COVID-19 on the work of the service; a workforce planning update for the Council, including the current position in relation to availability of PPE; on employee testing procedures; the current position in relation to the impact of

absence on the availability of employees; redeployment of staff into priority front-line roles; and information on work undertaken to support businesses to comply with the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020.

The report also sought approval for the previously scheduled Renfrewshire Council Joint Negotiating Committee for Teaching Staff (JNC) to be arranged and held remotely on 2 June 2020.

The Board heard from the Chief Executive in relation to the report in general and in particular to the situation in Renfrewshire where deaths involving COVID-19 were above the national average, and more so in areas of deprivation, and the work that was ongoing by officers to determine if further analysis could be undertaken on this; on the recovery arrangements and union consultation; from the Acting Head of Health & Social Care (Paisley) in relation to the situation within care homes and care at home services; from the Head of Communities, Housing & Planning in relation to support for housing tenants, including allocations and homelessness; sheltered housing and gas servicing works; from the Director of Infrastructure & Environment in relation to street cleaning; and civic amenity sites and from the Communities & Regulatory Manager in relation to the deployment of wardens.

Officers responded to members' questions and it was noted that if members had queries in relation to volunteers who had not been contacted, that these should be raised directly with the Head of Policy & Commissioning in the first instance. It was proposed that the Chief Executive examine whether there was any opportunity for volunteers to help in the recovery phase or in other roles. This was agreed.

DECIDED:

- (a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted;
- (b) That the response measures being put in place by the Council and its partners be noted;
- (c) That it be agreed that a remotely-held meeting of the Renfrewshire Joint Negotiating Committee for Teaching Staff (JNC) be held on 2 June 2020; and
- (d) That the Chief Executive examine whether there was any opportunity for volunteers to help in the recovery phase or in other roles.

3 Financial Update

There was submitted a report by the Director of Finance & Resources relative to the current estimated financial impact on the Council arising from the COVID-19 pandemic. It was noted that the financial implications for the Council continued to emerge and develop as the impact and consequences of the pandemic both for Council services and for communities across Renfrewshire evolved. The report intimated that the overall net financial impact on the Council's revenue budget, at this stage, was estimated to be circa £26-27 million in 2020/21 based on existing assumptions and the continuation of the lockdown period to the end of June 2020. If the lockdown period continued beyond the end of June or if there was a need for the Council to continue to provide significantly enhanced ongoing support arrangements as part of the Test, Trace, Isolate and Support phase and the recovery phase it was expected that these estimated costs would increase further. These costs did not include other costs the Council was incurring in supporting the Renfrewshire Health & Social Care Partnership on the basis that these costs would be recoverable from the Scottish Government.

It was noted that the Right for Renfrewshire (RfR) programme had been paused and it was not clear when the programme would be able to recommence; therefore there would be no material delivery of savings in this financial year. In relation to capital investment plans it was noted that the full impact would not be understood fully for some months. However, it was anticipated that there would be significant risk of substantial additional costs arising from live projects as the closedown and social distancing restrictions drove up the costs of live construction sites and built in unavoidable time delays and costs into the completion of projects.

The report highlighted that the financial and economic consequences of the pandemic were expected to be significant in the short term, with unprecedented financial interventions made by national governments to support the immediate COVID-19 response, the economy and businesses. However, despite this the report intimated that the economy across the UK and Scotland would experience the sharpest and deepest downturn in modern history and there was a growing concern that the period of recovery, although sharp would not be as immediate as was first considered a possibility and could be more drawn out with some industries and sectors being more significantly affected and taking longer to recover than others.

The report outlined that this unprecedented economic turbulence and scale of required state intervention would have both short and longer term implications for public finances across the UK and Scotland which would require the Council to reconsider its existing 2020/21 budget and fundamentally reassess its medium and longer-term financial planning and investment programme as the full financial, economic and fiscal impact of the pandemic became clearer and as the Council in response re-shaped its priorities moving forward.

In relation to the impact on the Council's 2020/21 budget, the report proposed that the Corporate Management Team begin to process detailed preparatory work to develop a range of options that would support the Council's considerations for a revised budget for 2020/21 and actions that would support a re-framed medium-term financial outlook.

The report indicated that Renfrewshire Leisure (RL), an arms length organisation, wholly owned by the Council and which was responsible for managing its own financial affairs on a not-for-profit basis, was reliant on a service payment from the Council in respect of leisure and cultural services in order to cover its operating costs which could not be fully met through commercial operations. However, due to the current lockdown the majority of RL operations and facilities were closed and providing ongoing financial support was recognised as part of the exceptional costs being experienced by the Council as a result of COVID-19 and this was expected to continue beyond when facilities re-opened. RL was actively seeking to make savings wherever possible in order to offset losses, including the furloughing of relevant staff and mitigate the overall financial support requested from the Council. The report intimated that in preparing their 2019/20 financial accounts the impact of COVID-19 on the organisation would require to be disclosed and their external auditor would seek assurances over the financial going concern of the Trust over the 12-month period 2020/21. In order to meet this requirement the Council would need to provide a letter of support providing assurance that RL would over the course of 2020/21 be financially supported by the Council to offset the loss of commercial income to allow the 2019/20 accounts to be completed on a continued going concern basis.

The Board heard from the Director of Finance & Resources in relation to the report and in response to members' questions.

DECIDED:

- (a) That the initial financial assessment completed of the potential revenue and capital consequences of the COVID-19 pandemic and emergency response along with the

anticipated disruption to the Council's planned savings in 2020/21 as outlined in sections 4-6 of the report be noted;

(b) That the update provided at section 7 of the report of the funding that had been confirmed by the Scottish Government to support local government's response to COVID-19 and wider financial interventions made by the Scottish Government, some of which were being administered and delivered by local authorities on the Government's behalf, be noted;

(c) That it be noted that the funding confirmed to date along with anticipated shares of as yet undistributed funding for the Council was significantly less than the estimated net additional costs to the Council; and that it be noted that in this current context it was expected that the Council's existing un-allocated reserves would require to be fully deployed as part of the wider financial strategy developed in response to the COVID-19 emergency;

(d) That it be noted that the Council was continuing to work actively with CoSLA to support consistent financial reporting of the net additional costs to local authorities nationally of responding to the current pandemic to inform ongoing engagement with the Scottish Government over the requirement for further additional funding support;

(e) That it be noted that it was expected that the net financial impact of responding to the pandemic would continue to increase and develop more fully over coming months as the national response continued to place demands on Council services for support to local communities and that this would continue through to and during the eventual recovery phase;

(f) That the proposed actions outlined in section 8 of the report be agreed to prepare the Council for a mid-year reconsideration and revision of the 2020/21 budget and medium-term financial strategy and that it be noted that it would be intended that a full report be targeted for September 2020 in this regard;

(g) That it be agreed as outlined in section 9 of the report that a letter of financial support is provided to Renfrewshire Leisure from the Council as part of providing the necessary level of assurance to external audit as part of the closure of its 2019/20 accounts; and

(h) That it be noted that further updates on the developing financial position and outlook would be provided to the Board on a regular basis over the coming weeks and months as material developments emerged.

4 Items for Decision by the Board

It was noted that there were no items for decision by the Board.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

5 Confidential Updates

The Chief Executive provided a confidential update to members,.

DECIDED: That the update be noted.

Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 22 May 2020	15:00	Skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Mahon, Head of Communications & Marketing and P Fara, Web & Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, P Murray, Head of ICT; L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 15 May 2020.

DECIDED: That the Minute be approved.

2 Update on COVID 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic. The report provided information on the national position including the number of cases and deaths at both Scottish and UK levels. The recent publication of updated figures and analysis from the National Records of Scotland was also included which showed that the rate of increase in deaths from COVID-19 was beginning to slow. A summary was also given of policy and guidance updates that had been released since the previous meeting of the Board on 15 May 2020. It was noted that as at 21 May 2020 there were 250,908 confirmed cases of COVID-19 in hospitals in the UK up from 233,151 reported on 15 May 2020. In Scotland there were now 14,856 confirmed hospital cases (up from 14,117). Of these, 3,806 cases were within the Greater Glasgow and Clyde Health Board area (up from 3,628). In GGCHB area there were 400 people in hospital (down from 473) of which 16 were in intensive care (down from 26) as either confirmed or suspected cases.

The report intimated that there had now been 36,042 deaths across the UK (up from the 33,614 deaths reported on 15 May 2020). The UK still ranked second for overall numbers of recorded deaths, behind the United States where over 93,000 deaths had been recorded (283 per million population). When considering the number of deaths in relation to population size (removing countries with very small populations) the UK currently still ranked 4th with 521 deaths per million population, behind Belgium (790 deaths per million population), Spain (594 deaths per million population) and Italy (532 deaths per million population). The latest National Records of Scotland report showed that at 17 May 2020, there had been a total of 3,546 deaths registered in Scotland where COVID-19 was mentioned on the death certificate (up from 3,213 deaths registered up to 10 May 2020).

The report highlighted some positive indicators in relation to the response to the outbreak in Scotland. Of the total number of deaths registered in the week from 11 to 17 May 2020, there were 332 where COVID-19 was mentioned on the death certificate, a decrease of 83 from the previous week. This was the third weekly reduction since the first COVID-19 death was registered in March. The proportion of all deaths involving COVID-19 had also decreased for the third week in a row falling from 36% of all deaths registered in the week ending 26 April 2020 to 23% of all deaths in week ending 17 May 2020. Appendix 1 provided an overview of all deaths involving COVID-19 in Renfrewshire.

The Chief Executive referred to paragraph 3.7 of the report which set out the content of the First Minister's announcement in the Scottish Parliament on 21 May 2020 setting out a phased process that was planned to allow the lockdown to be eased over future weeks and months. The key stages set out in this plan were detailed in Appendix 2 to the report.

The report highlighted the work being undertaken by the Emergency Management Team to respond to the pandemic; the role of the Corporate Management Team to support recovery planning at a strategic level; the preparation of mobilisation plans by Health Boards across Scotland; the support being provided for communities and provided information in relation to Care Homes and safeguarding and supporting vulnerable residents being looked after in their own homes; included up to date figures on the numbers and types of support being provided to some of the most vulnerable residents in Renfrewshire; a workforce planning update for the Council, including the current position in relation to availability of PPE; on employee testing procedures; the current position in relation to the impact of absence on the availability of employees; redeployment of staff into priority front-line roles; information on the Test, Trace, Isolate and Support contact tracing process; and the plans to reopen Household Waste Recycling Centres.

The Board heard from the Chief Executive in relation to the report in general and in particular to the situation in Renfrewshire where deaths involving COVID-19 were above the national average and on the recovery arrangements; from the Chief Officer, Renfrewshire HSCP, relative to the implementation of new arrangements intended to strengthen oversight of care home activities during the current pandemic; from the Head of Corporate Governance relative to progress of the Coronavirus (No2) (Scotland) Bill through the Scottish Parliament and, in particular, to the element of the Bill which would, once enacted, introduce a power for local authorities and health bodies to purchase: care homes; care at home services; or the assets or liabilities of either, under certain circumstances; from the Acting Head of Health & Social Care (Paisley) in relation to the situation within care homes and care at home services; and from the Communities & Regulatory Manager in relation to the ongoing 'Test and Protect' programme to test, trace, isolate and support.

The Director of Children's Services provided an overview of one of the key elements of the Scottish Government's recovery from the lockdown strategy, advising that those teachers who were able to would return to schools in June to ensure schools were ready to receive children and young people and that all appropriate measures had been put in place to protect both children and staff. Schools would reopen to pupils on 11 August 2020 and teaching would take the form of a blended approach of learning at home and in school. The Director advised that all the plans being developed were dependent upon continued progress against the effects of COVID-19 and that further updates would be provided to the Emergencies Board.

The Director of Environment & Infrastructure advised that, subject to Scottish Government confirmation, all five Renfrewshire household waste recycling sites would reopen from 1 June 2020, initially accepting bagged household waste only. The report set out the opening schedule for the five centres, the types of waste that would be accepted as the re-opening programme progressed and the measures which would be implemented to ensure social distancing was being maintained and to mitigate health and infrastructure issues.

Officers responded to members' questions. It was proposed that the Director of Environment & Infrastructure investigate how volunteers could be utilised to contribute to the maintenance and cutting of grassed areas and verges and submit a report on this matter to the next meeting of the Emergencies Board. This was agreed.

DECIDED:

- (a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted;
- (b) That the response measures being put in place by the Council and its partners be noted; and
- (c) That the Director of Environment & Infrastructure investigate how volunteers could be utilised to contribute to the maintenance and cutting of grassed areas and verges and submit a report on this matter to the next meeting of the Emergencies Board.

3 Items for Decision by the Board

It was noted that there were no items for decision by the Board.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

It was noted that there were no confidential updates.

Minute of Meeting

Emergencies Board

Date	Time	Venue
Friday, 29 May 2020	15:00	Skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L Mahon, Head of Communications & Marketing and P Fara, Web & Multi-media Editor (both Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection, L Bell, Strategic Lead, Paisley Partnership Cultural Regeneration and C Dalrymple, Communities & Regulatory Manager (all Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and L Belshaw, Democratic Services Manager (all Finance & Resources); S Strachan, Acting Head of Health & Social Care (Paisley) (Renfrewshire Health & Social Care Partnership); V Hollows, Chief Executive (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 22 May 2020.

DECIDED: That the Minute be approved.

2 Update on Covid 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID19 pandemic. The report provided information on the national position including the number of cases and deaths at both Scottish and UK levels. The recent publication of updated figures and analysis from the National Records of Scotland was also included which continued to show that the rate of increase in deaths from COVID-19 was beginning to slow. A summary was also provided of other policy and guidance updates that had been released since the previous meeting of the Board on 22 May 2020. It was noted that as at 28 May 2020 there were 267,240 confirmed cases of COVID-19 in hospitals in the UK up from 250,908 reported on 22 May 2020. In Scotland there were now 15,288 confirmed hospital cases (up from 14,856). Of these, 3,934 cases were within the Greater Glasgow and Clyde Health Board (GGCHB) area (up from 3,806). In the GGCHB area there were 369 people in hospital (down from 400) of which 9 were in intensive care (down from 16) as either confirmed or suspected cases. Graphs in the report showed the increase in the overall numbers of deaths recorded at a UK and a Scottish level since 1 April 2020 and in each case showed that the rate of increase was slowing. The report also provided details specific to Renfrewshire.

The report referred to the Scottish Government's routemap and proposed stages for moving on from lockdown and set out the initial work being undertaken by the Council to prepare for recovery under Phase 1 of this plan; highlighted the support being provided for communities with updated information in relation to Care Homes and Care at Home Services; and provided an update on the support being provided to some of the most vulnerable residents in Renfrewshire. The report also gave a workforce planning update for the Council; confirmed the current position in relation to availability of PPE; employee testing procedures; the impact of absence on the availability of employees; and redeployment of staff into priority frontline roles; and provided an operational update from Environment and Infrastructure Services on Spaces for People Funding.

The report identified that at both a Scottish and UK Government level, the policy context in relation to the response to COVID-19, continued to develop at pace. Changes to existing policies, the introduction of new processes and announcements on future developments, were all being monitored. Since the last meeting of the Board on 22 May 2020, Test, Trace, Isolate and Protect 'Test and Protect' had been introduced with effect from 28 May 2020. The report intimated that this would be important step in reducing the transmission of COVID-19 moving forward and that Environmental Health Officers had

been trained to assist NHS Greater Glasgow and Clyde by leading a team of contact tracers.

The Board heard from the Chief Executive in relation to the report generally and specifically from the Communities & Regulatory Manager on arrangements for Test and Protect, including the definition of a close contact; from the Director of Environment & Infrastructure on grass cutting activities, including timescales; and on proposed projects for Spaces for People Funding; from the Director of Children's Services on the reopening of schools and early learning centres; from the Head of Childcare & Criminal Justice (Chief Social Work Officer) on children's social work services; from the Acting Head of Health & Social Care (Paisley) on care homes, care at home services and other health and social care partnership services; from the Chief Executive, Renfrewshire Leisure Limited on the reopening of golf courses and bowling greens with effect from 29 May 2020; from the Head of Communities & Public Protection on support to businesses in terms of how specific sectors should operate over the coming months; from the Head of Transformation, HR & OD on those staff in the at risk, self-isolating and shielded groups; from the Strategic Lead, Paisley Partnership Cultural Regeneration on the role and purpose of volunteering in the national and local contexts and in supporting the third sector and the operation of the neighbourhood hubs; and from the Director of Finance & Resources on funding.

Officers responded to members' questions and it was proposed (a) that information be provided to members on (i) FAQs being developed on Test and Protect; and (ii) predictive analytics modelling of staff absences in terms of their being in at risk, shielded or self-isolating groups; and (b) that information be submitted to a future meeting of the Board on (i) public toilets; (ii) the overall impact of the Covid emergency on the levels of rent arrears; and (iii) on the feasibility of introducing grass pathways through areas otherwise left uncut. This was agreed.

DECIDED:

- (a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted;
- (b) That the response measures being put in place by the Council and its partners be noted;
- (c) That information be provided to members on (i) FAQs being developed on Test and Protect; and (ii) predictive analytics modelling of staff absences in terms of their being in at risk, shielded or self-isolating groups; and
- (d) That information be submitted to a future meeting of the Board on (i) public toilets; (ii) the overall impact of the Covid emergency on the levels of rent arrears; and (iii) the feasibility of introducing grass pathways through areas otherwise left uncut.

3 Items for Decision by the Board - Arrangements for the Council meeting on 25 June 2020

There was submitted a report by the Director of Finance & Resources relative to proposed arrangements for the Council meeting on 25 June 2020, taking into account the restrictions imposed on meetings by regulations and guidance to protect public health during the Covid-19 emergency. The report also advised of the work being undertaken to plan for appropriate governance arrangements to be put in place for the Council over the summer and for the next Board cycle in August and September 2020.

The report referred to the decision taken at the first meeting of the Emergencies Board on 20 March 2020 to cancel all Council and Board meetings up to 24 June 2020.

Following discussion with the political groups and parties on the Council, there was consensus that the scheduled meeting of the Council would go ahead on 25 June 2020. However, it was recognised that due to restrictions on social distancing and due to Renfrewshire House being closed, it was not possible to hold a meeting with members being present in the Council chamber. The report proposed therefore that the meeting would take place remotely with participants accessing the meeting through video link or by telephone connection. In addition, because decisions of public bodies such as local authorities should be taken in a manner that was open, transparent and subject to scrutiny and as the Council meeting would not be able to be open to the public, it would be recorded and the recording broadcast as soon as possible after the meeting.

The report highlighted that holding a meeting by Skype involving a large number of participants was challenging from a technical perspective and in these circumstances, the report recommended that where possible the number of participants was kept to a manageable number and that the procedure at the meeting was as straightforward as possible. Accordingly, the political groups had agreed that attendance at the remote meeting would be restricted to 21 members. The report intimated that the names of the attendees on behalf of each party should be intimated to the Head of Corporate Governance at least 14 days prior to the meeting.

It was noted that there would be a report to the Council meeting on 25 June in relation to the Council's governance arrangements over the summer and for the cycle of Board and other meetings in August and September 2020, including whether the Emergencies Board would meet over the summer period and, if so, how frequently; whether the membership of the Emergencies Board should be increased; the format for the Board meetings in August and September, including whether it would be possible to have a full cycle of meetings up to the Council meeting on 24 September 2020. All groups and political parties would be consulted in advance of the completion of the Council report.

DECIDED:

- (a) That it be agreed that the Council meeting on 25 June 2020 would go ahead with members attending the meeting remotely either through an audio or audio/visual link with the meeting being recorded for broadcast as soon as possible after the conclusion of the meeting;
- (b) That the other arrangements for the Council meeting as set out in paragraphs 3.4 to 3.7 of the report be noted;
- (c) That the plans being considered for effective governance over the summer period and for the next cycle of Board meetings in August and September 2020 as detailed in paragraph 3.8;
- (d) That it be noted that a report would be submitted to the Council meeting to be held on 25 June 2020 to approve those arrangements.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

The Board heard from the Chief Executive.

DECIDED: That the confidential update be noted.

Minute of Meeting Emergencies Board

Date	Time	Venue
Friday, 05 June 2020	15:00	Skype meeting,

Present

Councillor Michelle Campbell, Councillor Eddie Devine, Councillor Alistair Mackay, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

S Black, Chief Executive; S Quinn, Director of Children's Services; M Crearie, Director of Communities, Housing & Planning Services; G McNeil, Director of Environment & Infrastructure; A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning, L Mahon, Head of Communications & Marketing and P Fara, Web & Multi-media Editor (all Chief Executive's); J Trainer, Head of Childcare & Criminal Justice and Chief Social Work Officer (Children's Services); O Reid, Head of Communities & Public Protection and C Dalrymple, Communities & Regulatory Manager (both Communities, Housing & Planning Services); K Graham, Head of Corporate Governance, P Murray, Head of ICT; L Neary, Head of Transformation, HR & OD, M Conaghan, Legal & Democratic Services Manager and D Low, Democratic Services Manager (all Finance & Resources); D Leese, Chief Officer and S Strachan, Acting Head of Health & Social Care (Paisley) (both Renfrewshire Health & Social Care Partnership); F Naylor, Head of Finance and Corporate Services (Renfrewshire Leisure); and D Mair, Civil Contingencies Officer, Civil Contingencies Service.

Recording of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be recorded and that the recording would be available to watch on the Council's website.

Declarations of Interest

Councillor Campbell declared an interest in item 2 on the agenda as she was an employee of NHS Greater Glasgow and Clyde but not in the Council's area and intimated that she would remain in the meeting during consideration of the item.

1 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Board held on 29 May 2020.

Councillor Mackay advised that at the last meeting of the Emergencies Board he had incorrectly referred to former public toilets in Paisley Town Centre being located at County Square, Paisley. He intimated that the facilities were actually located by the Thomas Coats statue, High Street, Paisley.

DECIDED: That the Minute be approved.

2 Update on Covid 19

There was submitted a report by the Chief Executive relative to the Council's current arrangements and response to the ongoing international Coronavirus, COVID-19 pandemic. The report provided information on the national position including the number of cases and deaths at both Scottish and UK levels. The recent publication of updated figures and analysis from the National Records of Scotland was also included which showed that the rate of increase in deaths from COVID-19 was beginning to slow. A summary was also given of policy and guidance updates that had been released since the previous meeting of the Board on 29 May 2020. It was noted that as at 4 June 2020 there were 281,661 confirmed cases of COVID-19 in hospitals in the UK up from 267,240 reported on 29 May 2020. In Scotland there were now 15,553 confirmed hospital cases (up from 15,288). Of these, 3,961 cases were within the Greater Glasgow and Clyde Health Board area (up from 3,934). In GGCHB area there were 317 people in hospital (down from 369) and 5 in intensive care (down from 9) as either confirmed or suspected cases.

The report intimated that there had now been 39,904 deaths across the UK (up from the 37,460 deaths reported on 29 May 2020). The UK still ranked second for overall numbers of recorded deaths, behind the United States where over 109,000 deaths had been recorded (330 per million population). When considering the number of deaths in relation to population size (removing countries with very small populations) the UK currently ranked 2nd with 588 deaths per million population, behind Belgium (824 deaths per million population) but now ahead of both Spain and Italy. The latest National Records of Scotland report showed that at 31 May 2020, there had been a total of 3,911 deaths registered in Scotland where COVID-19 was mentioned on the death certificate (up from 3,779 deaths registered up to 24 May 2020).

The report highlighted some positive indicators in relation to the response to the outbreak in Scotland. Of the total number of deaths registered in the week from 25 to 31 May 2020, there were 131 where COVID-19 was mentioned on the death certificate, a decrease of 99 from the previous week. This was the fifth weekly reduction since the first COVID-19

death was registered in March. The proportion of all deaths involving COVID-19 had also decreased for the fifth week in a row falling from 36% of all deaths registered in the week ending 26 April 2020 to 12% of all deaths in week ending 31 May 2020. Appendix 1 provided an overview of all deaths involving COVID-19 in Renfrewshire.

The report set out two policy changes which had been announced by the Scottish Government since the last meeting of the Emergencies Board relating to: further information and guidance that had been published to support the move to Phase 1 in the Scottish Government's Routemap to transition through and out of the current crisis; and a Mobilisation Plan for the NHS in Scotland had been published which set out how the NHS could start to resume services that were paused as a result of the coronavirus pandemic. The report also detailed further guidance which had been issued by the Scottish Government and which covered a range of issues including the return of all pupils to schools on 11 August.

The report provided specific service updates in relation to the implementation of the Phase 1 easing of the lockdown including progress on the Test and Protect programme and the transition back to a greater level of face-to-face education in schools and early learning and childcare (ELC) settings. The Director of Children's Services was invited to set out the work being undertaken before the return of all pupils on 11 August 2020. From Monday 8 June Head Teachers and other key workers would return to schools to allow time for planning, preparation and familiarisation with arrangements for the new session in August. Other non-vulnerable and non-shielding teaching staff, would return to schools in the following two weeks to arrange appropriate transition activities for pupils starting primary and secondary school in August.

The report advised that the emergency childcare hubs would close at the end of the school day on Monday 8 June. The children of key workers who currently attended the hubs, would then return to their normal school or early years setting until the end of the school session on 26 June. However, the children of key workers who normally attended a nursery class in school or a partner provider would remain in the current provision. Child care arrangements for the summer would be for the children of key workers and those children deemed to be vulnerable. Further reports on these arrangements would be submitted to future meetings of this Board.

The report set out support for communities including care homes. Sadly 111 people had been reported by care homes as dying with COVID-19 since 18 March 2020. Three care homes were reporting residents with symptoms of COVID-19, or had confirmed cases, with a total of four residents now reported as symptomatic or confirmed. The Acting Head of Health & Social Care (Paisley) provided information on the testing regime that had been undertaken between discharge from hospital and admission to a care home.

DECIDED:

- (a) That the current national and local situation with regards to COVID-19 and the impact on communities, businesses and the Council and its partners be noted; and
- (b) That the response measures being put in place by the Council and its partners be noted.

3 Items for Decision by the Board

It was noted that there were no items for decision by the Board.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved to exclude the press and public from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of confidential information.

4 Confidential Updates

It was noted that there were no confidential updates.