

Notice of Meeting and Agenda Environment Policy Board

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

KENNETH GRAHAM
Head of Corporate Governance

Board Membership

Councillor Derek Bibby: Councillor John Caldwell: Councillor Margaret Devine: Councillor Andy Doig: Councillor Audrey Doig: Councillor Eddie Grady: Provost Anne Hall: Councillor James MacLaren: Councillor Marie McGurk: Councillor Iain McMillan: Councillor Iain Nicolson

Councillor Eddie Devine (Convener): Councillor Christopher Gilmour (Depute Convener)

Elected Members Training & Development

Please note that training for elected members will be held immediately before the meeting on the subject of Election Briefing by Mr K Graham and Mr M Conaghan. All members are invited to attend.

Further Information

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

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.gov.uk/agendas.

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

Members of the Press and Public

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

Items of business

During consideration of the following items of business, the meeting will be open to the press and public.

Apologies

Apologies received from members of the Board.

Declarations of Interest

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

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|----------|----------------------------------------------------------------------------------|----------------|
| 1 | Revenue Budget Monitoring Report | 7 - 12 |
| | Joint report by the Directors of Finance & Resources and Community Resources. | |
| 2 | Capital Budget Monitoring Report | 13 - 18 |
| | Report by the Director of Finance & Resources. | |
| 3 | Bridges and Other Road Structures Capital Investment Programme 2015/16 | 19 - 24 |
| | Report by the Director of Community Resources. | |
| 4 | Roads & Footpaths Capital Investment Programme Financial Year 2015/16 | 25 - 32 |
| | Report by the Director of Community Resources. | |
| 5 | Street Lighting Capital Investment Programme Financial Year 2015/16 | 33 - 36 |
| | Report by the Director of Community Resources. | |
| 6 | Operational Performance Report | 37 - 46 |
| | Report by the Director of Community Resources. | |

EXCLUSION OF PRESS AND PUBLIC

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

- 7 Vehicle Maintenance Trading Operation Business Plan
(2015/18) Executive Summary**

- 8 Catering Trading Operation Business Plan (2015/18)
Executive Summary**

- 9 Roads Service Trading Operation Business Plan
(2015/18) Executive Summary**

- 10 Trading Organisations - Trading and Budget Monitoring
Statements**

- (a) Vehicle Maintenance (Transport Workshop)**

- (b) Catering**

(c) Roads



To: Environment Policy Board

On: 11 March 2015

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

Heading: Revenue Budget Monitoring to 2 January 2015

1. Summary

- 1.1 Gross expenditure is £57,000 (0.1%) greater than budget and income is £57,000 (0.7%) more than anticipated which results in a net breakeven position for those services reporting to this Policy Board.

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

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Community Resources	Breakeven	-	Breakeven	-

2. Recommendations

- 2.1 Members are requested to note the budget position
- 2.2 Members are requested to note there have been budget realignments of £1,240,513 processed since the last report primarily related to the agreed transfer of the Social Work transport function to Community Resources.
-

3. **Community Resources**

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>Breakeven</i>

3.1 **Refuse Collection**

Current Position:	Net overspend of £38,000
<i>Previously Reported:</i>	<i>Net overspend of £30,000</i>

The overspend is mainly due to lower income from trade waste and special uplifts, increased printing, stationery, and transport costs, which is partly offset by underspends on employee costs and supplies and services.

3.2 **Land Services**

Current Position:	Net overspend of £35,000
<i>Previously Reported:</i>	<i>Net overspend of £30,000</i>

The overspend is due to lower recreational and cemetery income.

3.3 **School Crossing Patrollers**

Current Position:	Net underspend of £27,000
<i>Previously Reported:</i>	<i>Net underspend of £22,000</i>

The underspend is due to lower than budgeted employee costs.

3.4 **Renfrewshire Wardens**

Current Position:	Net underspend of £43,000
<i>Previously Reported:</i>	<i>Net underspend of £29,000</i>

The underspend is mainly due to underspends in employee and transport costs, which are partly offset by overspends in supplies and services and administration costs.

3.5 **Projected Year End Position**

It is currently forecast that Community Resources will break even at year end. This forecast position will be reviewed on an ongoing basis during the financial year, particularly with regard to recycling performance and the level of tonnages received for recycling or disposal, and the costs of roads maintenance throughout the remainder of the winter maintenance period to March 2015.

Implications of the Report

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

List of Background Papers

None

Author: David Forbes, Extension 6424

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : ENVIRONMENT

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	24,345	18,069	18,052	30	18,082	(13)	-0.1%	overspend
Property Costs	1,126	608	657	(24)	633	(25)	-4.1%	overspend
Supplies & Services	4,180	2,678	2,609	44	2,653	25	0.9%	underspend
Contractors and Others	17,604	10,661	10,921	(288)	10,633	28	0.3%	underspend
Transport & Plant Costs	6,186	3,790	3,738	38	3,776	14	0.4%	underspend
Administration Costs	10,352	318	325	86	411	(93)	-29.2%	overspend
Payments to Other Bodies	3,421	2,557	2,546	4	2,550	7	0.3%	underspend
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	6,542	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	73,756	38,681	38,848	(110)	38,738	(57)	-0.1%	overspend
Income	(21,085)	(7,791)	(7,494)	(354)	(7,848)	57	0.7%	over-recovery
NET EXPENDITURE	52,671	30,890	31,354	(464)	30,890	0	0.0%	breakeven

£000's

0.0%

0.0%

Bottom Line Position to 02 January 2015 is breakeven of

Anticipated Year End Budget Position is breakeven of

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2014/2015
1st April 2014 to 02 January 2015

POLICY BOARD : ENVIRONMENT

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)	%	
MSS	33	2,155	2,155	2,529	(374)	2,155	0	0.0%	breakeven
Refuse Collection	4,665	2,791	2,791	2,849	(20)	2,829	(38)	-1.4%	overspend
School Crossing Patrol	646	418	418	391	0	391	27	6.5%	underspend
Regulatory Services	2,218	948	948	943	(8)	935	13	1.4%	underspend
Public Conveniences	9	6	6	7	(1)	6	0	0.0%	breakeven
Refuse Disposal	7,042	4,652	4,652	4,684	(32)	4,652	0	0.0%	breakeven
Steetscene	6,974	4,183	4,183	4,163	20	4,183	0	0.0%	breakeven
Cleaning & Janitorial	6,381	4,228	4,228	4,191	37	4,228	0	0.0%	breakeven
Catering Client	3,773	2,463	2,463	2,439	24	2,463	0	0.0%	breakeven
Parks & Cemeteries	782	(283)	(283)	(80)	(168)	(248)	(35)	-12.4%	under-r-recovery
Transport	1,052	613	613	697	(84)	613	0	0.0%	breakeven
Renfrewshire Wardens	2,530	1,640	1,640	1,361	236	1,597	43	2.6%	underspend
Maintenance	9,367	2,458	2,458	2,463	(5)	2,458	0	0.0%	breakeven
Flooding	373	111	111	110	1	111	0	0.0%	breakeven
Design	0	0	0	0	0	0	0	0.0%	breakeven
Structures	317	101	101	121	(20)	101	0	0.0%	breakeven
Street Lighting	2,491	1,781	1,781	1,821	(30)	1,791	(10)	-0.6%	overspend
Traffic Management	1,343	663	663	663	0	663	0	0.0%	breakeven
Traffic & Transport Studies	0	0	0	(1)	1	0	0	0.0%	breakeven
Road Safety Training	0	0	0	0	0	0	0	0.0%	breakeven
Parking of Vehicles	(680)	(550)	(550)	(506)	(44)	(550)	0	0.0%	breakeven
Trunk Road	0	0	0	(3)	3	0	0	0.0%	breakeven
SPTA	3,355	2,512	2,512	2,512	0	2,512	0	0.0%	breakeven
NET EXPENDITURE	52,671	30,890	30,890	31,354	(464)	30,890	0	0.0%	breakeven

£000's

Bottom Line Position to 02 January 2015 is breakeven of
Anticipated Year End Budget Position is breakeven of

0.0%
0.0%

0
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To: ENVIRONMENT POLICY BOARD

On: 11 MARCH 2015

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 2nd January totals £5.279m compared to anticipated expenditure of £5.013m for this time of year. This results in an over-spend position of £0.266m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Community Resources	£0.266m o/spend	5% o/spend	£0.066m u/spend	2% u/spend
Total	£0.266m o/spend	5% o/spend	£0.066m u/spend	2% u/spend

- 1.2 The 5% over-spend within Community Resources is the net effect of a number of programme variances, however all are expected to spend in line with their respective full year budgets.
- 1.3 The expenditure total of £5.279m represents 50% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.
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2. Recommendations

- 2.1 It is recommended that Members note this report.

3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive and the Director of Community Resources.
- 3.2 This capital budget monitoring report details the performance of the Capital Programme to 2nd January 2015, and is based on the Capital Investment Programme which was approved by members on 13th February 2014, and adjusted for movements since its approval.
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4. **Budget Changes**

- 4.1 Since the last report budget changes of £1.044m have arisen which primarily relate to:-
- The re-profiling of budget from 2014/15 to 2015/16 in the Lighting Columns Replacement programme (£0.310m) which reflects a revised programme start date.
 - The re-profiling of budget from 2014/15 to 2015/16 in the Improving Community Safety (Lighting) programme (£0.436m) in line with revised project delivery timescales.
 - The re-profiling of budget from 2014/15 to 2015/16 in the Improving Community Safety (CCTV) programme (£0.583m) in line with a revised contractor's cashflow profile.
 - The re-profiling of budget from 2015/16 to 2014/15 in the North Renfrew Flood Prevention Scheme (£0.088m) due to good progress on the programme.
 - New funding for the Free School Meals (Capital) programme (£0.450m) which is a grant provided by the Scottish Government for Primary 1-3 Free School Meals.
 - A decrease in the Strathclyde Partnership Transport programme (£0.245m) as approved by the Environment board on 14th May 2014, fully funded by SPT, revised to £0.550m to meet current expected level of expenditure and grant to 31 March 2015.

Implications of the Report

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

List of Background Papers

- (a). Capital Investment Programme 2014/15 & 2015/16 – Council, 13th February 2014.

The contact officers within the service are:

- David Walls (Head of Resource Services, Community Resources)

Author: *Paul Davies, Principal Accountant, 0141 618 7211, paul.davies@renfrewshire.gov.uk.*

Appendix 1

CAPITAL PROGRAMME 2014/15 - BUDGET MONITORING REPORT TO 2 JANUARY 2015 (£000s)

POLICY BOARD	Department	Council Approved Programme	Current Programme	Share of Available Resources	Year to Date Budget to 2-Jan-15	Spent to 2-Jan-15	Variance to 2-Jan-15	% variance	Unspent Cash Flow For Year	% Cash Spent
<i>Environment</i>	Community Resources	11,247	10,650	10,650	5,013	5,279	-266	-5%	5,372	50%
	TOTAL	11,247	10,650	10,650	5,013	5,279	-266	-5%	5,372	50%



To: ENVIRONMENT POLICY BOARD

On: 11th MARCH 2015

Report by: DIRECTOR OF COMMUNITY RESOURCE

**Heading: BRIDGES AND OTHER ROAD STRUCTURES
CAPITAL INVESTMENT PROGRAMME 2015/16**

1. Summary

- 1.1 This report to the Environment Policy Board seeks approval for a programme of capital expenditure for bridges and other road structures in financial year 2015/16.
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2. Recommendations

It is recommended that the Environmental Policy Board:

- 2.1 Approves the capital investment programme for planned capital investment in bridges and other road structures of £1,735,000 for financial year 2015/16;
- 2.2 Delegates to the Director of Community Resources to manage and review the planned Bridges and Other Road Structures Investment Programme, to achieve full investment of available resources.
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3. Background

- 3.1 A vital part of the public road network in Renfrewshire is the structural assets such as bridges, culverts and retaining walls. There are over 300 bridges and culverts and over 400 retaining walls associated with the road network that are the responsibility of Community Resources.
 - 3.2 The majority of these structural assets were designed and constructed long before the volume and weight of today's traffic was envisaged. A continuous programme of inspections, structural assessments and strengthening is therefore necessary to ensure the continued safe use of these assets.
 - 3.3 In addition, the levels of safety required of our structural assets increases through time, as dictated through published national standards. A programme of structural improvements is necessary to address issues such as the upgrading of bridge parapets and the installation of measures to prevent scour of bridge foundations within watercourses.
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4. Bridges and other Road Structures

- 4.1 As discussed in the previous report to this Policy Board on 14th May 2014, the complexities associated with strengthening the bridge on the B786 at the entrance to Lochwinnoch resulted in this project being re-programmed into 2015/16. The major allocation of the capital programme in 2015/16 is for the delivery of a replacement bridge at this location. This will address a long standing weight restriction and traffic management arrangements, bringing improved traffic flow and accessibility to Lochwinnoch village. The design phase of the Lochwinnoch Bridge replacement scheme is progressing, with site investigation and testing works now complete. The design is programmed for completion by Spring 2015 initial liaison with the various public utility services for diversion of the apparatus currently carried by the existing bridge deck will also be progressed. The proposed construction phase is being programmed to commence in late summer 2015 for a period of four to six months. The £1,000,000 identified for the construction phase of this project is programmed to be spent in financial year 2015/16. It has to be recognised that with a complex project like this, site conditions encountered during construction may result in some required changes to the planned programme.
- 4.2 A further major bridge structure issue reported to this Board in May 2014 is the road over rail bridge on Penilee Road which is currently subject to a 7.5 tonnes weight restriction. Following on from a previous assessment exercise

which confirmed that Network Rail, as the owners of the bridge have met their load bearing obligations with regards to Penilee Bridge, the Council has subsequently commissioned Network Rail to produce a feasibility study to identify options for future strengthening. Network Rail was initially anticipated to have completed this in the financial year 2014/15, but will instead complete the study in financial year 2015/16. A decision as to how this scheme should progress can be made once the feasibility study is available.

- 4.4 The remainder of the capital allocation has been allocated on a prioritised basis to address asset deterioration to meet modern design standards across bridges and retaining walls as set out in Table 1 below.
- 4.5 The bridges and other road structures programme for 2015/16 is shown in table 1 below and will be adjusted if physical constraints delay a scheme progressing or costs obtained through the procurement process are substantially different from estimates. Therefore, reserve schemes will be added or substituted to ensure full financial spend in 2015/16.

Table 1: 2015/16 Priority Programme of Works		
Projects	Justification	£
Bridge and Other Structures - Consultant/Design and Staff Costs		
Structural Review & Principal Inspections.	16 Structures to be assessed. Statutory duty to assess and inspect	59,000
Lochwinnoch Bridge Replacement	Design and testing to allow future replacement of weight restricted Bridge Deck (carry over)	28,000
White Cart Footbridge	Feasibility study to consider future of closed footbridge.	15,000
Penilee Bridge Feasibility Study	Funding for Network Rail (the bridge owner) to carry out a feasibility study into potential bridge strengthening	103,000
McLaurin Crescent Footbridge Replacement Plymuir Bridge.	Feasibility Study to consider new rail Crossing to replace current closed off footbridge.	25,000
	Design and testing to allow future replacement of weight restricted bridge deck.	25,000

Table 1: 2015/16 Priority Programme of Works		
Projects	Justification	£
Bridge and Other Structures - Consultant/Design and Staff Costs		
Abnormal load assessments	Change bridge stock ratings to reflect current abnormal loads guidelines	55,000
Contractor's Work		
McLaurin Crescent Footbridge Removal - Design of Overhead line.	Closed footbridge to be removed. Network Rail overhead lines attached to underside of bridge.	100,000
Parapet Upgrading on various bridges	Design of new parapets and copes to current design standards for vehicle impact.	80,000
Hammils Bridge Strengthening	Address extensive corrosion to reinforcement bars causing widespread concrete spalling.	50,000
Scour Protection Programme	Rolling programme of protection works to bridge piers / foundations in watercourses.	90,000
Retaining Walls	Rolling programme of works to ensure the structural integrity of Council owned retaining walls.	90,000
Interim Measures	Anti pigeon netting	15,000
Lochwinnoch Bridge Strengthening	Replacement of weight restricted bridge deck to bring structure up to current loading standards.	1,000,000
TOTAL		£1,735,000

Implications of the Report

1. **Financial** – The report proposes a bridges and other road structures programme for financial year 2015/16 to invest the £1,735,000 capital investment programme agreed at the Council meeting on the 12th February 2015.
2. **HR & Organisational Development** – None
3. **Community Planning** – Delivery of this programme ensures that Renfrewshire's road network is available to all types of traffic including lorries, and supports economic development across the Council area.

4. **Legal** – None
5. **Property/Assets** – An investment of £1,735,000 will be made in bridges and other road structures improvements.
6. **Information Technology** – None
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health and Safety** – None
9. **Procurement** – None
10. **Risk** – None
11. **Privacy Impact** – None

Author: Scott Allan, Head of Amenity Services
Email: scott.allan@renfrewshire.gov.uk
Tel: 0141 618 7932



To: ENVIRONMENT POLICY BOARD

On: 11th MARCH 2015

Report by: DIRECTOR OF COMMUNITY RESOURCES

**Heading: ROAD & FOOTPATHS CAPITAL INVESTMENT PROGRAMME,
FINANCIAL YEAR 2015/16**

1. Summary

- 1.1 This report seeks approval for the capital investment programme for the roads and footway maintenance in financial year 2015/16.
-

2. Recommendations

It is recommended that the Environment Policy Board:

- 2.1 Approves the improvement programme for the roads and footpath network as detailed within this report for delivery during financial year 2015/16.
- 2.2 Delegates to the Director of Community Resources to manage and review the roads and footpath Improvement Programme to achieve full investment of available resources during financial year 2015/16.
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3. Background

- 3.1 At the Council meeting of 12th February 2015, it was agreed that the capital investment programme in the roads and footpath network for financial year

2015/16 would be £3.762 million. This included an additional £0.5m from the Strategic Asset Management Fund.

- 3.2 The capital investment funding for financial year 2015/16 will continue the progressive improvement of roads assets and fits with the asset management approach of seeking to reduce reactive revenue expenditure through prudent life cycle investment. Well maintained and efficiently managed roads contribute to the attractiveness of Renfrewshire, for both inward investment and increased economic activity. In this regard the road maintenance programme for Renfrewshire supports and complements “City Deal” infrastructure investment and places Renfrewshire in an advantageous position to deliver economic growth.
- 3.3 The majority of the roads and footway programme involves conventional resurfacing and tackles locations where this approach offers the most cost effective long term solution.
- 3.4 The proposed programme for 2015/16 has been prepared through prioritisation of a long list of locations, identified from across Renfrewshire as requiring treatment. Professional consideration has been given to the most cost effective treatments to improve the surface conditions of roads and footways.
- 3.5 Prioritisation of the roads surfacing programme has been undertaken by matrix scoring the long list of scheme, through consideration of road maintenance inspections, route importance, feedback from local elected members and community input.
- 3.6 The Council has made significant investment in Renfrewshire’s roads. However, it is recognised that there are locations where further resurfacing works would be desirable. Where resurfacing works are not included in the programme for financial year 2015/2016, they will be captured on a priority basis, in future years.
- 3.7 Since 2012 a specific allocation has been made to improve longer term drainage. This has been very successful and addressed through drainage improvement and minor work programmes. It is proposed to continue this focus on drainage improvements as it is recognised that as well as the immediate benefits of improved safety and amenity, good drainage prolongs the life of roads and footpaths.
- 3.8 In addition, the Scottish Government has allocated grant funding for Renfrewshire towards the Safer Streets programme, which has been included within the capital investment programme for financial year 2015/16, and will

deliver projects to encourage more walking and cycling as part of a healthier and sustainable transportation network.

- 3.9 It is proposed that the resources in the capital investment programme for financial year for 2015/16 are allocated in accordance with the table below.

Road & Footpath Proposed Programme 2015/2016	
Scheme	Cost (m)
Surface Treatments on Rural Roads and Residential Streets Surface treatment involves coating a road with a thin layer of bitumen and aggregate. It is a cost effective way of extending road life and the type of surface treatment is varied to suit individual road conditions. Some rural roads and residential streets are a priority for these treatments.	£0.150
Patching in Advance of Surface Treatments Prior to the application of a surface treatment it is necessary to patch holes and weak areas. This strengthens the road and addresses defects before the surface treatment is applied. Rural roads will again be a priority for surface treatment.	£0.380
Priority Patching This allocation is reserved to tackle patching and repair work in urban areas.	£0.410
Urban Area Treatments Roads in a number of residential areas are in a poor condition and this is reflected in the condition indicator for unclassified roads which suggests that a significant percentage of the network is in need of attention. Urban area treatments will assist in tackling this, through targeted programmes aimed at removing carriageway, footway and drainage defects and restoring condition across self contained urban areas. The list of proposed schemes is presented in Appendix 1.	£0.400
Footway Resurfacing This allocation will continue a programme of repairing and resurfacing footways on a prioritised basis. The list of proposed schemes is presented in Appendix 2.	£0.375
Carriageway Resurfacing Carriageway resurfacing is necessary when a road surface has failed beyond the point of economic repair. This allocation allows for a prioritised programme of surfacing to be carried out across all road types. The list of proposed schemes is presented in Appendix 3.	£1.685
Drainage Improvements There are a number of locations throughout Renfrewshire with recurring issues due to defective or inadequate road drainage. This allocation will allow a programme of drainage improvements to be implemented on a priority basis.	£0.100
Safer Streets This allocation will deliver projects and initiatives which encourage more sustainable travel such as walking and cycling. The list of proposed schemes is presented in Appendix 4.	£0.262
TOTAL	£3.762

Implications of the Report

1. **Financial** – The report proposes a programme to invest £3.762m during financial year 2015/16 in improving roads and footpaths infrastructure in Renfrewshire.
2. **HR & Organisational Development** – none
3. **Community Planning** – Delivery of the roads and footpaths improvement programme will make our network more cost effective to maintain, safer of our users and increase the attractiveness of Renfrewshire for increased investment.
4. **Legal** – none
5. **Property/Assets** – The report details plans to improve the roads and footpaths infrastructure assets in Renfrewshire.
6. **Information Technology** - none
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – - none
9. **Procurement** – Council Standing Orders Relating to Contracts will be followed.
10. **Risk** – some projects will be subject to statutory consultation
11. **Privacy Impact** – none

List of Background Papers

Author **Scott Allan, Head of Amenity Services**
e-mail: **scott.allan@renfrewshire.gov.uk**

Urban Area Treatment, 2015 / 16

Park Mains Area, Erskine

Repair carriageway and footway defects, including reinstating ironwork, kerbing and drainage.

Seedhill Area, Paisley

Repair carriageway and footway defects, including reinstating ironwork, kerbing and drainage.

Carriagehill Area, Paisley

Repair carriageway and footway defects, including reinstating ironwork, kerbing and drainage.

Wheatlands Area, Kilbarchan

Repair carriageway and footway defects, including reinstating ironwork, kerbing and drainage.

FOOTWAY RESURFACING, 2015/16

Street	Location	Ward	Area (m ²)	Projected Costs
Arkleston Road	Paisley	Ward 3	450	£10,800
Birmingham Road	Renfrew	Ward 2	700	£16,800
Blackstoun Ave/Moss Road	Linwood	Ward 9	1000	£24,000
Brediland Road	Linwood	Ward 9	400	£9,600
Claymore Drive	Houston	Ward 9	610	£14,640
Craigburn Avenue	Houston	Ward 9	190	£4,560
Ferry Road	Bishopton	Ward 10	700	£16,800
Finglas Avenue	Paisley	Ward 5	1098	£26,352
Haining Road	Renfrew	Ward 1	250	£6,000
Hawthorn Way	Erskine	Ward 11	330	£7,920
Houston Road	Bridge Of Weir	Ward 10	250	£6,000
John Lang Street	Johnstone	Ward 8	350	£8,400
Kintyre Avenue	Linwood	Ward 9	830	£19,920
Kirkaig Avenue	Renfrew	Ward 1	720	£17,280
Langcraigs Drive / Terrace	Paisley	Ward 6	700	£16,800
Lauder Drive	Linwood	Ward 9	485	£11,640
Loyal Avenue / Loyal Place	Erskine	Ward 11	812	£19,488
Meadside Avenue	Kilbarchan	Ward 8	850	£20,400
Old Greenock Road	Bishopton	Ward 10	310	£7,440
Park Avenue	Elderslie	Ward 7	480	£11,520
Park Crescent	Inchinnan	Ward 11	750	£18,000
Park Moor	Erskine	Ward 11	160	£3,840
Queen Street	Renfrew	Ward 1	230	£5,520
Sandy Road	Renfrew	Ward 1	720	£17,280
Tarras Drive	Renfrew	Ward 1	600	£14,400
Watson Ave	Linwood	Ward 9	800	£19,200
Wheatlands Drive	Kilbarchan	Ward 8	850	£20,400
Total				£375,000

Appendix 3

CARRIAGEWAY RESURFACING, 2015/16

Street	Town	Ward	Area (m ²)	Projected Cost
A726 Greenock Road (E/B)	Paisley	Ward 4	2900	£63,800
A726 Mill Street (S/B)	Paisley	Ward 3	750	£16,500
A741 Paisley Road/Porterfield Road	Renfrew	Ward 2	1200	£26,400
A760 Kilbirnie Road (at Lochlip)	Lochwinnoch	Ward 8	2300	£50,600
A760 Kilbirnie Road (at Roadhead)	Lochwinnoch	Ward 8	3300	£72,600
A761 Canal Street	Paisley	Ward 4	3000	£66,000
A8 Deanpark Roundabout	Renfrew	Ward 10	1400	£30,800
A8 Greenock Road (East)	Bishopton	Ward 10	2000	£44,000
A8 Greenock Road (West)	Bishopton	Ward 10	3500	£77,000
A877 High Street	Renfrew	Ward 10	900	£19,800
B774 Caplethill Road	Paisley	Ward 5	2000	£44,000
B776 Midton Road	Howwood	Ward 7	660	£14,520
B786 Johnshill	Lochwinnoch	Ward 8	3500	£77,000
B786 Stepends Road (Boghead)	Lochwinnoch	Ward 8	1800	£39,600
B786 Stepends Road (Mid Barnaigh)	Lochwinnoch	Ward 8	1800	£39,600
B789 Barrochan Road	Houston	Ward 9	2200	£48,400
B790 Houston Road	Houston	Ward 9	2680	£58,960
Balgonie Drive	Paisley	Ward 6	750	£16,500
C23 Foxbar Road	Paisley	Ward 6	2000	£44,000
C32 Bridesmill Road	Lochwinnoch	Ward 8	2600	£57,200
C64 Quarrelton Road	Johnstone	Ward 7	2800	£61,600
C69 Lounsdale Road	Paisley	Ward 6	2750	£60,500
C76 Calside	Paisley	Ward 4	2100	£46,200
C93 Lochlip Road	Lochwinnoch	Ward 8	2200	£48,400
Castle Crescent	Bishopton	Ward 10	1750	£38,500
Fairway Avenue	Paisley	Ward 5	1750	£38,500
Fulton Drive	Houston	Ward 9	2000	£44,000
Gauze Street	Paisley	Ward 3	2000	£44,000
Magnus Road	Houston	Ward 9	2100	£46,200
Mary Street	Paisley	Ward 5	670	£14,740
New Sneddon Street (1)	Paisley	Ward 4	550	£12,100
Piper Road	Houston	Ward 9	2400	£52,800
Seedhill Road	Paisley	Ward 3	2000	£44,000
Stirling Drive	Linwood	Ward 9	2000	£44,000
Stock Street	Paisley	Ward 5	2000	£44,000
Sunnylaw Drive	Paisley	Ward 6	840	£18,480
Thornwood Drive	Paisley	Ward 6	2035	£44,770
Wallace Street	Paisley	Ward 4	1000	£29,000
Wheatlands Drive	Kilbarchan	Ward 8	750	£16,500
Yarrow Crescent	Bishopton	Ward 10	1300	£28,600
Total				£1,684,170

Appendix 4

Table 1: One Year Programme of Expenditure				
Project	£Value	Objective 1: Accident Reduction/ Improve Road safety	Objective 2: Speed Reduction	Objective 3: Increase Walking & Cycling
Cycling Projects	30,000	Yes	No	Yes
Traffic Management Schemes	49,000	Yes	Yes	No
Anti Skid Sites and Carriageway markings	50,000	Yes	Yes	No
Pedestrian advantages	10,000	Yes	Yes	Yes
Electronic Traffic Signs	6,000	Yes	Yes	No
Smarter Choices, Smarter Places	117,000	Yes	No	Yes
Total	£262,000			



To: ENVIRONMENT POLICY BOARD

On: 11th MARCH 2015

Report by: DIRECTOR OF COMMUNITY RESOURCES

**Heading: STREET LIGHTING CAPITAL INVESTMENT PROGRAMME,
FINANCIAL YEAR 2015/16**

1. Summary

- 1.1 This report to the Environment Policy Board details the proposed priority programme of works for street lighting asset replacement as funded by the capital investment programme for financial year 2015/16 of £750,000. An update on the Council's Street Lighting Strategy is also included.
-

2. Recommendations

It is recommended that the Environment Policy Board:

- 2.1 Approves the programme for planned capital investment in street lighting of £750,000 for financial year 2015/16 as detailed in Table 1 of this report.
- 2.2 Delegate to the Director of Community Resources to manage and review the capital investment programme for street lighting where necessary in order to achieve full investment of available resources in financial year 2015/16.
-

3. Background

- 3.1 A priority programme of street lighting works has been prepared based on the level of funding in the 2015/16 capital investment programme of £750,000. The schemes are set out in Table 1 as shown below. Schemes have been selected on the basis of addressing life expired apparatus, tackling unreliable lighting units, reducing future maintenance costs, and reducing power consumption.

Table 1: Priority Programme of Works for 2015/16		
Projects	Background	£
<i>Street Lighting Improvements</i>		
Afton Drive & Surrounding area, Renfrew	Existing system has inefficient lighting and columns in very poor condition.	250,000
Gilmartin Road & various East Fulton, Linwood	Existing system has very poor column condition and cable network is life expired and is breaking down.	250,000
Festive Lighting	Existing infrastructure in poor condition	100,000
Minor Column replacements throughout Renfrewshire	Life expired columns/road traffic accident cut downs	100,000
Retention payment carried forward from 2014/15 lighting improvement schemes.		50,000
TOTAL		£750,000

- 3.2 The existing infrastructure for festive lighting in our towns and villages has been inspected and also requires investment. An investment of £100,000 has been included in the street lighting capital investment programme, to restore and modernise the asset condition of our festive lights and associated infrastructure.

- 3.3 The priority programme will require to be adjusted if physical constraints delay a scheme progressing, or contract rates obtained following the procurement process are substantially different from those estimated. Reserve schemes will be added or substituted to ensure the full capital investment in street lighting is achieved in 2015/16 (£750,000 investment).
- 3.4 During 2014/15 the Council commenced work on a Street Lighting Strategy (reported to Environment Policy Board, 12th March 2014). This included a full condition survey of the Council's Street Lighting columns and lanterns, which allowed for the development of an Outline Business Case (OBC) to determine the future street lighting infrastructure and technology requirements and investment requirements. The OBC as developed will be refined into a Detailed Business Case (DBC), reflecting the preferred option from the OBC. A more details report will be brought to the Council or appropriate Board reflecting the findings and recommendations of both the OBC and the DBC. The future Street Lighting Strategy for Renfrewshire will focus on reducing energy consumption and improving community safety through the use of "white light".
-

Implications of the Report

1. **Financial** –This report proposes a programme to invest £0.75m in Street Lighting during financial year 2015/16.
2. **HR & Organisational Development** – none
3. **Community Planning**

Greener - Replacing conventional street lighting with more efficient LED lamps will deliver energy savings in the region of 60%. LED lanterns can also reduce the environmental impact of obtrusive light, and offer a reduction in the use and disposal of components such as lamps which have an inherently shorter life cycle.

Safer and Stronger - Community Resources in conjunction with community safety partners contributes towards Renfrewshire being a safe and secure place for those living, working or visiting the area. Good street lighting contributes to road safety and crime prevention. New lighting technologies use 'white' light providing good colour recognition and clarity, which is advantageous to the community safety.

4. **Legal** - none

5. **Property/Assets** – The report details plans to improve the street lighting infrastructure.
6. **Information Technology** – none
7. **Equality & Human Rights** – The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – Good street lighting contributes to road safety and crime prevention. New lighting technologies use 'white' light providing good colour recognition and clarity, which is advantageous to the community safety.
9. **Procurement** – Council standing order relating to contracts will be followed
10. **Risk** – none
11. **Privacy Impact** – none

List of Background Papers - none

Author: Scott Allan, Head of Amenity Services
e-mail: scott.allan@renfrewshire.gov.uk
Tel: 0141 618 7932



To: ENVIRONMENT POLICY BOARD

On: 11th MARCH 2015

Report by: DIRECTOR OF COMMUNITY RESOURCES

Heading: OPERATIONAL PERFORMANCE REPORT

1. Summary

- 1.1 Community Resources brings together a range of Council services and activities, with both strategic and operational responsibilities. This report provides an operational performance update on the services and key projects delivered by Community Resources.
-

2. Recommendations

- 2.1 It is recommended that the Environment Policy Board notes the operational performance update contained within this report.
-

3. Background

- 3.1 Community Resources provides essential services to every household in Renfrewshire and works in partnership with the local community, other services and community planning partners to deliver key Council priorities and initiatives. A progress update on the main projects and activities delivered by Community Resources, together with key performance indicators is detailed below.
-

4. Operational Updates

4.1 Street Stuff

4.1.1 During the Christmas holidays, Street Stuff hosted a festive football programme for girls and boys aged 10-18 at St Mirren's indoor dome. There were 9 sessions of football that took place in the evenings from 22nd December 2014 to 3rd January 2015 which were attended by over 400 young people. This was an improved turnout for the festive football programme when compared to its inaugural event last year.

4.1.2 An independent evaluation of the Street Stuff programme was undertaken by the University of the West of Scotland in 2014. As a follow up, Social Work students from the University have undertaken a two week observation placement during January 2015. The students were shown how Street Stuff links into Social Work in practice and making key linkages on understanding poverty, inequality and discrimination. This work will be used by Street Stuff for further evaluation and development purposes.

4.2 Community Safety Service

4.2.1 A Safe Bus was provided in Paisley Town Centre as part of the Renfrewshire Community Safety Partnership's festive safety campaign for 2014/15. The bus was staffed by wardens, paramedics from the Red Cross, and police officers. The bus was equipped to provide a safe space for partygoers and to enable staff to provide support to the public. There were 111 attendees in total at this year's Safe Bus, with 72 accessing welfare services, 9 accessing first aid and 5 attendees accessing both services.

4.2.2 The Community Safety Hub contributed as part of the Integrated Inspection of Services for Children and Young People in Renfrewshire as currently ongoing. The visit was led by the Care Inspectorate with support from Her Majesty's Inspectorate of Constabulary for Scotland. The Inspectors observed the Daily Tasking and the Community Safety Hub meetings and visited the Street Stuff programme during February 2015.

4.3 Regulatory Services

4.3.1 Business Regulation

Following implementation of the Food Information (Scotland) Regulations 2014, which came in to force in December 2014, the Business Regulation team have provided advice to Renfrewshire food businesses on the requirements of the new regulations and what they should do to comply. These regulations simplify and consolidate existing labelling legislation and

improve the way information about food allergens is made available to consumers.

4.3.2 Public Health, EBOLA Incident Training

In December 2014, officers took part in a live multi-agency exercise at Glasgow Airport with colleagues from NHS, the UK Border Force and key emergency services.

4.3.3 Trading Standards

The local Best Bar None awards were presented at Renfrew Town Hall in January 2015. Standards achieved by applicants this year were very high and 20 venues achieved either gold, silver or bronze awards. Six of the category winners have been selected to represent our local scheme at the National Best Bar None Awards on 26th March 2015

4.3.4 Environmental Improvements

The Scottish Government introduced legislation in October 2006 to transpose the European Union Environmental Noise Directive into Scottish legislation. The Directive requires that member states avoid, prevent or reduce the harmful effects of environmental noise exposure to the public. Environmental noise exposure can be noise arising from road, rail and air traffic sources (air traffic noise has been addressed by Glasgow Airport). Scottish Government specialist advisors have modelled and mapped what they consider to be the noisiest areas across Scotland. The next stage is for each local authority to consider these mapped areas, and assess the requirement for potential Noise Management Areas and Quiet Areas. The aim is to identify areas where the public are exposed to excessive levels of transportation noise, particularly within built up areas, public parks or other quiet areas near to schools, hospitals and other sensitive buildings. If such areas are confirmed through these visits, a report will be brought back to a future meeting of the Environment Policy Board. The Scottish Government will be responsible for drawing up appropriate Noise Action Plans, with individual Councils responsible for management of agreed actions relating to their own road network.

4.3.5 Town Centres, Renfrewshire – Duty of Care, Trade Waste

Officers from the Environmental Improvement Team, in conjunction with colleagues from the Wardens Service and Amenity Services, the Environmental Improvement team continue to visit and patrol within town centre areas to ensure businesses and residents are disposing of their waste appropriately. Routine visits will continue to sustain improvements made since the introduction of these visits last year.

4.4 Amenity Services Waste

4.4.1 Improved Recycling Facilities in Erskine

From March 2015, the Council will commence a programme to make significant improvements to waste collection and recycling in Erskine. New services will be introduced to help residents to recycle more household waste. This will replace the current refuse sack collections with more convenient and hygienic waste bins.

Where possible households will be provided with a new set of wheeled bins for recyclable and non-recyclable waste. For areas that are not suitable for wheeled bins, a number of new neighbourhood communal facilities will be installed to allow residents to dispose of waste and recycling conveniently. This part of the service will take more time to introduce in view of the timescales associated with constructing the new facilities. The Council has been working closely with Bridgewater Housing Association to make sure the neighbourhood communal recycling facilities go in the most suitable locations. The Council is also providing a new food waste recycling service to every household in Erskine currently using sacks.

4.4.2 Invest in Renfrewshire, Joint Working

The Council offers a range of opportunities to young people who require work experience and training. Community Resources has been working with Development & Housing services in youth employability projects since February 2014. Waste Services has recently recruited four graduate interns, in partnership with Invest in Renfrewshire. The new staff members will be supporting the waste strategy team to improve recycling across Renfrewshire. Two further projects that are due to come to an end are the employment of trainee waste operatives (8 places) and the Neighbourhood Environment Project working in Council housing areas (12 places for operatives and 2 for trainee arborists). Trainees will be able to apply for the seasonal positions within waste and streetscene just before their traineeships end.

4.5 Amenity Services, StreetScene & Land Services

4.5.1 StreetScene

StreetScene has progressed the planned programme for winter maintenance works within parks and open spaces. This primarily involves pruning and cutting back shrub beds and overgrown vegetation at these locations.

StreetScene has also provided operational support to the Council's Events Team, and in particular the Monte Carlo Rally event held in January 2015.

4.6 Amenity Services, Roads & Transportation (Fleet and Infrastructure)

4.6.1 Roads, Winter Maintenance

Winter maintenance activities are being provided in line with the Winter Maintenance Plan (as is available on the Council's website). All salt stores have been fully stocked and crews are undertaking gritting activities as required.

4.6.2 Renfrew Flood Prevention Scheme

Works are progressing on the North Renfrew Flood Prevention Scheme which will be operational by December 2015. This Scheme will directly help protect residential and commercial properties in Renfrew from flood risk.

4.6.3 Roads & Transportation, Infrastructure

Work has now commenced on the replacement footbridge over the M8 at Arkleston. The new bridge will have ramps to encourage cycling. Link Housing is due to start work on bringing Blythwood, Andrews and Albion Streets up to standard to allow them to be adopted by the Council. Designs have been received for the redevelopment of vacant sites in Brown Street, Renfrew and in Houston for housing and will include new roads and footways.

5. Performance Update – Indicators and Targets

- 5.1 The table below summarises target and actual performance for key performance indicators and benchmarking targets under each of the key change themes, to Period 10.

Performance Indicators and Benchmarking Targets	Target for 2014/15	Target to Period 10	Actual to Period 10
A Better Future			
(Traffic and Transportation) Traffic light failure - % of traffic light repairs completed within 48 hours	95%	95%	97%
(Lighting) Street Lighting Indicators - % repaired within 7 days: combined faults	95%	95%	76%
Percentage of household waste which is recycled	52%	52%	49.3% (to Period 8)
Tonnage of Biodegradable Waste Landfilled	26,300	16,185 (to Period 8)	9,912 (to Period 8)

Performance Indicators and Benchmarking Targets	Target for 2014/15	Target to Period 10	Actual to Period 10
Domestic Noise Complaints – Part V – the average time (hours) between time of complaint and attendance on site	1	1	0.46
Street Cleanliness Score - % of areas assessed as clean	90%	Annual Indicator	89% (to Nov 2014)
Food Safety- % of broadly compliant food premises based on food business risk assessment scores	90%	90%	86%
Trading Standards – Business Advice Requests completed within 14 days	100%	100%	100%
Trading Standards – Consumer Complaints completed within 14 days	82%	82%	78%
A Better Council			
Community Resources – Sickness Absence	4%	4%	5.0%
Grounds Maintenance - Sickness Absence	4%	4%	2.9%
Street Cleansing - Sickness Absence	4%	4%	3.8%
Refuse Collection - Sickness Absence	4%	4%	3.5%
Building Cleaning and Janitorial - Sickness Absence	4%	4%	6.5%
Renfrewshire Community Safety Service - Sickness Absence	4%	4%	7.7%
Roads and Transportation – Sickness Absence %	4%	4%	2.7%
Developing our workforce – number of SVQ qualifications achieved by our frontline workforce	50	n/a	26

Performance Indicators and Benchmarking Targets	Target for 2014/15	Target to Period 10	Actual to Period 10
A High Performing Council			
Percentage of front line resolutions dealt with within timescale by Community Resources	100%	100%	76%
Percentage of complaint investigations dealt with within timescale by Community Resources	100%	100%	74%
% of Freedom of Information requests completed within timescale by Community Resources	100%	100%	99%
% of Community Resources employees having completed IDPs (from MDP/MTIPD)	100%	100%	87%

Supporting Information

- Street Lighting repairs** - have been affected by our Contractor's performance on remote footpaths. Due to health & safety concerns a previous practice of using a step ladder to access lamps in these locations has been ceased. Instead, scaffolding is used with consequent time penalties. The implications of this are under investigation.
- Absence** - absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of the services of occupational health. In addition, absence management arrangements are being reviewed, to reflect our work within the Council's revised absence management policy and as specific to Community Resources. The absence within the Community Safety Services is due to a small number of long term absences.
- Traffic light failure** –The percentage of traffic light repairs completed within 48 hours is 97% compared to the target of 95%.
- Tonnage of Biodegradable Waste Landfilled** – an increase in the amount of waste collected which is sent for energy from waste and the

introduction of the food waste collection service have contributed to a reduction in the tonnage being sent to landfill.

- **Trading Standards business advice** – all requests for business advice have been completed within the 14 day target timescale.

6. Quality, Training and Development

- 6.1 Training and development of our workforce is a key priority within Community Resources. It ensures that our workforce is equipped with the appropriate skills and gains the experience necessary to deliver services safely, efficiently and effectively. 26 employees have achieved an SVQ since April 2014.

Implications of the Report

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

Children and Young People – the Catering Service promotes the uptake of healthy and nutritious school meals.

Community Care, Health & Well-being – the services encourages use of our parks and open spaces to promote a healthy and active lifestyle.

Empowering our Communities – Community Resources is actively promoting the “Do your bit” strategy with the local community to encourage participation.

Greener - working in partnership with the community to deliver a cleaner Renfrewshire. Promoting and encouraging waste minimisation through reducing, reusing and recycling.

Jobs and the Economy – the service is actively involved in the Invest in Renfrewshire scheme.

Safer and Stronger - by working with the local community and through enforcement activities, to improve the appearance of local areas and to help

reduce anti-social behaviour.

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

List of Background Papers: None

Author: David Walls, Head of Resource Services, Tel 0141 618 7625
e-mail: david.walls@renfrewshire.gov.uk

