

Notice of Meeting and Agenda

Infrastructure, Land and Environment Policy Board

Date	Time	Venue
Wednesday, 07 November 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Members

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

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

MEMBERS BRIEFING

Elected members are invited to attend the briefing by the Head of Corporate Governance on the Revised Code of Conduct for Councillors. The session will be held in the Council Chambers at 12 noon on Wednesday 7 November, 2018.

Further Information

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

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

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

For further information, please either email

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

Members of the Press and Public

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

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

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Joint report by Director of Finance & Resources, Director of Communities, Housing & Planning Services, Director of Children's Services and Director of Environment & Infrastructure.

2 Capital Budget Monitoring Report 11 - 14

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Report by Director of Environment & Infrastructure.

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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 12 & 13 of Part I of Schedule 7A of the Local Government (Scotland) Act, 1973.

17	Bird Fouling under Railway Bridges
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To: Infrastructure, Land and Environment Policy Board

On: 7 November 2018

Report by: Director of Finance and Resources and Director of Environment & Infrastructure

Heading: Revenue Budget Monitoring to 14 September 2018

1. Summary

- 1.1 Gross expenditure is £19.881 million, £75,000 (0.4%) more than budget and income is £6.225 million, £38,000 (0.6%) less than anticipated, which results in a £113,000 overspend for those services reporting to this Policy Board.

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

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Environment & Infrastructure	£113,000 overspend	(0.7%)	£115,000 overspend	(1.8%)

2. Recommendations

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

- 3.1 There are no significant budget adjustments to report.

4. Environment & Infrastructure

Current Position: £113,000 Overspend
Previously Reported: £115,000 Overspend

4.1 Refuse Collection

Current Position: Net overspend £113,000
Previously Reported: Net overspend £71,000

The overspend is mainly due to lower income from trade waste and special uplifts, supplies and services and transport costs. Agreed service changes will mitigate some spend pressures over the remainder of the financial year.

4.2 Projected Year End Position

It is currently forecast that the Environment & Infrastructure services reporting to this Policy Board will break even at year end as a result of remedial action being taken by the service to mitigate the current overspend.

There are a number of risks to this forecast position which the service will monitor and aim to address in the second half of the financial year. This includes the costs of disposal of both residual and recycle waste, the levels of tonnages received for recycling or disposal, and the costs of roads maintenance throughout the autumn/winter period from October 2018 to March 2019.

Implications of the Report

1. **Financial** – As detailed in Section 4 of the report
2. **HR & Organisational Development** – none
3. **Community Planning**

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

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

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

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

List of Background Papers - None

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RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/19
1st April 2018 to 14th September 2018

POLICY BOARD : INFRASTRUCTURE, LAND AND ENVIRONMENT

Description	Revised Annual Budget	Revised Period Budget	Actual	Adjustments	Revised Actual	Budget Variance		
(1)	(2)	(3)	(4)	(5)	(6) = (4 + 5)	(7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	17,729	8,054	7,907	128	8,035	19	0.2%	underspend
Property Costs	897	318	358	(34)	324	(6)	-1.9%	overspend
Supplies & Services	2,969	1,534	2,113	(361)	1,752	(218)	-14.2%	overspend
Contractors and Others	13,499	4,811	4,953	(179)	4,774	37	0.8%	underspend
Transport & Plant Costs	6,376	3,045	2,710	227	2,937	108	3.5%	underspend
Administration Costs	9,626	454	259	214	473	(19)	-4.2%	overspend
Payments to Other Bodies	3,247	1,590	1,635	(49)	1,586	4	0.3%	underspend
CFCR	1,500	0	0	0	0	0	0.0%	breakeven
Capital Charges	7,314	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	63,156	19,806	19,935	(54)	19,881	(75)	-0.4%	overspend
Income	(22,864)	(6,284)	(5,402)	(843)	(6,245)	(38)	-0.6%	under-recovery
NET EXPENDITURE	40,292	13,522	14,533	(897)	13,636	(113)	-0.7%	overspend

	£000's	
Bottom Line Position to 14th September 2018 is an overspend of	(113)	-0.7%
Anticipated Year end budget position is breakeven	0	0.0%

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/19
1st April 2018 to 14th September 2018

POLICY BOARD : INFRASTRUCTURE, LAND AND 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	%	
MSS	137	1,101	1,752	(651)	1,101	0	0.0%	breakeven
Refuse Collection	4,851	1,916	1,993	36	2,029	(113)	-5.9%	overspend
Refuse Disposal	7,963	3,111	3,215	(104)	3,111	0	0.0%	breakeven
Steetscene	6,795	2,642	2,646	(4)	2,642	0	0.0%	breakeven
Land Services	2,268	(83)	(215)	132	(83)	0	0.0%	breakeven
Transport	1,506	663	805	(142)	663	0	0.0%	breakeven
Transport Maintenance	(505)	(254)	(70)	(184)	(254)	0	0.0%	breakeven
Regulatory Services	2,142	568	549	19	568	0	0.0%	breakeven
Roads Maintenance	9,030	1,167	1,160	7	1,167	0	0.0%	breakeven
Flooding	368	152	132	20	152	0	0.0%	breakeven
Structures	305	126	126	0	126	0	0.0%	breakeven
Street Lighting	807	207	208	(1)	207	0	0.0%	breakeven
Traffic Management	1,398	614	614	0	614	0	0.0%	breakeven
SPTA	3,228	1,581	1,581	0	1,581	0	0.0%	breakeven
Traffic & Transport Studies	0	12	12	0	12	0	0.0%	breakeven
Roads grant Funded Projects	0	0	26	(26)	0	0	0.0%	breakeven
NET EXPENDITURE	40,292	13,522	14,534	(898)	13,636	(113)	-0.7%	overspend

	£000's	
Bottom Line Position to 14th September 2018 is an overspend of	(113)	-0.7%
Anticipated Year end budget position is breakeven	0	0.0%



To: INFRASTRUCTURE, LAND & ENVIRONMENT POLICY BOARD

On: 07 NOVEMBER 2018

Report by: Director of Finance and Resources & Director of Environment and Infrastructure

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 14th September 2018 totals £4.414m compared to anticipated expenditure of £4.420m for this time of year. This results in an under-spend position of £0.006m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Environment & Infrastructure	£0.006m u/spend	0% u/spend	£0.001m o/spend	0% o/spend
Total	£0.006m u/spend	0% u/spend	£0.001m o/spend	0% o/spend

- 1.2 The expenditure total of £4.414m represents 26% of the resources available to fund the projects being reported to this board, which compares with 27% at the same stage at last year. This expenditure represents actual financial payments processed, as opposed to the value of work completed by the 14th September, with the projects expected to be completed within the agreed timescales.
- 1.3 Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.
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2. **Recommendations**

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

- 3.1 Since the last report budget changes totalling £0.077m have arisen which reflects the following:

- An increase in the Vehicle Replacement Programme of £0.077m to reflect grant received for the purchase of electric vehicles.
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4 **Background**

- 4.1 This monitoring report details the performance of the Capital Programme to 14th September 2018 and is based on the Capital Investment Programme approved by members on 2nd March 2018, adjusted for movements since its approval.
- 4.2 The Department of Environment and Infrastructure has a Capital Investment programme for 2018/19 of £16.9m, allocated over 12 separate projects. The delivery of all projects is progressing well, notably with the £7 million investment in roads/footways infrastructure being 75% physically complete, with the remaining 25% of the programme planned for completion by March 2019.
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Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –
Creating a sustainable Renfrewshire for all to enjoy – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.

7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
 8. **Health & Safety** – none.
 9. **Procurement** – none.
 10. **Risk** – none.
 11. **Privacy Impact** – none.
 12. **Cosla Policy Position** – none.
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List of Background Papers

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

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Infrastructure, Land & Environment - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: INFRASTRUCTURE, LAND & ENVIRONMENT

Project Title	Approved Programme @02/03/18	Current Programme MR 6	Year To Date Budget to 14-Sep-18	Cash Spent to 14-Sep-18	Variance to 14-Sep-18	% Variance	Cash to be Spent by 31-Mar-18	% Cash Spent
ENVIRONMENT & INFRASTRUCTURE								
Cycling, Walking & Safer Streets (Funded by Specific Consent)	239	239	20	21	-1	-5%	218	9%
Vehicle Replacement Programme	1,500	1,628	345	345	0	0%	1,236	21%
Bridge Assessment/Strengthening	500	561	45	43	2	4%	518	8%
Roads/Footways Upgrade Programme	3,000	7,122	3,125	3,124	1	0%	3,998	44%
Lighting Columns Replacement	250	252	0	0				
Waste Transfer Station Upgrade	0	400	365	362	3	1%	38	91%
Parks Improvement Programme	0	607	80	78	2	3%	529	13%
LED Street Lighting Strategy	0	1,926	405	407	-2	0%	1,519	21%
Community Halls & Facilities Improvement Programme	0	1,143	0	0	0	0%	1,143	0%
HDPE Bins	0	1,256	0	0	0	0%	1,256	0%
Improvements to Cemetery Estate	0	1,000	20	22	-2	-10%	978	2%
Strathclyde Partnership Transport	0	775	15	12	3	20%	763	2%
TOTAL INFRASTRUCTURE, LAND & ENVIRONMENT BOARD	5,489	16,909	4,420	4,414	6	0%	12,495	26%



To: INFRASTRUCTURE LAND & ENVIRONMENT POLICY BOARD

On: 7 NOVEMBER 2018

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

**Heading: ENVIRONMENT & INFRASTRUCTURE SERVICE
IMPROVEMENT PLAN 2018/19: MID-YEAR MONITORING
REPORT**

1. Summary

- 1.1 The Environment & Infrastructure Service Improvement Plan 2018-19 was approved for Environment & Communities by the Infrastructure Land and Environment, Communities Housing and Planning and Finance and Customer Services Policy Boards in March 2018.
- 1.2 In April 2018, the Leadership Board agreed to implement changes to the senior management arrangements for the Council. A new service, Environment & Infrastructure was created in order to align services to reflect board remits. Environment & Infrastructure has responsibility for Roads and Transportation, Fleet, StreetScene and Land Services, Waste, and Hard and Soft Facilities Management, Building Services and strategic management of PPP contract.
- 1.3 The changes also included the transfer of the post and responsibilities of the Head of Communities and Public Protection to the newly formed Communities, Housing, and Planning service. A number of actions and indicators, relating to Communities and Public Protection, which were previously included in the Environment & Communities Service Improvement Plan 2018-21, will now be reported in the Communities and Housing Service Improvement Plan.
- 1.4 This report reflects these new structures and contains details of Environment & Infrastructure's performance over the period 1 April 2018 to 30 September 2018. This report acts as an interim report as the approved Service

Improvement Plans were based on the previous service arrangements. New Service Improvement Plans will reflect the new service structure next year.

1.5 The attached Service Improvement Action plan and Performance Scorecard (Appendix 1) show progress against the agreed priorities for the service which are aligned against the 5 Strategic Outcomes in the Council Plan for 2017 – 2022. Although Environment & Infrastructure works in collaboration with other services to ensure the delivery of all priorities within the Council Plan, it should be noted that the service does not have any specific actions or performance indicators under Council Plan Priority 2 (Building strong, safe and resilient communities).

1.6 The main purpose of the report is to provide:

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

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

1.7.1 Depot Refurbishment

The refurbishment works to improve facilities for our frontline workforce has seen the completion of a £2.5 million investment project at Underwood Road. This has delivered new stores provision and workshops for Building Services, a new salt shed for winter gritting, modernised facilities to store Streetscene machinery, and a modern office space and workforce facilities for the integrated workforce.

The merger of three depots into one has also brought together staff working in waste, Streetscene, roads, vehicle maintenance and building services to enhance integration of service delivery across the service.

1.7.2 Environment & Place

The service has successfully led the Environment and Place agenda, fronted by the Team Up to Clean Up campaign with the following key activities:

- Over 9,000 gullies across Renfrewshire have been cleaned with over 150 tonnes of waste removed;
- 5,460 additional hours for community litter picking with 780 bags of litter collected;
- An increase of 14.5% in street sweeping tonnage collected;
- The Team Up to Clean Up campaign has continued to grow with 132 litter pick events taking place in the first six months compared to 34 in the same period last year;

1.7.3 Roads Capital Investment Programme

The 2018/19 capital investment programme to renew and improve the surfaces of Renfrewshire's roads, pavements, paths and cycle tracks is 75% complete. This £7.2 million is the single biggest annual investment in Renfrewshire's road network.

1.7.4 Waste Collection Changes

The service has developed a comprehensive implementation plan for the roll out of the waste collection changes in November 2018. Work has included a detailed communication exercise engaging with communities across Renfrewshire to prepare them for the service change.

Next Six Months

1.8 Over the next six months, the key priorities to be delivered are:

1.8.1 Staff Engagement

Following the establishment of the new Environment & Infrastructure service a new approach to staff engagement will be implemented at all levels across the service with a particular focus on listening and supporting front line employees. Initial meetings and workshop sessions have been held with trade unions and services to agree the process of how this engagement will be delivered.

1.8.2 Better Council Change Programme

Delivering of key projects under the Council Better Council Change programme:

- Delivering changes to the waste collection service;
- Implementing the sustainable travel plan which moves the Council's 1.6 million business miles to pool vehicles; and
- Deliver the agreed efficiencies within the vehicle maintenance activities.

1.8.3 Environment and Place

Continuing to lead the delivery of Renfrewshire's Environment and Place agenda including:

- 15,000 gullies will be cleared by end of March 2019;
- An enhanced focus on mechanised sweeping;
- Complete the review of obsolete signage and infrastructure by the end of December 2018;
- The Team Up to Clean Up campaign will continue with preparation for a new spring clean event in 2019; and
- Working with Children's Services to introduce educational initiatives in relation to litter and waste.

1.8.4 Pothole Repairs

As part of the investment in Renfrewshire's Road network, dealing effectively with pothole repairs is a key priority for the service. In order to manage the volume of potholes a new approach was required to ensure that both the backlog and the new reports were managed as efficiently as possible. The new approach included; reducing temporary patching to a minimum, repairing all potholes within the street whether they had been reported or not, and introducing a more efficient process to ensure complaints are processed and addressed quickly.

These improvements have resulted in over 8,000 potholes being filled since April this year and the number of reported potholes has been substantially reduced. In the same period in 2017 just over 6,400 potholes were filled, an increase of 25%.

The improvements will continue over the next six months and will be supported by the roll out of mobile technology in November 2018. This will involve roads inspectors and roads maintenance staff using hand held technology to access real time information. This will provide a more efficient and accurate delivery of pothole repairs.

1.8.5 Responsiveness to Complaints

Environment & Infrastructure received 1,243 frontline resolutions in the first quarter of 2018/2019 and 1,507 in quarter 2; with a response rate of 82% and 83% responded to on time respectively.

The complaints process has been changed to allow officers to respond more efficiently to elected members and public enquiries. The improvement between Quarter 1 to Quarter 2 was largely due to an increased focus being given to missed bin complaints within the waste service. The aim of this is to ensure repeat complaints will be thoroughly investigated and prevented in the

future. Future area of focus is to develop a robust management of actions arising from enquiries and complaints.

1.8.6 Regeneration activities

The service is working in partnership with the developer of Wallneuk retail park to deliver the agreed road network changes to support the development of the new retail development. Work will also be undertaken to provide enhanced pedestrian crossings and improved journey times for passengers through bus infrastructure improvements throughout Renfrewshire.

1.8.7 Public Realm and UK City of Culture Legacy

The Council report of September 2018 approved a £10 million investment in Paisley Town Centre public realm and traffic improvements to the transportation infrastructure. Early preparatory work will now be taken forward to a detailed design stage with extensive public and business consultation.

1.8.8 Workforce Plan

Taking forward the 4 strands of the Environment & Infrastructure workforce plan: Recruitment, Training, Absence, and Overtime. Senior managers within Environment & Infrastructure have been allocated these areas to take a focus and develop and deliver throughout the service.

1.8.9 Respectful Funeral Service

The Council committed £0.050million of revenue resources to help alleviate funeral poverty through the development and implementation of an affordable Respectful Funeral Service for Renfrewshire to support families at a difficult time. The funding will also be utilised to remove burial and registration fees for children under 16.

A draft specification has been developed in partnership with local funeral directors with a view to establishing the service in Renfrewshire by Summer 2019.

1.8.10 Use of Data and Technology

The service will continue to work with the Chief Executive's data analytics team to develop innovative ways of working using existing data and new technology to improve the efficiency and performance of the service, such as that introduced to support the gulley service.

1.8.11 Financial Position

In September 2018, the Director of Finance and Resources submitted a report to full Council on the financial outlook for 2019-2021. The report noted that whilst the Council's current financial position remains stable, it is recognised that the Council will continue to face significant medium term financial challenges to maintain its financial stability and sustainability going forward.

The scale of this challenge remains subject to a significant degree of uncertainty in relation to the local government settlement and also factors such as Brexit and pay inflation.

The report noted that each service is involved in an ongoing programme to identify existing resources which can be used to offset new emerging pressures, as well as new opportunities for change and transformation. Environment & Infrastructure will continue to support these areas of activity.

2. Recommendations

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

- 2.1 Notes that this report reflects the new service structure for Environment & Infrastructure;
- 2.2 Notes the progress made by Environment & Infrastructure on actions and performance indicators as detailed in Appendix 1 and as specific to the areas of activity delegated to this Policy Board;
- 2.3 Notes that this Service Improvement Mid-Year Monitoring Report for Environment & Infrastructure is also being presented to the Finance, Resources and Customer Services Policy Board for their approval with regard to relevant areas of their respective delegated activities.
- 2.4 Agrees that an out-turn report in respect of areas of activity delegated to this Policy Board be provided to this Board in Spring 2019.

3. Background

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

update on progress against the 2018-19 Plan actions and performance indicators.

3.3 Service improvement plans are aligned to reflect the Council Plan's five strategic priority outcomes:

- Priority 1: Reshaping our place, our economy and our future
- Priority 2: Building strong, safe and resilient communities
- Priority 3: Tackling inequality, ensuring opportunities for all
- Priority 4: Creating a sustainable Renfrewshire for all to enjoy
- Priority 5: Working together to improve outcomes

4. Service Update

Role of Environment & Infrastructure and Key Service Activities

4.1 The principal role and purpose of Environment & Infrastructure is to provide:

- Operations and Infrastructure - Waste, StreetScene & Land Services, Roads & Transportation, Fleet & Transportation, Infrastructure;
- Facilities Management - Hard Services which include Building Services, repairs and compliance in all schools and public buildings and Soft Services including janitorial, catering, cleaning, caretaking and school crossing patrol services. This service also includes strategic management of the PPP contract.

4.2 Services are provided directly to the public of Renfrewshire, to other services within the Council and to community partners. Services are delivered by approximately 1,600 employees employed on a full-time or part-time basis, with a gross expenditure budget of approximately £66 million.

4.3 These wide ranging and highly visible services are delivered at around 270 Council premises, to over 89,000 households and businesses with more than 846km of roads and transportation structure being maintained across Renfrewshire.

5. Performance of Environment & Infrastructure from 1 April 2018 to 30 September 2018

5.1 The main achievements of the service over the first 6 months of the plan that are of particular relevance to the remit of this Policy Board are provided in Appendix 1 which provides a summary of progress achieved over the period April to September 2018. The Appendix highlights areas where significant advances have been made and gives clear targets for completing actions that have been reviewed or delayed.

6 Areas where actions have been reviewed or delayed

- 6.1 In the Service Improvement Plan, approved in March 2018, the due date for the Clyde Valley Waste residual treatment disposal facility was incorrectly reported as 31 March 2019 rather than December 2019. The operation of the facility was contractually planned for December 2019 and is on target to meet this deadline. It is proposed that the due date be revised to reflect the correct timescale.
- 6.2 All remaining actions are progressing in line with anticipated timescales.

7 Progress against service scorecard

- 7.1 The performance scorecard contains 30 indicators, of which 8 are for information only and have no target. Of those indicators with targets, 8 are performing strongly, 4 are slightly short of target and need monitoring and 10 are currently behind target.
- 7.2 The full performance scorecard is included as part of Appendix 1 of this report.
- 7.3 Several performance indicators in the service scorecard are reported as part of the Local Government Benchmarking Framework (LGBF). The Improvement Service will release a first draft of the 2017/18 data in late November early December 2018.
- 7.4 A final validated version of the LGBF data for 2017/18 will be published by the Improvement Service in late February 2019. A summary of Renfrewshire Council's performance will be reported to the Audit, Risk and Scrutiny Board in March 2019.
- 7.5 Some examples of good performance with particular relevance to this Policy Board include:
- Provisional results for street cleanliness indicate a score of 90.5%, maintaining the annual target of 90%;
 - The percentage of the vehicle fleet which uses alternative fuels, such as electricity, at 11% has exceeded its performance target (9%); and
 - Household waste recycling performance in the first 6 months of 2018/19 was 48% up from 45% in the same period in 2017/18.
- 7.6 A few of the performance indicators are currently performing below target and require improvement:

- Potholes - the performance to the end of quarter 2 does not reflect the extensive work being carried out to date with over 8,000 potholes being permanently filled since April this year, 25% increase on previous year. The process for reporting and repairing potholes has been streamlined with mobile technology being rolled out in November 2018 which should deliver improvements to performance in quarters 3 and 4;
- Environment & Infrastructure recorded an overall absence rate, for the first six months of 2018/19, of 6.46 days lost per FTE employee, which is 2.26 days above the target of 4.30. A working group, through the workforce plan, has been set up to ensure the department is monitoring the progress of employees through the absence management process. Actions are now in place and are showing an improvement in performance on last year at the same time; and
- The number of frontline resolutions and complaint investigations dealt with within timescale are below the 100% target. Over 2,750 frontline resolutions or complaints were received by the service in the first 2 quarters with 82% completed on time.

The complaints process has been changed to allow officers to respond more efficiently to elected members and public enquiries. This has led to performance improvements between Quarter 1 and Quarter 2. In addition, an increased focus has been given to missed bin complaints within the waste service. The aim of this is to ensure repeat complaints will be thoroughly investigated and prevented in the future. Future area of focus is to develop a robust management of actions arising from enquiries and complaints.

7.7 Changes to measures or targets since last report

Two of the performance indicators within Environment & Infrastructure have targets that require to be reviewed:

- The overtime rate for Environment & Infrastructure, now includes four services previously classified as Trading Accounts, namely Catering, Roads, Transport & Building Services. Each Trading Account had its own target, which has historically been set above the 5% set for Environment & Infrastructure in the Plan. A revised Environment & Infrastructure target of 8% is proposed for this indicator;
- Environment & Infrastructure absence performance has previously been reported in the Service Improvement Plan as the percentage of work days lost. To ensure consistency with corporate reporting this has been changed with absence now being measured by days lost per FTE;

- Information on the number of managers with a completed 360 report and employees being supported to obtain SVQ qualifications or having completed an IDP are no longer being gathered. This will be addressed by the roll out of the service's workforce plan and will include the Aspire and Leaders of the Future programmes. New performance indicators will be developed for the 2019/20 service improvement plan.

7.8 A refreshed scorecard will be presented in the new service improvement plan for 2019/20

Implications of the Report

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

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

Tackling inequality, ensuring opportunities for all – the service provides healthy hot meals during designated holiday periods through the Families First project. It is also working to develop and deliver a Respectful Funeral Service.

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

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

4. **Legal** – None.






5. **Property/Assets** – None.
6. **Information Technology** – The Service Improvement Plan supports the implementation of the Enterprise Resource Planning System.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. The Service Improvement Plan also links with the Council's Equality Outcomes and Mainstreaming Equality Report and includes actions to ensure the Service contributes positively to reducing inequality.
8. **Health & Safety** – The Service Improvement Plan supports Environment & Infrastructure's commitment to ensuring effective Health & Safety management.
9. **Procurement** – None.
10. **Risk** – The Service Improvement Plan supports the overarching management of risk within Renfrewshire Council and aligns closely with the Environment & Infrastructure Risk Register.
11. **Privacy Impact** – None.
12. **CoSLA Policy Position** – Not applicable

List of Background Papers: None

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Environment & Infrastructure Service Improvement Plan 2018-2021

Mid-Year Monitoring Report

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





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

Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Deliver the 2018/19 increased roads and footways capital investment programme - £7.239 million		<div><div>75%</div></div>	31-Mar-2019	The roads capital investment for 2018/19 was approved by Council on 2 March 2018 and is delivering a capital investment programme of £7.2m in Renfrewshire's roads, pavements, paths and cycle tracks. The programme commenced in April 2018 with 68 roads now having undergone resurfacing. Works also included surface dressing of 24 carriageways which is now complete. The programme is also addressing footways across Renfrewshire, with eleven resurfacing projects having already been undertaken.


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

Priority Actions

Code	Action	Status	Progress	Due Date	Update
02	Invest in infrastructure to support growth – from road and rail links to bridges, cycle and pedestrian routes (Council Plan Action)		<div><div>50%</div></div>	31-Mar-2022	<p>Progress continues to be made on the expansion of the cycle network in partnership with the cycling charity, Sustrans. Design work is being undertaken on the Paisley to Renfrew route and the Renfrew to Glasgow boundary route.</p> <p>Public transport enhancements, in the form of real time passenger information displays along Renfrew Road, are being added to the existing provision on Glasgow Road and in Paisley town centre.</p>
03	Deliver City Deal initiatives		<div><div>50%</div></div>	31-Mar-2021	Continue support for the infrastructure associated with the City Deal investment projects.
04	Lead on the works to improve the public realm and transport infrastructure in Paisley Town Centre		<div><div>50%</div></div>	31-Mar-2021	<p>Public realm and traffic improvements are key elements of the work being undertaken to secure the legacy from the UK City of Culture bidding process.</p> <p>Leadership Board of September 2018 approved the £10 million investment in the identified areas. This work will now proceed through to detailed design with completion expected by 2021.</p>
05	Support economic regeneration and job creation through the regeneration and revitalisation of town centres		<div><div>50%</div></div>	31-Mar-2021	The service continues to support regeneration projects such as the Wallneuk development with the provision of enhanced pedestrian crossings







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

Priority Actions

Code	Action	Status	Progress	Due Date	Update
					and improved journey times for bus passengers.
06	Participate in the Invest in Renfrewshire strategy to support young people into work		<div><div>50%</div></div>	31-Mar-2021	<p>Environment & Infrastructure work in partnership with Invest in Renfrewshire to provide opportunities for Young People with modern apprenticeships, traineeships, graduate interns and Project SEARCH. The Facilities Management Team in Renfrewshire House, who supported the young people through their training Programme have been shortlisted for the Guardian Public Service Awards to be held in London in November 2018.</p> <p>Four individuals have moved into work during the reporting period via the Invest in Renfrewshire Programme Project SEARCH. The roles they have undertaken are Housekeeper, Catering Assistant and Seasonal Operative. In addition, the service has provided 23 placements for Mechanics, Administration and Facilities Management.</p> <p>Streetscene has continued to support young people through apprenticeships in horticultural, sports pitch preparation and arbour areas.</p>







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

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1		Q2		2018/19		Explanation of Performance
					Value	Target	Value	Target	Value	Target	Value	Target	Value	Target	
01	(Maintenance) Carriageway Condition: % of road network considered for treatment (v) Overall				34.8%	35%	Not yet available	35%	Not measured for Quarters				35%		Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.
02	(Maintenance) Carriageway Condition: % of road network considered for treatment (i) A Class Roads				22.4%	25%	Not yet available	25%	Not measured for Quarters				25%		Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.




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

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Target	Target	
2019 as soon as it is available.												
03	(Maintenance) Carriageway Condition: % of road network considered for treatment (ii) B Class Roads				27.5%	25.0%	Not yet available	25.0%	Not measured for Quarters		25.0%	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.
04	(Maintenance) Carriageway Condition: % of road network considered for treatment (iii) C Class Roads				36.9%	35.0%	Not yet available	35.0%	Not measured for Quarters		35.0%	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March



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

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Target	Target	
2019 as soon as it is available.												
05	(Maintenance) Carriageway Condition: % of road network considered for treatment (iv) Unclassified Roads				36.6%	36.0%	Not yet available	36.0%	Not measured for Quarters		36.0%	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.



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

Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Develop and deliver a Respectful Funeral Service		<div><div>40%</div></div>	31-Mar-2019	A draft respectful funeral plan has been completed and meeting undertaken with local funeral directors to assess the feasibility of them working with the Council on this plan. A follow up meeting is planned to discuss the next steps to ensure the residents of Renfrewshire have access to a cost effective, respectful funeral service.
02	Promote equality and diversity through all services		<div><div>50%</div></div>	31-Mar-2021	Service planning and delivery continue to support all Renfrewshire's residents.


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

Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Deliver a programme of enhanced operational environmental and community support activities for environment and place		<div><div>50%</div></div>	31-Mar-2023	<p>Through the additional Environment & Place funding, work continues to:</p> <ul style="list-style-type: none"> • Improve the cleanliness of the streets through an enhanced community litter picking service and dedicated arterial litter team; • Refocus and target mechanical sweeping provision in local communities; • Enhance cyclical gulley cleaning – 9,000 completed since April; and • 132 litterpick events have taken place since April. <p>The Team Up to Clean Up campaign has been very successful in establishing and helping groups with community clean ups events. These have included the Big Spring Clean and Spotless September Challenge. Each community clean up event has been supported by Streetscene services through the provision of a full bag litter removal service.</p>
02	Develop and invest in parks and green spaces		<div><div>60%</div></div>	31-Mar-2023	<p>Work is progressing towards completion of the works associated with the parks investment programme at Barshaw & Robertson Parks.</p>





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

Priority Actions

Code	Action	Status	Progress	Due Date	Update
					Park Investment Officers have been appointed to work with communities to establish the next phase of investment and improvements.
03	Develop action plans to address flooding risk in Renfrewshire		<div><div>50%</div></div>	31-Mar-2021	<p>The Council is a member of the Clyde & Loch Lomond Flood Risk Management Local Plan District. This is a partnership involving Scottish Water, SEPA, the Forestry Commission, the National Parks Authority for Loch Lomond and the Trossachs Park and 10 local authorities, priorities across the area have been set with regard to detailed studies to address flood risk.</p> <p>The first Flood Risk Management Plan was published in June 2016 and has two cycles covering the period 2016 – 2022 and 2022 – 2028. Actions currently ongoing and on target include:</p> <ul style="list-style-type: none"> • Surface Water Management Plan / Study of Hillington / Cardonlad / Penilee area jointly progressing with Glasgow City Council to identify the most sustainable suite of options to manage flood risk from all sources. • Integrated Catchment Study of Erskine Waste Water Treatment Works Catchment with Scottish Water to assess catchment flood management needs. • Maintain a schedule of watercourse assessment and repair, and action measures resultant.


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

Priority Actions

Code	Action	Status	Progress	Due Date	Update
04	Work to meet the challenging targets set out in our carbon management plan – through our council fleet, street lighting, public realm and floodlight strategy (Council Plan Action)		<div><div>50%</div></div>	31-Mar-2022	The Council continues to purchase electric vehicles within the fleet, with an additional 10 electric vehicles added within the first six months of 2018/19, taking the total to 42.
05	Ensure a residual waste treatment and disposal facility is fully operational by end of 2019 as part of the Clyde Valley Waste Management solution (Council Plan Action)		<div><div>70%</div></div>	Dec-2019	Linwood transfer station refurbishment works were completed in August 2018 and will be handed over to contractor in December 2019. Construction work at the primary treatment plant at Bargeddie, North Lanarkshire, is progressing with the building structure complete. The main disposal facility in Dunbar is now constructed and is commencing commissioning phase with waste being processed through plant.
06	Deliver the requirements of the Scottish Household recycling charter and related service changes (Council Plan Action)		<div><div>80%</div></div>	31-Mar-2021	Delivery of the recycling charter and related service changes are progressing through the planning and implementation phase and is on schedule to commence in December 2018. Green bins have been purchased and new contracts for processing two new recycle streams have been awarded.
07	Deliver the Team Up, To Clean Up campaign throughout Renfrewshire, involving local communities (Council Plan Action)		<div><div>50%</div></div>	31-Mar-2022	The Team Up to Clean Up campaign continues to grow from strength to strength with community clean ups increasing by almost 300% in the past year. Support and equipment is offered to communities with the waste being removed,







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

Priority Actions

Code	Action	Status	Progress	Due Date	Update
					following litter picks.
08	Develop and implement a long term sustainable leachate and surface water management plan for Linwood Moss		<div><div>60%</div></div>	31-Mar-2020	Detailed modelling work has been carried out using data obtained from monitoring points. This information will inform a number of options which will be presented to the Scottish Environment Protection Agency (SEPA) for consideration. Dialogue is continuing with SEPA to mutually agree a long term sustainable solution for leachate, surface water and ground water management at the site.










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

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
01	Street Cleanliness Score - % of areas assessed as clean (Council Plan Indicator)				91.3%	90%	90.5%	90%	Not measured for Quarters		90%	<p>The percentage of Renfrewshire's street assessed as clean was 90.5% for 2017/18. In 2017/18 the Scottish average was 93.9%. A decrease of 1.7% from the 2016/17 average. All figures are provisional.</p> <p>Renfrewshire's ranking position relative to other Scottish Councils will not be confirmed until the first draft of the 2017/18 Local Government Benchmarking Framework (LGBF) is published in December 2018.</p> <p>A final release will be published in late February 2019.</p>
02	Amount of CO ₂ emitted by the public vehicle fleet (Council Plan Indicator)				3,730	3,060	3,652	2,950	Not measured for Quarters		2,840	<p>This indicator reflects the tonnes of CO₂ emitted from Renfrewshire Council vehicle fleet based on fuel usage. There has been a reduction in the amount of CO₂ emitted by the public fleet in 2017/18 compared to 2016/17.</p> <p>The fleet has reduced the CO₂ emissions and continues to purchase economical engines and increase the number of electric vehicles in the Council fleet.</p>







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

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
03	% of the vehicle fleet which uses alternative fuels, such as electricity (Council Plan Indicator)				6.7%	5%	7.6%	7%	11%	11%	9%	<p>The percentage of the vehicle fleet which uses alternative fuel such as electricity was 11% at the end of quarter 2 in 2018/19. This is up from 7.6% in 2017/18. This figure is based on a total of 42 electric vehicles.</p> <p>The vehicle replacement programme for light fleet is being reviewed to consider the feasibility of electric alternatives. All diesel is 7% biodiesel.</p>
04	Reduce the amount of CO ₂ emitted from public space lighting (Council Plan Indicator)				5,191	6,451	2,163	3,200	Not measured for Quarters		3,000	<p>There has been a significant reduction in CO₂ emissions from public space lighting due to the implementation of the LED replacement programme. This figure shows a significant improvement in 2017/18 compared to previous years. There was a 60% reduction in CO₂ between 2016/17 and 2017/18.</p>
05	% of street lighting lanterns in Renfrewshire which are LED				82%	50%	97%	100%	98%	98%	100%	<p>Renfrewshire's Street Lighting Investment Strategy has been substantially completed, with 98% of Renfrewshire's 30,756 street lights converted to LED Lanterns at the end of quarter 2. A further 1% will be converted as part of a specialist programme during the period March to June 2019, increasing the total to 99%.</p>







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

Priority Actions

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016		2017		Q1 2018	Q2 2018	2018	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
06	% of Household Waste Recycled (Calendar year data) (LGBF Indicator)				48.5%	55%	47.8%	50%	43.5%	51.6%	50%	<p>This data relates to the first two quarters in the calendar year 2018, January to June. It is an estimate which has not yet been verified by SEPA. The cumulative recycling rate for the first 2 quarters was estimated to be 48%.</p> <p>This is an improvement on the performance over the first 2 quarters of 2017 when the recycling rate was 45%.</p>
07	% of Household waste collected which is landfilled (Calendar year data)				24.2%	35%	28.3%	34%	Not measured for Quarters		33%	<p>The percentage of household waste which is landfilled achieved the target set in 2017 (28.3%). As stated above the recycling figure was 47.8%. The remaining 23.9% was diverted from landfill through energy from waste.</p>




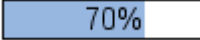
Council Plan Strategic Outcome 5: Working together to improve outcomes

Priority Actions

Code	Action	Status	Progress	Due Date	Update
01	Provide our employees with the appropriate support to manage their attendance		<div><div>50%</div></div>	31-Mar-2022	A working group has been set up to ensure that the department is monitoring the progress of employees through the Council's absence management process to ensure they are provided with the appropriate support required to return to work.
02	Ensure effective management of overtime		<div><div>50%</div></div>	31-Mar-2021	Overtime reports are discussed with managers on a four weekly basis, to identify areas of concern and agree action to be taken.
03	Implement the Council's new Organisational Development Strategy		<div><div>50%</div></div>	31-Mar-2021	Environment & Infrastructure has implemented a Workforce Planning Action Group to take forward the key priorities of the OD & Workforce Planning Strategies.
04	A strategic planning approach to future skills and service requirements will be implemented		<div><div>50%</div></div>	31-Mar-2021	A key priority of the Workforce Planning Action Plan is the recruitment, training and retention of employees. An action plan has been developed and a Senior Manager identified to take forward the key actions.
05	Active participation in phase 3 of the Better Council Change Programme		<div><div>50%</div></div>	31-Mar-2020	Environment & Infrastructure plays an active role in each phase of the Better Council Change Programme, achieving outcomes within the Better Council Change Programme.
06	Deliver agreed operational efficiencies through fleet utilisation and rationalisation		<div><div>70%</div></div>	31-Mar-2020	To deliver operational efficiencies a new procurement framework has been implemented for the provision of





Council Plan Strategic Outcome 5: Working together to improve outcomes

Priority Actions

Code	Action	Status	Progress	Due Date	Update
	service changes (Council Plan Action)				<p>parts and consumables at lower cost.</p> <p>Vehicle hires have continued to reduce, with ongoing analysis of fleet utilisation further driving this reduction.</p> <p>A new Travel Desk, with revised processes, is supporting the introduction of sustainable travel planning across the Council.</p>
07	Undertake an impact assessment of car parking within Johnstone and Renfrew Town Centres and invest in modern parking meters		 100%	31-Mar-2019	<p>Online engagement and public meetings were held in June to gain feedback on the key findings of the Car Parking Impact Assessment undertaken for Johnstone & Renfrew town centres.</p> <p>After receiving feedback on the public engagement exercise the Infrastructure, Land and Environment Policy Board agreed that no parking control charges or interventions be implemented within Johnstone and Renfrew town centres.</p>
08	Deliver agreed changes to waste collection services and introduce a permit scheme at Household Waste Recycling Centres		 70%	31-Jan-2019	<p>Preparatory work to support the service changes planned for implementation in December 2018 has progressed as planned. This has involved rerouting current collection routes and undertaking a comprehensive communications campaign.</p> <p>The Household Waste Recycling Centres permit scheme was introduced in July and has received over 3,700 applications. All drivers arriving at the centres in a van, trailer, pick-up or minibus are now required to</p>

Council Plan Strategic Outcome 5: Working together to improve outcomes

Priority Actions

Code	Action	Status	Progress	Due Date	Update
					present a permit applied for in advance.
09	Deliver improvements in the Council's Cemeteries estate		<div><div>35%</div></div>	31-Mar-2023	The first phase of civils works at Hawkhead Cemetery is currently being delivered. Initial works at Inchinnan cemetery have been carried out to improve pathways. Existing cemetery infrastructure is being assessed in other Renfrewshire cemeteries identified for investment & improvement.
10	Support the Council to implement the Enterprise Resource Planning system		<div><div>80%</div></div>	31-Mar-2019	Environment & Infrastructure participated in user testing sessions and staff training to ensure the service was prepared when the system went live on Monday 1st October.
11	Develop a strategic approach to asset management		<div><div>50%</div></div>	31-Mar-2019	Strategic asset management plans are being updated for each of the assets invested in or repaired through service activities.
12	Review and maintain continuous improvement frameworks		<div><div>50%</div></div>	31-Mar-2019	<p>Environment and Infrastructure continue to demonstrate compliance with ISO9001 for quality management systems. The Facilities Management Catering Service in Secondary Schools and Council run Care Homes operate to ISO22000 for Food Safety Management Systems, providing confidence in the food produced within the kitchens and served to customers.</p> <p>In addition, Environment & Infrastructure, successfully contribute to the Corporate Occupational Health and Safety accreditation, OHSAS18001, a commitment to</p>

Council Plan Strategic Outcome 5:
Working together to improve outcomes













Priority Actions

Code	Action	Status	Progress	Due Date	Update
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comply with defined health and safety standards to safeguard employees and customers.







Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
01	% of E&I managers in the 360 process with a completed 360 report				88%	100%	88%	100%	Not measured for Quarters		100%	Information on the number of managers with a completed 360 report and employees being supported to obtain SVQ qualifications or having completed an IDP are no longer being gathered. This will be addressed by the role out of the Aspire and Leaders of the Future programmes, part of the corporate workforce and organisational development process.
02	% of E&I employees having completed IDPs (from MDP/MTIPD)				84%	100%	84%	100%	Not measured for Quarters		100%	
03	Improve SVQ levels across the front-line workforce - number of staff obtaining SVQ qualifications				39	50	0	50	Not measured for Quarters		50	
04	Environment & Infrastructure - Absence %				12.59	10.74	15.74	10.74	3.75	3.18	10.74	<p>The absence performance for the first 6 months of 2018/19, was 6.93 days lost per FTE employee and was above the six month target of 4.30.</p> <p>A working group has been set up to ensure that the department is monitoring the progress of employees through the absence management process and ensuring they are provided with support</p>







Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
												required to return to work.
05	(Traffic & Transportation) Traffic Light Failure % of Traffic Light Repairs completed within 48 hrs				94.1%	95%	87.2%	95%	94.1%	92.9%	95%	<p>The cumulative % of repairs completed within 48hr for the first 6 months of 2018/19 is 93.5% an improvement on the 80.3% in the same period in 2017/18.</p> <p>In first 6 months of 2018/19 a total of 200 traffic signals repairs were required, 187 of which were carried out within the 48-hour target.</p> <p>Performance has not achieved target due to difficulties in sourcing spare parts for a small number older lamps and additional required to be undertaken by Scottish Power out with the 48hr timescale.</p>
06	Environment & Infrastructure - Overtime as a % of total employee costs (cumulative)				7.3%	7%	7.2%	6%	8.3%	9.2%	8%	<p>(Revised target)</p> <p>The overtime rate now includes four services previously classified as Trading Accounts, namely Catering, Roads, Transport & Building Services. Each Trading Account had its own target, which has historically been set above the 5% target approved for this service improvement plan.</p> <p>To reflect this change the performance indicator will be revised to an annual target</p>







Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
												of 8%. Overtime costs to the end of period 6 were 9.2% of total employee costs which, just outside the revised target of 8%.
07	% of pothole repairs completed within timescales				66%	66%	56%	68%	47%	33%	70%	Over 8,000 potholes have been filled since April this year. The process for reporting and repairing potholes has been streamlined with mobile technology being rolled out in November 2018 which should deliver improvements to performance in quarter 3 and 4. The cumulative performance of 41% pothole repairs completed within timescale does not reflect the extensive work being carried out to date this year.
08	% of FOI requests completed within timescale by Environment & Infrastructure				100%	100%	99%	100%	97%	98%	100%	Environment & Infrastructure dealt with 330 Freedom of Information Requests in the first 2 quarters of 2018/19 with 98% completed within the required timescale against a target of 100%. Of the 330 FOI requests received, 324 of which were departmental specific and the other 82 were cross-departmental.







Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
09	% of front line resolutions dealt with within timescale by Environment & Infrastructure				84%	100%	85%	100%	82%	83%	100%	Environment & Infrastructure received 2,750 front line resolutions in the first 2 quarters of 2018/19, of which 2,293 (83%) were responded to within timescale.
10	% of complaint investigations completed within timescale by Environment & Infrastructure				91%	100%	72%	100%	40%	62%	100%	<p>In the same period the service dealt with 184 complaint investigations in the first 2 quarters of 2018/19, 106 (57%) of which were dealt with within the agreed timescale.</p> <p>The complaints process has been changed to allow officers to respond more efficiently to elected members and public enquiries. This has led to performance improvements between Quarter 1 and Quarter 2. In addition, an increased focus has been given to missed bin complaints within the waste service. The aim of this is to ensure repeat complaints will be thoroughly investigated and prevented in the future. Future area of focus is to develop a robust management of actions arising from enquiries and complaints.</p>







Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
11	Cost of Maintenance per Kilometre of roads (LGBF Indicator)				£19,280	n/a	Not yet available	n/a	Not measured for Quarters		n/a	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.
12	% of adults satisfied with parks and open spaces (LGBF Indicator)				85%	n/a	Not yet available	n/a	Not measured for Quarters		n/a	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.







Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
13	Cost of parks and open spaces per 1,000 of the population (LGBF Indicator)				£22,088	n/a	Not yet available	n/a	Not measured for Quarters	n/a	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.	
14	% of adults satisfied with refuse collection (LGBF Indicator)				85.7%	n/a	Not yet available	n/a	Not measured for Quarters	n/a	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.	







Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
15	Net cost of waste collection per premise (LGBF Indicator)				£58.19	n/a	Not yet available	n/a	Not measured for Quarters		n/a	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.
16	Net cost of waste disposal per premise (LGBF Indicator)				£116.73	n/a	Not yet available	n/a	Not measured for Quarters		n/a	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.

Council Plan Strategic Outcome 5: Working together to improve outcomes

Performance Indicators

Code	Performance Indicator	Current Status	Short Term Trend	Long Term Trend	2016/17		2017/18		Q1	Q2	2018/19	Explanation of Performance
					Value	Target	Value	Target	Value	Value	Target	
17	% of adults satisfied with street cleaning (LGBF Indicator)				62.7%	n/a	Not yet available	n/a	Not measured for Quarters	n/a	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.	
18	Net cost of street cleaning per 1,000 of the population (LGBF Indicator)				£8,117	n/a	Not yet available	n/a	Not measured for Quarters	n/a	Local Government Benchmarking Framework (LGBF) Indicator This data is published by the Improvement Service on an annual basis as part of the LGBF. The first draft of the 2017/18 performance data will not be available until December 2018. A final release will be published in late February 2019 and will be reported to the Audit, Risk and Scrutiny Board in March 2019 as soon as it is available.	



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 7 November 2018

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

Heading: OPERATIONAL PERFORMANCE REPORT

1. Summary

- 1.1 This report provides an overview of key service activities since the last Policy Board report in August 2018. This report provides an operational performance update on the services and key projects delivered during this period.
-

2. Recommendations

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

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

3. Background

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

Operational Updates

4. Operations & Infrastructure Services

Events Programme and Roads Maintenance

- 4.1 The services continue to support the annual events programme whilst preparing for the busy period of winter preparations. The services have supported the summer events programme and are focussing on the upcoming autumn events. This commenced with the annual SPREE festival in mid-October and was immediately followed by the Halloween festival which received support from Visit Scotland. This was closely followed by the annual Fireworks event. After this the service will concentrate on the Christmas Light Switch-Ons across Renfrewshire's Communities. StreetScene provides street sweeping, graffiti and litter removal prior to the event, with regular litter removal and collection bin emptying during events and street sweeping following the events. Roads are responsible for barriers and street closures,



Autumn Storms

Both services were also particularly active during the severe weather episode in September 2018 with the removal of trees, ensuring roads remained open and the overall increase in demand for service.

Gulley Service

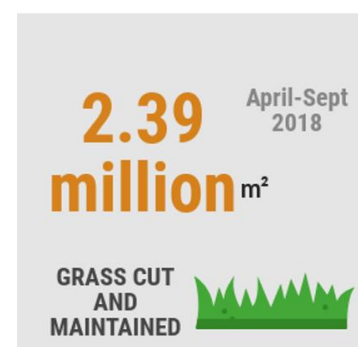
- 4.2 In August the gully service was digitised through the use of Geographical Information Systems (GIS) and a digital application (App). The electronic recording of information relating to each gully is recorded using hand held devices. This approach provides valuable management information for the service, allowing the service to use real time data to determine what gullies have been cleaned, what was found, and any repairs that are required. This information will, over time, allow the service to build a strategic and operational plan for the management of all 30,000 gullies to ensure they are serviced at the appropriate interval for that gully and address defects as they arise.



- 4.3 In support of the gully programme the drainage capital programme will commence in November and will run until the end of the financial year and will tackle known problem areas and defective gullies.

Litter and Grass Cutting

- 4.4 Grounds maintenance responsibility on the A737 and A8 trunk roads is jointly shared between Renfrewshire Council and Transport Scotland (Transerv). Renfrewshire Council through its



StreetScene service has responsibility for litter removal while Transerv has responsibilities for cutting vegetation and grass.

- 4.5 StreetScene has until this year litter picked in advance of grass being cut by Transerv, however, on occasions, fresh litter was discarded between the two operations and this resulted in litter being shredded during cutting. In order to prevent this issue, StreetScene worked with Transerv and a revised approach was introduced in May this year. The joint approach involves overnight litter picking during the Transerv grass cutting operations. These operations take place 3 times a year. Social media is being used to inform customers of the new joint working arrangements. The new process has seen a reduction in shredded litter and has been well received by the public.



Roads Maintenance

- 4.6 The roads capital investment for 2018/19 was approved by Council in March 2018. The capital investment programme of £7.2m is improving the surfaces of Renfrewshire's roads, pavements, paths and cycle tracks. The programme commenced in April 2018 and is 75% complete with 68 roads now having undergone resurfacing. Works also included surface dressing of 24 carriageways which is now complete. The programme addresses footways across Renfrewshire, with eleven resurfacing projects having already been undertaken. The drainage capital programme will commence in November and will run until the end of the financial year and will tackle known problem areas and defective gullies.



5. Waste Services

Waste Collection Service

- 5.1 Final preparations are concluding for the implementation of the Waste Service Changes commencing on 12th November, with delivery of green recycling bins between 12th November and 30th November, with the first collection of residual waste commencing on 3rd December. New routes have been finalised and householder service guides and collection calendars have been printed ready for distribution. These will be distributed prior to the launch from the 8th of November through to the 5th of December.

Additional developments over the last reporting period have also included:

- Engagement with bin manufactures to ensure a smooth delivery period in November 2018;
- Ongoing extensive public engagement with leaflets being delivered, roadshows taking place across Renfrewshire and officers attending Local Area Committees and Community Councils; and



- As part of the service re-routing process, a review is taking place of those householders currently receiving an Assisted Collection. All recipients of the service have been sent a letter and questionnaire to refresh their details. Customers currently receiving the service will automatically receive assistance with their new green recycling bin.



Transfer Station

- 5.2 Works on the refurbishment of the Linwood Waste Transfer Station which is required for the Clyde Valley Residual Waste Treatment & Disposal contract, commenced in April 2018. The work is now complete and the site will be passed over to the contractor who will manage and operate the site from the commencement of the Clyde Valley solution in December 2019.



6. Transportation, Fleet and Infrastructure Services

Cycling, Walking and Safer Streets

- 6.1 This programme is underway with a number of projects ongoing. These include :

- Zebra crossing between the supermarket and fast food outlet/cinema at Saturn Avenue, Linwood where high volumes of traffic were preventing pedestrians from crossing the road;
- Toucan crossing at Houston Road, Crosslee, to assist school pupils and parents; The Walk Once a Week project for school children's journey to school was launched at Bishopton Primary School. The project aims to encourage the use of active travel for journeys to school; to reduce the impact of cars on local roads; and to achieve improvements in local air quality.
- Cycle/footpath to St Vincent's Hospice Johnstone, to provide school pupils with an alternative route to the narrow rural road without a footway that they presently use; and
- Cycle stand at a cycle café in Bishopton.

- 6.2 The Walk Once a Week project for school children's journey to school was launched at Bishopton Primary School. The project aims to encourage the use of active travel for journeys to school; to reduce the impact of cars on local roads; and to achieve improvements in local air quality.

Public Transport

- 6.3 The planned implementation of Real Time Passenger Information Displays, in partnership with SPT, is continuing along Renfrew Road and Paisley Road.

WHAT IS WOW?

WOW IS LIVING STREETS' YEAR-ROUND WALK TO SCHOOL CHALLENGE

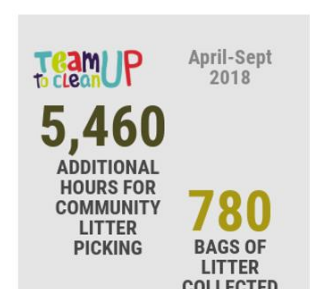
Pupils record how they get to school each day on the interactive WOW Travel Tracker and those who walk (skate, scoot, cycle or Park & Stride!) at least once per week for a month are rewarded with a themed badge. It's that easy!

It's simple to run and children love talking part. Each year, the 11 WOW badges follow a new WOW theme, all of which are designed by pupils in our annual badge design competition. Each badge is made in the UK from recycled yoghurt-pot material. WOW will help develop healthy lifelong habits and reduce congestion at the school gates, all before the school day begins!

7. Environment and Place, Team Up to Clean Up

Operational Activity

- 7.1 The Team Up to Clean Up Campaign harnessed the momentum of a busy, productive summer with the Spotless September Challenge. The event was billed for the weekend of 28-30 September; many groups however embraced the title theme and delivered their events across the month with a total of 45 clean-ups occurring, 23 of these over the weekend.
- 7.2 An Appreciation Event celebrated community groups outstanding contribution to the Campaign was held on 30th September 2018. Volunteers received Certificates of Recognition from the Convenor of Infrastructure, Land and Environment Policy Board and were given the opportunity to present their successes and future plans. They were also provided with the opportunity to network and share ideas and experiences with like-minded volunteers. The Team Up to Clean Up Caddies were launched, containing a range of frequently requested items to assist in improving the attractiveness of neighbourhoods. The event was well attended and enjoyed by volunteers, elected members and businesses.
- 7.3 In the first 6 months of 2018, 132 clean up events were recorded, compared to 34 in the 12 months of 2017. Activity expanded to involve some light grounds maintenance work in areas and removal of leaves from paths. Power tools, sourced through The LENS Team Up to Clean Up bid, assisted communities in this work. Engagement on Facebook increased over September with 51 new members bring the total group members involved to 471.
- 7.4 Business engagement continued with a commitment from the Phoenix Retail Park fast food outlets to clean-up the area beyond their car parks every quarter. Four Abercorn Street businesses participated in the Spotless September Challenge.
- 7.5 Since April 2018 Environment and Place has delivered the following key activities:
- Over 9,000 gullies across Renfrewshire have been cleaned with over 150 tonnes of waste removed;
 - 5,460 additional hours for community litter picking with 780 bags of litter collected; and
 - An increase of 14.5% in street sweeping tonnage collected.



8. Attendance

8.1 A key priority of Environment & Infrastructure's Workforce Plan is to address levels of absence within the service. This includes a more proactive approach to managing absence and supporting attendance at work. Recent developments have included:

- Joint working with HR across all service areas to provide a more consistent approach to managing absence;
- Introduction of physiotherapy sessions at Underwood Road depot;
- Engagement with occupational health services to improve appointment timescales; and
- Absence Road Shows being rolled out across the service.



8.2 Environment & Infrastructure recorded an overall absence rate, for the first six months of 2018/19, of 6.93 days lost per FTE employee, which is 2.63 days above the target of 4.30. However, the 6.93 days lost per FTE employee is a slight improvement on 6.95 days lost in the same period in 2017/18. The following table provides an overview of absence performance for the department and operational service areas.

Attendance Analysis: April – September 2018/19

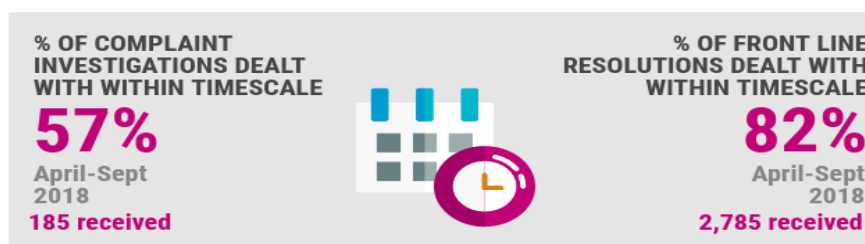
Service	Target Days lost per FTE	Actual Days lost per FTE	Short Term Absence	Long Term Absence
Department	4.30	6.93	20%	80%
StreetScene	4.30	3.16	73%	27%
Refuse Collection	4.30	6.71	66%	35%
Roads Services	4.30	6.63	61%	39%
Vehicle Maintenance	4.30	6.52	62%	38%

9. Performance Update

- 9.1 The graphical information below summarise performance for service areas during the period April to September 2018/19.

Enquiries

- 9.2 Environment & Infrastructure received 2,785 front line resolutions in the first two quarters of 2018/19, of which 2,293 (82%) were responded to within timescale.



Over the same period the service dealt with 185 complaint investigations, 106 (57%) of which were dealt with within the agreed timescale.

The complaints process has been changed to allow officers to respond more efficiently to elected members and public enquiries. This has led to performance improvements between Quarter 1 and Quarter 2. In addition, an increased focus has been given to missed bin complaints within the waste service. The aim of this is to ensure repeat complaints will be thoroughly investigated and prevented in the future.

Overtime

- 9.2 The level of overtime across Environment & Infrastructure, at the end of period 6, was 9.2% which was above the revised target of 8%.

It should be noted that the actual overtime rate in this period, for Environment & Infrastructure, now includes four services previously classified as Trading Accounts, namely Catering, Roads, Transport & Building Services, which were reported in separate Board reports.



Implications of the Report

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

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

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

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

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

List of Background Papers: None

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RENFREWSHIRE COUNCIL

WINTER MAINTENANCE PLAN 2018-19





INTRODUCTION

Environment & Infrastructure is responsible for maintaining the public road network in Renfrewshire, with the exception of the Motorways and Trunk Roads which are the responsibility of Transport Scotland. This includes:

- Establishing treatment priorities
- Establishing treatment routes
- Monitoring local weather activity
- Deciding when and how to treat routes
- Daily management and direction of operations
- Liaison with neighbouring Councils and Emergency Services

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1. STATEMENT OF POLICY & RESPONSIBILITIES

1.1 Statutory Obligations & Policy

Renfrewshire Council has a statutory obligation under Section 34 of the Roads (Scotland) Act 1984 to take such steps as it considers reasonable, to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads.

The winter period will be from the beginning of October to the end of April.

This applies to all adopted carriageways, footways, footpaths and pedestrian precincts for which the Council is responsible.

The aim of the winter maintenance plan is to set out how the winter maintenance service will be provided in Renfrewshire. The objective of the plan is to:

- Allow the safe passage of vehicles and pedestrians
- Minimise delays caused by winter weather
- Ensure that all road operations are carried out safely

1.2 Responsibilities

The enablement and delivery of the Winter Maintenance Plan is the responsibility of the Environment & Infrastructure service, where Roads & StreetScene services deliver the activities during the winter months on the carriageways and footways. This includes:

Supplies, Vehicles & Staff

- Arranging for supplies of salt to be available at the start of the winter season
- Arranging for the specialist vehicles and equipment to be available throughout the winter period

- Maintaining a list of contractors and other Council Services with suitable plant for snow clearing purposes and hiring in such plant when necessary to do so
- Ensuring the Transport workshops are notified of any vehicle faults and that they are repaired without delay
- Arranging with the Transport workshops for appropriate staff to be available to deal with any serious mechanical breakdowns as required
- Checking and calibrating salt spreading equipment
- Ensuring all operatives receive adequate and appropriate training in Winter Service activities and drivers are issued with 'route cards'

Communications & Publicity

- Providing a list of roads designated for salting treatment
- Providing a list of footways and pedestrian areas for salting/gritting treatment
- Providing a list of roads that make up the strategic routes for snow clearing
- Passing of factual information on road conditions to elected members, the council's communications team or general public as and when required
- Monitoring all aspects of the Winter Service and providing information on performance indicators for the service
- In the event of deteriorating conditions, notably major blockages to the primary route network and / or severe drifting snow to contact:
 - The CCTV Control Room within the Community Safety Hub
 - The Council's Civil Contingencies Service
 - The Emergency Services Control Rooms
 - The Council's Communications Team
 - The appropriate Elected Members
- Liaising on operational matters when appropriate with the adjacent Local Authorities and Transport Scotland and their agents (who have responsibility for the Motorway and Trunk Road network) to ensure continuity of treatment across authority boundaries
- Liaising when appropriate with the Emergency Services and Public Transport Operators
- Providing accurate and timely information to the Council's Customer Contact Centre

Operational Activities

- Liaising with Winter Duty Managers and Winter Supervisors to provide help and advice to ensure the service is delivered in the most effective, efficient and economical way, including establishing operational priorities during extreme or prolonged severe weather conditions
- Monitoring the salt usage and ensuring supplies are replenished to maintain an appropriate level of salt in the stockpile
- Maintaining full and comprehensive records of all winter service activities



- Directing all salting and snow clearing resources at their disposal
- Liaising when necessary with the Road Weather Forecaster
- Monitoring the 'ice prediction' forecasts and weather conditions
- Assessing the requirement to carry out precautionary or post salting treatment or snow clearance on the defined network, deciding appropriate start times and rates of spread and arranging for the work to be carried out, monitoring treatments and amending instructions, when necessary, due to a change of road or weather conditions
- Assessing the need to carry out post salting or snow clearance to footways and ensuring the works are carried out when necessary
- Assessing the need to carry out post salting or snow clearance of the remaining road network during prolonged spells of sub- zero temperatures, and ensuring the works are carried out when necessary

Administration

- Carrying out an annual review of all aspects of the service and updating the Winter Maintenance Plan
- Liaising with adjacent roads authorities and Transport Scotland and their agents (who have responsibility for the Motorway and Trunk Road network) in the preparation of the Winter Service Plan to ensure continuity of service across boundaries
- Establishing contact numbers for access to emergency services control rooms, public transport operators, local media and the motoring organisations
- Arranging for weather forecasts, ice prediction reports and road and weather monitoring information to be available throughout the winter period

1.3 Decision Making

The day to day decisions will be made by the Winter Service Duty Manager, who will use forecasts from the weather provider and the road and weather data from monitoring stations to support decision making.

On receipt of a weather forecast or update throughout the winter period the Winter Service Duty Manager will reach a decision on action for the next 24 hours. If treatment is planned a decision record will be produced which will include the required salt spread rate, including post salting and / or snow clearance. This decision will be distributed to appropriate operations personnel and key partners.

The Council will endeavour to ensure that salt is spread, as necessary, prior to the formation of ice or the settling of snow on the priority network. When the road surface temperature falls below +1°C with forecast of freezing conditions and ice forming, precautionary treating shall take place unless:

- There is enough residual salt on the road to deal with the expected conditions, or
- The weather forecast information indicates that the road surface temperature will rise before the roads could be salted or there will be no period of frost that could cause icing
- Treatment of the priority network will be considered under the following circumstances:
- On roads where a forecast indicates that freezing conditions (including snow) may occur
- On roads where a hoar frost is predicted (this occurs when the road surface temperature is below zero)

1.4 Arrangements with Adjacent Authorities

Reciprocal arrangements have been made with adjacent authorities to ensure the most efficient and consistent treatment of routes at boundaries and cooperation in providing the winter maintenance service.

Reciprocal arrangements are in place with Scotland TranServ who are responsible for the Motorway and Trunk Road network within Renfrewshire.



2. Route Planning & Treatment

2.1 General

The priority network is reviewed on an annual basis to take into account any alterations to the specified gritting criteria. All routes have been devised to ensure efficient coverage within reasonable timescales. Routes are updated as necessary on an annual basis to accommodate changes to the network

Carriageway Treatment

Pre-treatment is the best method of dealing with both snow and ice. Vehicles are to be set to salt the appropriate width of carriageway, which may be both lanes of single carriageways or both lanes of one side of a dual carriageway or 4 lane road. Vehicles will generally travel in the left-hand lane and the spreading pattern will be set to cover both lanes unless multiple passes are required.

Sustained low temperatures occur only rarely. In this event however, account will be taken of the need to increase the rate of spread of salt. Below -9°C the action of salt is largely ineffective.

2.2 Carriageway Priorities

The following carriageway priorities will be treated if it is forecast that ice or snow is likely to be present on road surfaces:

- (i) Priority 1 routes: These are the strategic road network routes that is given priority for treatment. There are 6 priority 1 routes, totalling more than 54% of

Renfrewshire's road network. These roads include Renfrewshire's key arterial roads.

- (ii) Priority 2 routes: 'B' class roads and main distributor and main bus routes including, where appropriate, access routes to hospitals, ambulance depots, main police stations, fire stations and schools.
- (iii) Priority 3 routes: Local distributor roads including those serving industrial estates, isolated communities or dependent establishments.
- (iv) Priority 4 routes: Local access roads within communities and local rural roads.

The Duty Manager has the authority to amend agreed treatments should updated forecasts or conditions make this necessary.

2.3 Footway Priorities

The priority footway/footpath network is as follows:

- Paisley, Johnstone & Renfrew Town Centre Pedestrian areas.
- Other designated areas of high pedestrian usage including shopping areas, precincts, routes serving schools, health centres, hospitals and community centres.

The treatment of footways will generally only be considered after freezing conditions for several days without any thaw, however, where there is a significant snow event forecast precautionary treatment will be carried out in advance.

During any freezing or snow event focus will be solely on the treatment of priority networks. Once these have been completed assistance will be provided in other areas as required during normal working hours.

2.4 Grit Bins

There are over 540 grit bins sited locally throughout Renfrewshire for Communities and members of the public to access. The locations of all grit bins are shown on the Council's website and any restocking requests should be made to the Council's Customer Contact Centre on 0300 3000 300.

In addition to the 540 grit bins, there are 20 new community grit bins, located throughout Renfrewshire. These grit bins are larger in size. At times of severe weather these will be the 20 locations that are prioritised.



2.5 Team Up to Clean Up – Winter Maintenance

During severe weather the Renfrewshire Community Safety Partnership are available and can assist members of the community, wherever possible, by:

- Visiting/contacting vulnerable members of the community;
- Obtaining supplies in emergency situations;
- Assisting other services to clear critical pathways in communities;
- Carrying out high-visibility patrols in severe weather, wherever possible, to provide reassurance;
- Providing support to school crossing patrollers;
- Providing transportation assistance in emergency situations.

The Council also welcome interest from community groups or individual members of the public, particularly in snow conditions, where in certain circumstances additional salt can be provided to enable clearance of footways. Any groups interested should contact Renfrewshire Community Safety Wardens on 0300 300 0300.

3. WEATHER PREDICTION & INFORMATION

3.1 Supporting Information

The supporting information for use in the decision-making process will usually be a combination of:

- weather forecast
- road and weather monitoring data
- actual condition of the network

Renfrewshire Council is included within the group of West of Scotland Local Authority partnership that has contracted with the weather provider to supply detailed weather forecasts each day for the period from 1st October to 15th May each year. All road weather forecasts are provided by the weather provider via their online weather management system. Contact is made directly with the Duty Manager out of hours to ensure that all decisions are based on the most up to date information.

There are 4 local weather monitoring stations, which are also used to provide supporting information for decision making, these are at:

- A737 at Howwood
- B786 Stepends Road
- B775 Gleniffer Road
- East Fulwood at Georgetown Road

The data that is made available to support decision making includes:

- Road surface temperature
- Air temperature
- Dew point (indicating moisture on the road)
- Precipitation levels and timings
- Surface state (including level of salt present)
- Wind Speed and humidity

3.2 Timing and Circulation of Information

The Winter Service Duty Manager will receive the main weather forecast each day at around 12:00 hours and will assess and consult on the forecast and any other relevant data and decide what action to take. An instruction will then be circulated to the relevant staff detailing the proposed action.

Updated forecasts are received at 19:00 hours each night and 07:00 hours each morning by the Winter Service Duty Manager who will then, if necessary, circulate revised instructions.

4. Employees and Resources

4.1 Responsibilities

The Duty Manager is responsible for monitoring the road and weather conditions, for reaching an appropriate decision on treatment of the network and passing on the information to the Winter Supervisors who are responsible for organising and overseeing the work.

The role of the Winter Supervisor is to utilise and manage effectively all resources under his or her control i.e. labour, plant and materials to effect swift treatment of the road network. This will also include completion of all records during and immediately



after each shift. It is the role of the Winter Maintenance Operatives to carry out gritting duties in a safe and efficient manner.

All personnel involved in the Winter Maintenance Service will be familiar with the gritting routes, equipment and transport to conduct their duties, responsibilities and working procedures necessary for them to carry out their tasks in an effective and efficient manner. Driver and operative refresher training is provided every year as required.

4.2 Additional Resources

During severe weather conditions Environment & Infrastructure may augment resources from other Council Services or use private contractors. The list of contingency resources is updated annually.

4.3 Training

Duty Managers and Winter Supervisors receive refresher training from the weather provider annually. Winter Supervisors and Winter Maintenance Operatives receive training on all aspects of their duties, with refresher training completed annually.

Drivers will be familiarised with routes prior to the start of the winter season and route cards will be carried in all gritting vehicles. All drivers will be trained in the operation of gritting vehicles and associated equipment prior to the start of winter season.

4.4 Health & Safety

The Head of Operations & Infrastructure is responsible for the health and safety operating procedures. During winter service operations drivers/operatives must adhere to:

- Renfrewshire Council's Health and Safety Policy
- Risk assessments and safe working practices

4.5 Plant, Vehicles, Equipment & Salt

Vehicle tracking using GPS is installed in all gritting vehicles to ensure accurate tracking and monitoring of vehicle routes. This system also provides data showing salt spreading times and salt spreading rates. Satellite navigation devices are provided for all gritting vehicles throughout the winter period, which contain the gritting routes.

Additional plant for treating footways in the form of mowers fitted with gritting units and hand spreaders are also available. These are operated by StreetScene operatives and it is the Winter Service Duty Manager's decision when to request their use.

The quantity of salt held in stock at the start of the winter season will be 4,000 tonnes. A weighbridge system is in place at the depot for stock control and salt usage purposes.

Salt for use on roads during winter should be fine rock salt to the requirements of BS 3247:2011 for salt for spreading on highways for winter maintenance. Rock salt is procured via Scotland Excel. Delivery of salt will take place before the start of winter period, and also include further deliveries of salt as required throughout the year. During periods of extreme weather and potential restrictions on the supply chain, the Council will implement nationally agreed salt conservation measures. The Council will also liaise with neighbouring local authorities via Strathclyde Emergencies Co-ordination Group concerning mutual aid and other assistance as required.



5. COMMUNICATIONS

5.1 Technical Systems

Effective communication is essential to ensure a speedy and effective response to winter conditions. The CCTV Control Room within the Community Safety Hub is considered the centre of the communications operation with relevant contact being made thereafter.

5.2 Local Press and Social Media

It is important that the general public is aware of and understands the Council's approach to the Winter Maintenance Service. Publicity takes place before the beginning of the winter period describing the level of service provision and operational contact points.

During the winter period and particularly during prolonged spells of snow and ice, information will be made available to the public via press releases, the Council's website, social media and local radio stations as appropriate.

- 5.3 The gritter's location will be able to be seen this winter through the Council's website, where a link will show the community the vehicle is working in.

Arrangements with adjacent Local Authorities

At Boundary with Glasgow City Council, Renfrewshire Council treats:

- Hurlet Rd (A726) from the boundary to Glasgow Rd (Hurlet Junction).
- Paisley Road West (A761) from the boundary to Glasgow Road
- Hillington Road (A736) at Queen Elizabeth Roundabout
- Penilee Road at the junction of Corse Road
- Glasgow Road (A8) and Kingsinch Road at Hillington Rd / Govan Rd Roundabout

At Boundary with East Renfrewshire Council, Renfrewshire Council treats:

- Gleniffer Rd to Caplaw Rd (joint responsibility);
- Caplaw Rd from Seargentlaw Rd to Gleniffer Rd (joint responsibility);
- Grahamston Rd to Barrhead Rd, Paisley;
- Caplethill Rd to Grahamston Road, Barrhead (Cross Stobs); Roebank Rd (B776) to Hall of Caldwell (B775).

At Boundary with North Ayrshire Council, Renfrewshire Council treats:

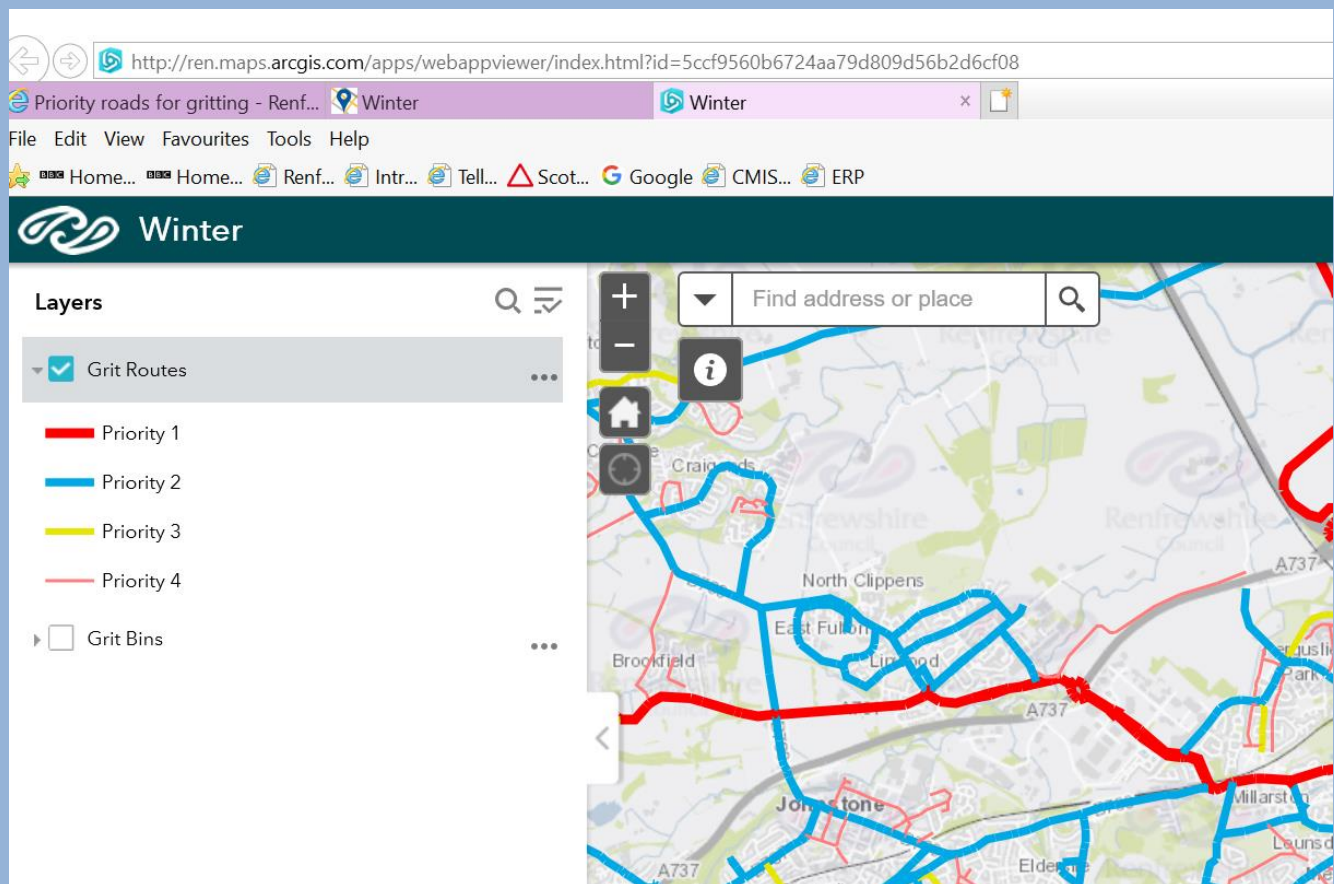
Kilbirnie Rd (A760) to Kerse Rd.

At Boundary with Inverclyde Council, Renfrewshire Council treats:

- Kilmacolm Rd (A761) to Craigends Road and Stepends Road (B786) to Torr Rd.
Inverclyde Council treats: Old Greenock Rd., Finlaystone Rd to the Burnside Smithy.

Priority Routes for Gritting can be viewed at:

<http://www.renfrewshire.gov.uk/article/2236/Priority-roads-for-gritting>



Grit Bin Locations

GRIT BIN POLICY AND PROCEDURE

1. Renfrewshire Council provides grit bins for residents and communities to assist themselves and their communities.
2. There are 540 grit bins located throughout Renfrewshire. These can be located through the attached link:
<http://www.renfrewshire.gov.uk/article/2236/priority-roads-for-grtting> .

In addition to the standard 540 grit bins a number of larger Community Grit Bins will be located across Renfrewshire at central locations for the community to access and help them to self-serve during periods of adverse weather. These locations are detailed in the table below:

Bishopton	Community Centre Car Park.
Bridge of Weir	Livery Walk Car Park
Brookfield	Albert Drive
Crosslee	Car park at Crosslee shops.
Elderslie	Car Park at Village Hall
Erskine	1. Household Waste Recycling Centre, Barrhill Road, Erskine 2. Car Park to the rear of the Library.
Houston	Carrick Centre Car Park
Howwood	Village Hall Car Park
Inchinnan	Playing Fields Car Park opposite the Primary School
Johnstone	1. Household Waste Recycling Centre, Miller Street, Johnstone 2. Car Park of Floor Street Industrial Estate
Kilbarchan	Adjacent to clock tower at Steeple Hall on Steeple Street
Langbank	Footpath adjacent to tennis courts
Linwood	Household Waste Recycling Centre, Middleton Road, Linwood.
Lochwinnoch	McKillop Centre Car Park
Paisley	1. Household Waste Recycling Centre, Underwood Road, Paisley 2. Glenburn Community Centre Car Park
Renfrew	1. Household Waste Recycling Centre, Haining Road, Renfrew 2. Car Park of Kirklandneuk Community Centre

3. Requests for grit bins will be received through the Customer Service Centre and will be considered if they meet the criteria set out below:

(i)	Description of gradients	Steep Moderate Slight / level
(ii)	Description of bends	Sharp / many Moderate / few Slight / straight
(iii)	Traffic type	Domestic / housing estate Industrial Rural
(iv)	Traffic flow	Heavy Light
(v)	Pedestrian activity	Elderly / less mobile Heavy (town / large village) Light (small village)
(vi)	On a treated route	Yes – Priority 1 Yes – Priority 2 No
(vii)	Salt bin nearby	Yes No
(viii)	Proximity of health centre / surgery	Near / distant
(ix)	Other important local services – pharmacy, schools, community centre, shops etc	Near Distant
(x)	Bus route	Untreated Treated
(xi)	Accident history	Yes No

Priority School Routes

Gritting of school routes risk assessment and priority scoring

Facility Management staff will grit and clear snow from the entrance door of the school to the gate at the entrance in the school grounds.

In severe weather it will not be possible to keep all entrance paths into schools clear.

Details of priority paths and access to each school during winter weather are currently being developed on the Council's GIS system and will be available by December 2018 to view online (This appendix shall be updated to reflect that).

There are a number of schools that, due to their geography, will require support from the Roads and StreetScene service. Since last winter every school has been assessed to prioritise those schools that require the greatest assistance.

During snow and ice approximately 100 metres of footpaths either side of the main entrance gate to the school during severe weather will be treated.



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 7 NOVEMBER 2018

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

Heading: WINTER MAINTENANCE PLAN 2018/19

1. Summary

- 1.1 This report details the winter maintenance preparation and arrangements for the 2018/2019 winter period for ensuring Renfrewshire's road network, footpaths and schools are accessible during the winter, to support the economy and connecting people with jobs, learning and social needs.
 - 1.2 The Winter Maintenance Plan sets out the preventative and reactive activities that happen 24/7 over the winter period to keep Renfrewshire road and footpaths network safe and accessible.
 - 1.3 As part of this year's Winter Maintenance Plan, a review of the Council's Winter Maintenance Activities has been carried out, including updated community grit bin arrangements and school access arrangements.
 - 1.4 The Winter Maintenance Plan for 2018/2019 has been prepared, taking into account the experience gained from the conditions of last winter and recent developments in winter service best practice to ensure coordination and consistency of the response provided by Environment & Infrastructure services.
-

2. Recommendations

It is recommended that the Infrastructure, Land and Environment Policy Board approves the Winter Maintenance Plan for 2018/2019, as set out at Appendix 1 to this report.

3. Background

3.1 Renfrewshire Council has a statutory obligation under section 34 of the Roads (Scotland) Act 1984 to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads. This applies to adopted carriageways, footways, footpaths and pedestrian precincts for which the Council is responsible. The winter period will be from the beginning of October 2018 to the end of April 2019.

3.2 The Winter Maintenance Plan sets out the Council's duties and responsibilities with regards to our response to periods of adverse weather in Renfrewshire. The objective of the plan is to:

- Allow the safe passage of vehicles and pedestrians
- Minimise delays caused by winter weather
- Ensure that all road operations are carried out safely

4 Winter Maintenance Plan

4.1 The Priorities Attached to Roads and Footways

In order to make best use of available resources it is necessary to operate a priority system for the treatment of carriageways and footways.

4.2 These routes have been established over many years and have proved effective at keeping Renfrewshire's roads network safe for vehicles and pedestrians.

4.3 Priority 1 routes are the strategic road network routes that are given priority for treatment. There are 6 priority 1 routes, totalling more than 54% of Renfrewshire's road network. These roads include important bus routes, hospitals, key business and commuter links and Renfrewshire's key arterial roads.

4.4 Staff Deployment and Co-ordination Procedures

In 2017/2018, for the first time, the winter maintenance service operated 24 hours per day. This approach proved invaluable to enable the winter maintenance plan to deliver on its objectives to keep the road network operational.

4.5 The Winter Maintenance Plan includes arrangements for managing severe events i.e. those outwith standard winter response arrangements, with the Council's Civil Contingencies Service assisting with the coordination of the response. Key stakeholders in cases of severe winter events will consist of representatives from each Council Service, supported by officers from the Civil Contingencies Service and the

Council's Communications Team. They will provide tactical and strategic direction to the Council's response, allowing a more effective deployment and coordination of Council staff and resources. It is difficult to fully prescribe a severe weather event but typically this could be a heavy snow fall, prolonged periods of very low temperatures or any event which brings disruption to roads and footways for more than a day.

4.6 Salt Supplies

Salt resilience levels are maintained throughout the winter period in line with resilience arrangements. The Underwood Road depot has a capacity for storage of 4000 tonnes of salt at any one time. Salt will be replenished on an ongoing basis.

4.7 Communications

The refreshed Winter Maintenance Plan contains improved arrangements for internal and external communications. A key element involves increasing public awareness of what can be expected from our Winter Service. Social media is the key communication channel used by the Council and this will be supported by wider communications where required.

4.8 Grit Bins

Grit bins within communities play an important role supporting the delivery of the Winter Maintenance Plan. Currently there are 540 grit bins in place across Renfrewshire for communities to utilise. During the winter of 2017/2018 over 140 new grit bin locations were created throughout Renfrewshire. In addition to the 540 grit bin locations a further 20 new community grit bins are going to be located throughout Renfrewshire for this coming winter. The locations of these community grit bins is detailed at Appendix 3 of the Winter Maintenance Plan.

4.9 Learning from the severe weather of winter 2017/2018 some of our more rural communities were cut off and as a result the service plans to locate community grit bins in each of these more rural locations. The service will prioritise the replenishment of the 20 community grit bins to ensure there is grit for communities to access. We will endeavour to keep all grit bins filled throughout the winter, available for residents to support their streets and communities.

4.10 The grit bin assessment criteria has been included at Appendix 3 of the Winter Maintenance Plan to provide transparency to the approach taken to deciding upon a new grit bin location. The review of all the 540 grit bin locations has identified around 90 grit bins that do not meet the criteria. Many of these grit bins have been adopted by the Council from housing developers over the years. These grit bins will be moved over time to new locations within an area deemed to meet the assessment criteria. Ward Members will be advised of any grit bins that will be relocated within their ward.

4.11 City Region Winter Maintenance Planning

The Council continues to work with all of the Councils in the Glasgow City Region including shared weather forecasting arrangements, winter treatment, support at boundaries, equipment and external contractors.

Implications of the Report

1. **Financial** – Met from within existing resources

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

3. **Community / Council Planning**

Creating a sustainable Renfrewshire for all to enjoy – The Winter Maintenance Plan aims to ensure that pedestrians and motorists in Renfrewshire are protected during periods of adverse weather minimising disruption and ensuring all road operations are carried out safely.

4. **Legal** – None.

5. **Property/Assets** – None

6. **Information Technology** – None.

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

8. **Health & Safety** – None.

9. **Procurement** – None.

10. **Risk** – None.

11. **Privacy Impact** – None.

12. **CoSLA Policy Position** - none

List of Background Papers: None

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To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 7 NOVEMBER 2018

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

Heading: CHEWING GUM

1. SUMMARY

- 1.1 At the Council meeting on 28 June 2018, the Council discussed a Notice of Motion on the introduction of a chewing gum levy on manufacturers.
 - 1.2 Council agreed that the Director of Environment & Infrastructure should review the removal of chewing gum and provide a board report on various costs and options for removal of chewing gum from Renfrewshire's pavements.
 - 1.3 This report sets out 4 broad options to remove chewing gum from pavements, including the current approach taken by the StreetScene service. Any option or combination of options beyond the existing service provision would be an additional revenue cost on the Council that is not currently budgeted for.
 - 1.4 Following a UK government consultation on single use plastics, which included chewing gum, the treasury summary report details that a tax/charge will be considered for introduction on items, including chewing gum.
 - 1.5 At the Infrastructure, Land and Environment Policy Board in August 2018 it was detailed that the Code of Practice on Litter and Refuse was revised in 2018 and comes into force in June 2019. The revision to the Code of Practice now includes chewing gum as litter, with the Council having a legal obligation to address chewing gum. The service is currently reviewing the implications for meeting the Code of Practice and this may alter the focus on chewing gum to meet the requirements of the Code of Practice.
-

2. RECOMMENDATIONS

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board considers the options set out in section 5 of this report and costs associated with the removal of chewing gum.
-

3. BACKGROUND

- 3.1 As part of the Spring Statement in March 2018, the Chancellor proposed a potential litter levy that could include chewing gum. At the same time the UK Government undertook a consultation on the possible introduction of a tax on single use plastics, which some argued could include chewing gum as many are made of rubber.
- 3.2 The Treasury summary report on the consultation was produced in August 2018 and proposed consideration of taxes and charges for “on the go” items including litter, plastics, cigarette butts and chewing gum.
- 3.3 As a country, Scotland spends £28.6m on purchasing chewing gum annually. Zero Waste Scotland research concluded that the average cost of a piece of chewing gum is 3p, with a clean-up cost estimated to be £1.50 per piece.
- 3.4 The Code of Practice on Litter and Refuse (COPLAR) was revised in 2018 and comes into force in June 2019. This revision to the code of practice imposes a statutory duty on the council to, as far as is practicable, keep their land clear of litter and refuse. This will include chewing gum from June 2019, and litter monitoring and benchmarking will include the presence of any chewing gum in the analysis.
- 3.5 Should anyone be observed discarding chewing gum inappropriately on the ground, a fixed penalty notice for littering (£80 fine) can be issued under the Environmental Protection Act 1990.
- 3.6 The Council has also signed up to the Chewing Gum Action Group annual campaign in 2018 to reduce chewing gum littering. This provides a toolkit for local authorities as well as press packs and advertising materials.

4 Street Cleaning Operations

- 4.1 Environment & Infrastructure undertakes street cleaning across Renfrewshire, ensuring compliance with its statutory undertaking set out in the Code of Practice under the Environmental Protection Act.
- 4.2 Street cleaning is undertaken through manual litter picking and mechanical street sweeping of our communities. These operations do not result in the removal of all hardened chewing gum from our streets and pavements.

- 4.3 To remove hardened chewing gum from pavements and hard standing areas specialist machines that use heat and detergent to unstick the chewing gum are utilised. This process combines a detergent and heat treatment, which breaks down the sticking properties and allows the residual waste to be brushed away. This process can be time consuming to remove pieces of chewing gum and can only target small areas of concern at a time.

5. Options to Remove Chewing Gum

- 5.1 The Council has researched this issue through public and private sector bench marking, focussing on solutions in use across the United Kingdom, including trialling different equipment. There are 4 broad options set out below. Each option, other than the status quo, would require additional revenue funding and equipment to remove chewing gum.

Option 1 – Current Street Cleaning, Approach to Tackle Chewing Gum

- 5.2 Paragraph, 4.2 and 4.3 of this report set out the street cleaning activities currently deployed to tackle chewing gum. These activities are built into core Streetscene budget arrangements.
- 5.3 Environment & Infrastructure currently have handheld chewing gum removal machines, mechanical sweepers and power washers to undertake street cleaning across Renfrewshire. The Chewing gum removal machines combine detergent and heat treatment to break down the sticking properties and staff brush away residual waste. These machines are used to address hotspots on a required basis.
- 5.4 The chewing gum removal machines are slow and can only target small areas of concern. Chewing gum build up often occurs in areas such as bus stops, outside public houses and other high footfall areas. This is often a recurring issue requiring repeat visits.
- 5.5 It should be noted that the current review of implications for the Council through the new code of practice for litter and refuse which comes into effect in 2019 may alter and enhance the focus on chewing gum to meet the requirements of the Code of Practice.

Option 2 – Enhanced Chewing Gum Removal

- 5.6 This option builds on core street cleaning activities set out in option 1 above with 4 additional personnel dedicated to utilising chewing gum removal machines to focus on a dedicated programme of chewing gum removal throughout Renfrewshire, targeting hotspots and areas of community concern.
- 5.7 This enhanced chewing gum removal service would cost an additional £150,000 per annum to deliver.

Option 3 – Dedicated Chewing Gum Removal Vehicle

- 5.8 This option builds on the core street cleaning and chewing gum activities set out under option 1. Under this option a dedicated chewing gum removal van, utilising a pressurised hot water system would be used to remove chewing gum.

This approach allows larger areas of chewing gum to be removed quickly. The high-pressure system would not be suitable in all circumstances. In these circumstances, the core chewing gum removal equipment would complement and support to provide a greater flexibility in service provision.

- 5.9 This operation would require a capital investment of £120,000 and a revenue cost of approximately £150,000 per annum. This is a scalable option with the above costs based on a full 7 day working pattern so could be reduced to a more focussed approach to tackle hotspot areas.

Option 4 – Dedicated Mechanical Sweepers

- 5.10 This option also builds on the core street cleaning and chewing gum activities set out under option 1; enhancing the removal of chewing gum removal operations through a dedicated mechanical sweeper with twin tanks and pressurised systems for mechanical cleaning and removal of chewing gum.

- 5.11 This option was trialled around 18 months ago in the Paisley town centre area over a variety of different road and pavement surfaces. Whilst effective at removing chewing gum the productivity was low due to the water tanks and vehicle fuel being depleted quickly and requiring refilling and refuelling. The inefficiencies within the operations would be increased further when rolled out across Renfrewshire. The slow operation of this vehicle and high costs associated led to the option not being pursued.

- 5.12 As the machine utilises high pressure, it was also found to remove mortar and other loose items and is not therefore suitable on all pathways.

- 5.13 This operation would require a capital investment of around £160,000 and a revenue cost estimated at £120,000 per annum (staff, consumables, vehicle and servicing).

6. Conclusion

- 6.1 In summary, chewing gum is currently tackled through the core StreetScene service. Options 2, 3 and 4 in Section 5 set out proposals that would enhance the resource and equipment available to tackle chewing gum.

- 6.2 The service is currently considering the implications of the new code of practice on litter and refuse as reported to the Infrastructure, Land and Environment Policy Board in August 2018 and this may require our current approach to the management of chewing gum to change to comply with the requirements of the code of practice.

Implications of the Report

1. **Financial** – Options, 2, 3 and 4 as set out in section 5 of this report would incur additional revenue costs to deliver the service. Options, 3 and 4 also require a one-off capital investment in equipment.
2. **HR & Organisational Development** – None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None
9. **Procurement** – Testing and a full procurement exercise would be required to deliver the required machinery to achieve this change
10. **Risk** – None
11. **Privacy Impact** – None
12. **Cosla Policy Position** – None

List of Background Papers - none

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To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 7 NOVEMBER 2018

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

Heading: LOCHWINNOCH RAILWAY STATION ACCESS

1 Summary

- 1.1 At its meeting on 28 June 2018 the Council discussed a Motion on the accessibility of Lochwinnoch Train station and the parking provision. Council agreed “to write to Network Rail and Scotrail to ask for a review of parking provisions at Lochwinnoch Train Station including disabled parking spaces. Council will also request that the relevant authority request or make provision for disabled facilities at platform 2 at Lochwinnoch where no such facilities exist. In addition, Council also agreed, “to upgrade both the footpath at the bridge on the A761 adjacent to the train station and provide a suitable crossing to the train station to ensure it is fully accessible”.
- 1.2 Network Rail owns Lochwinnoch Railway Station car park, the railway station buildings and those structures associated with the operation of the railway station. Scotrail operates the buildings and infrastructure on Network Rail’s behalf.
- 1.3 At the current time there are around 20 spaces within the Lochwinnoch Train Station Car Park. This includes 1 disabled space and an area to drop off/ pick up. During recent site visits to the train station it has been noted that a number of commuters park on the access road to the station car park which creates the potential for obstruction within the area. There is currently no disabled access provision at Platform 2 within the train station.
- 1.4 The Council wrote to Network Rail, Scotrail and local MSPs to raise the matter with the Transport Secretary and received a response from Michael Matheson, Cabinet Secretary for Transport, Infrastructure and Connectivity in September 2018. A copy of this letter is attached at Appendix 1 to this report. The cabinet secretary advised that there were currently no plans to extend the car park at Lochwinnoch train station. The

letter also states that based on current criteria, Lochwinnoch train station would not meet the criteria at this time for consideration of accessibility investment. The Council intends to write to the UK Government Department for Transport in relation to the accessibility of Lochwinnoch train station.

- 1.5 In relation to the improvements to the footpath at the bridge and the A760 (not the A761 as detailed in the Motion), a review has been undertaken by Environment & Infrastructure and the following interventions are planned to address the concerns raised:

- Clear the vegetation encroaching on the north footway of the A760 (from 110m west of the RSPB Visitor Centre to the road-over-rail bridge),
- Leave a clear width of 1.5m for the footpath, and
- Install a dropped kerb pedestrian crossing, with adequate advance road signs, at the entrance to the footbridge which runs parallel with the road-over-rail bridge.

2. Recommendations

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

- 2.1 Notes the response received by the Council from the Cabinet Secretary for Transport, Infrastructure & Connectivity as attached at Appendix 1 to this report.
- 2.2 Approves the interventions set out at section 1.5 of this report above to improve accessibility on the footpath and road crossing on the A760.

3. Background

- 3.1 Network Rail owns Lochwinnoch Railway Station car park, the railway station buildings and those structures associated with the operation of the railway station. Scotrail operates the buildings and infrastructure on Network Rail's behalf.
- 3.2 There are around 20 spaces within the Lochwinnoch Train Station Car Park. This includes 1 disabled space and an area to drop off/ pick up. A number of commuters park on the access road to the station car park. Platform 2 at Lochwinnoch Train Station does not have disabled access provision.

4. Response to letters - Network Rail, Scotrail and Local MSPs

- 4.1 The Council wrote to Network Rail, Scotrail and local MSPs. A response was received from Michael Matheson, Cabinet Secretary for Transport, Infrastructure and Connectivity in September 2018. A copy of this letter is attached at Appendix 1 to this report. The Cabinet Secretary advised that there were currently no plans to extend the car park at Lochwinnoch train station. The letter also states that based on current

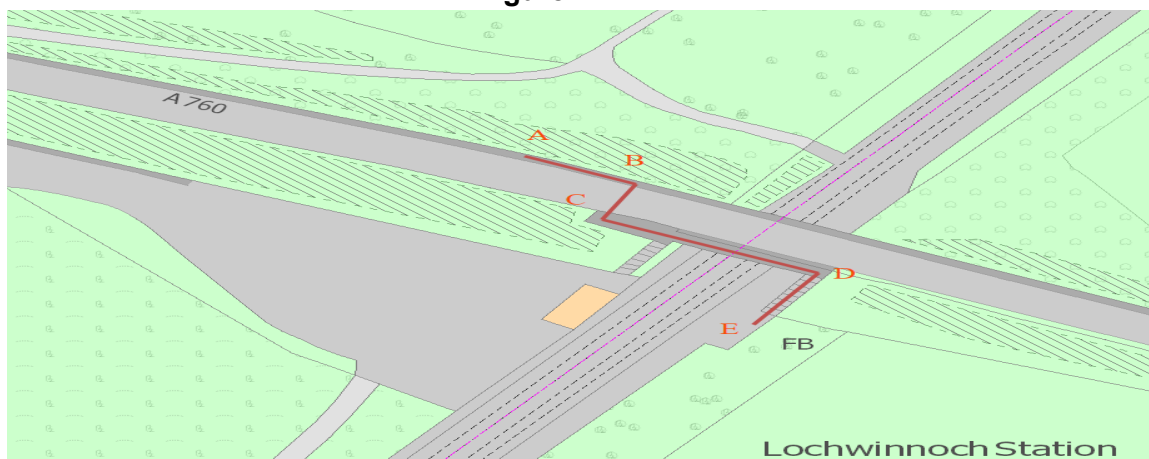
criteria set by the UK Government Lochwinnoch train station does not meet the criteria at this time for the accessibility investment.

- 4.2 The Council has not received a response to the initial letter sent to Scotrail and will write to them again, including sending an update on the review as stated in the Cabinet Secretary's letter

5. A760 Footpaths and Accessibility

- 5.1 To access Platform 2 on foot from the A760 pedestrians follow the paths marked A and B shown in figure 1 below. The footpath has become overgrown and will be cut back to provide a path that is around 1.5 meters wide.
- 5.2 At the natural crossing point at point B (of figure1) directly opposite the opening to the railway station Platform 2, the kerb is raised and the surface on the railway side of the A760 is rough. The kerb will be dropped at point B in figure 1 and the hardstanding improved at point C in figure 1 next to the entrance to platform 2.
- 5.3 The signage to alert to a crossing will be enhanced along with road markings indicating the crossing point.
- 5.4 The works set out in paragraphs 5.1 to 5.3 will be undertaken before the 31st December 2018.
- 5.5 The points shown from C to E on the map in figure 1 is Network Rail Infrastructure.

Figure 1





Appendix 1

Cabinet Secretary for Transport, Infrastructure and
Connectivity
Michael Matheson MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0300 244 4000
E: scottish.ministers@gov.scot

Mr Ken Graham
Head of Corporate Governance
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley
PA1 1TT

Our ref: 2018/0028765
11th September 2018

Dear Ken,

Thank you for your letter of 3 July 2018 concerning parking provisions and accessibility concerns at Lochwinnoch train station.

Firstly I would like to acknowledge Renfrewshire Council's planned upgrades to the local footpaths which will improve access to Lochwinnoch station. I'm sure this will be welcomed by the local community and passengers using the station.

It is recognised that car parking spaces at many stations are at a premium and that is why ScotRail are working to deliver an additional 1,000 spaces across the network during this franchise. There are currently no plans to extend the car park at Lochwinnoch station, however I have asked officials to work with ScotRail to review this along with demand for disabled parking provisions and to consider as part of future opportunities.

I understand the difficulties passengers experience when using Lochwinnoch station. However, with the limited funding available, we are having to prioritise which stations receive improvements.

As you know, currently accessibility legislation is reserved to the UK Government and this means investment needed to make stations accessible is decided by them. The nomination for stations for the next control period (CP6) is currently being developed by the Department of Transport (DfT) and we are required to submit proposals based on a criteria set by them. Unfortunately my officials assessment suggests that Lochwinnoch does not meet the criteria set.

Whilst I am not able to commit to delivery of improvements for your station in the short term, my officials will continue to review the priorities list for future opportunities should the criteria change and more funding become available.

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot



I would like to assure you that the Scottish Government is keen for all stations to be accessible and will continue to invest in accessibility projects within our affordability window.

It should be noted ScotRail do have policies in place to support passengers that require assistance when travelling including providing accessible transport options if a station is not fully accessible. Further information regarding ScotRail's accessibility policy can be found at: <https://www.scotrail.co.uk/plan-your-journey/accessible-travel>

I also understand ScotRail's Social and Inclusion Manager is reviewing facilities at Lochwinnoch and will be in contact to discuss.



MICHAEL MATHESON

Implications of the Report

1. **Financial** – The works as outlined at 1.5 shall be met from within existing departmental resources.
2. **HR & Organisational Development** – None
3. **Community / Council Planning** –
4. **Legal** – None.
5. **Property/Assets** –
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. Some negative impacts on equality groups or potential for infringement of individuals' human rights have been identified and not all can be fully mitigated. Despite the potential for adverse impact it is believed that it is reasonable and proportionate to take the action recommended in the report and a full explanation for this decision is contained within this report. In addition, Scotrail do have policies in place to support passengers that require assistance when travelling including providing accessible transport options if a station is not fully accessible. Further information regarding Scotrail accessibility policy can be found at: <https://www.scotrail.co.uk/plan-your-journey/accessible-travel>.
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **CoSLA Policy Position** - None

List of Background Papers: None

Author: Gordon McNeil, Director of Environment & Infrastructure
e-mail: Gordon.mcneil@renfrewshire.gov.uk



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 7 NOVEMBER 2018

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

Heading: COLLECTION AND DISPOSAL OF GRASS CUTTING ARISING

1. SUMMARY

- 1.1 In June 2018 the Council discussed a motion on the Council's grounds maintenance service and agreed for the Director of Environment & Infrastructure to bring back to the Infrastructure, Land and Environment Policy Board a report on the cost of adding collection boxes to the grass cutting machinery and, where possible, collecting and disposing of the grass cuttings.
- 1.2 The Council's StreetScene service currently only collects grass cutting arisings from high amenity areas of Paisley Town Centre. This followed previous Council decisions on the Council's grounds maintenance service going back to the late 1990s.
- 1.3 Grass arisings could be lifted from the majority of the Council's grass/open space asset as maintained by the Council's StreetScene service. The existing grass cutting equipment cannot be converted to collect grass arisings. In order to lift grass cutting arisings the grass cutting equipment would require to be replaced. The estimated cost of the capital investment being £1 million.
- 1.4 Grass cutting arisings are difficult to lift if grass is too long. If the Council wished to lift and dispose of grass cutting arisings then the grass would require to be cut more frequently. The process of collecting grass arisings is also slow compared to the current grass cutting approach undertaken by the StreetScene service. Both the increased frequency of collection and reduced productivity would result in an increase in labour resource to cut and maintain the Council's grassed areas.

- 1.5 As a result, additional staffing costs of up to £700K would be required, reflecting the increased cutting frequency and the reduced productivity.
 - 1.6 It is estimated the service would uplift around 12,000 tonnes of grass arisings per annum at a disposal cost of £600,000 per year.
 - 1.7 As set out in paragraph 1.3 to 1.6 the annual cost of the introduction of the uplift of grass arisings and the appropriate disposal of these cuttings would cost the Council an additional £1.3 million annually (revenue costs) with an initial investment of up to £1 million in new equipment (capital cost).
-

2. RECOMMENDATIONS

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

- 2.1 Notes the cost of adding collection boxes to the grass cutting machinery and the additional costs of the collection and disposal of the Council's grass cutting arisings on an annual basis.
 - 2.2 Notes a review of the StreetScene grass cutting services will be undertaken during the winter of 2018/2019, as set out in paragraph 5.1 of this report.
-

3. BACKGROUND

- 3.1 Environment & Infrastructure undertakes grass cutting of all Renfrewshire Council owned grassed areas. The Council is responsible for cutting over 5,000m² of grass in over 1,000 locations.
- 3.2 Since the late 1990s, there have been a number of service changes to the grass cutting service provided in Renfrewshire. In the late 1990s, the Council agreed to stop collecting grass cutting arisings. In 2001 this was refined to reintroduce the collection of grass arisings in high amenity areas in Paisley Town Centre. This involves specialist equipment with collection boxes.
- 3.4 The current grass maintenance regime was implemented following a review of StreetScene Services, which was carried out between June 2010 and April 2012. This review delivered savings of £2.1 million, achieved through revised service specifications for Street Cleansing and Grounds Maintenance and introducing "4 on 4 off" shift patterns for the StreetScene workforce.

4. Adding Collection Boxes & Uplifting Grass Cuttings

- 4.1 The majority of open space grass areas cut and maintained by Renfrewshire Council are capable of having the grass cutting arisings lifted and disposed of. There are 3 main aspects to consider if grass arisings were to be lifted:

- The type of equipment required;
- The frequency of grass cutting and the time required to collect; and
- The cost of disposal.

Grass Cutting Equipment

- 4.2 It would not be possible to retrospectively fit grass boxes to the current grounds maintenance equipment used for grass cutting. This includes ride-on machinery and manually operated machinery.
- 4.3 The cutting and lifting of arisings would require new machinery. In order to do this, it would require a one-off investment in new and different equipment capable of collecting and lifting grass arisings. New grass cutting machinery would be required to uplift the arisings and additional vehicles would be required to transport the increased machinery to sites and for the disposal of grass cuttings. This is estimated, at a one-off capital investment cost, of £1 million, with recurring replacement costs for vehicle replacement.

Grass Cutting Frequency and Productivity

- 4.4 Grass cutting arisings are difficult to lift if grass is too long. If the Council wished to lift and dispose of grass cutting arisings, then the grass would require to be cut more frequently. The time taken to cut and collect grass arisings would be significantly greater as operations are slower than the current grass cutting equipment, and this would reduce the current level of productivity. It is estimated that this additional service requirement would increase staffing costs by £700,000 per annum.

Disposal Costs

- 4.5 The collection of grass cuttings arisings would increase green waste disposal. Currently the cost of disposal for green waste is around £50 per tonne. It is estimated this would generate an additional 12,000 tonnes of grass cutting arisings per annum at a cost of £600,000 annually.

5. Review of Grass Cutting Service

- 5.1 The current grass cutting service was last reviewed in 2010/2011 and introduced in 2012. During the winter of 2018/2019 the service will be reviewed. The aim of the review being to reflect the inputs and activities undertaken and the outcomes achieved to deliver the needs of communities within the current service resources.

6. CONCLUSION

- 6.1 In summary, it is estimated that to uplift grass cutting arisings throughout Renfrewshire and dispose of these appropriately through a waste transfer station, would require an initial investment of up to £1 million in new equipment (capital cost), with a £1.3million increase in annual revenue costs.

Implications of the Report

1. **Financial** – Notes the cost to the Council to uplift grass cutting arisings is a recurring £1.3 million revenue cost and a £1 million investment in new grass cutting machinery.
2. **HR & Organisational Development** – None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None
9. **Procurement** – Testing and a full procurement exercise would be required to deliver the required machinery to achieve this change
10. **Risk** – None
11. **Privacy Impact** – None
12. **Cosla Policy Position** – None

List of Background Papers - None

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To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 7 NOVEMBER 2018

Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE

Heading: REINSTATEMENT OF NATURALISED AREAS INTO A REGULAR GRASS CUTTING SCHEDULE

1. SUMMARY

- 1.1 The Council at its meeting on 3 May 2018 discussed a motion on the Council's grass cutting service. The Council agreed "to review the maintenance of grassed areas with a view to reinstate naturalised areas into a regular grass cutting schedule".
- 1.2 Since the motion of 3 May 2018 a review of naturalised areas has been carried out by Environment & Infrastructure, with the review outlining proposals for reinstatement and the associated financial implications.
- 1.3 The current grass maintenance regime and introduction of naturalised areas was implemented following a Review of StreetScene Services, which was carried out between June 2010 and April 2012. This review delivered savings of £2.1 million, achieved through revised service specifications for Street Cleansing and Grounds Maintenance, and introducing "4 on/4 off" shift patterns for the StreetScene workforce.
- 1.4 The naturalisation of grass areas in 2012 applied to 112 grass panels. The creation of a naturalised area involved cutting a 2 metre strip at the edge of the panel (where ground conditions allowed) and ceasing the cutting of steep slopes.
- 1.5 From the original 112 naturalised areas, the review has identified 97 of these naturalised areas have either been or can be reintroduced into a regular grass cutting schedule. The 15 locations that are not recommended for reinstating to a regular grass cutting scheme are due to complexity of cutting the grassed area in a safe manner; these are also detailed in Appendix 1.

- 1.6 The costs associated for the removal of the naturalised areas and reinstating into a regular grass cutting schedule would require additional annual resources of approximately £140,000 per annum and a one off investment in grass cutting machinery.
 - 1.7 Returning naturalised areas to scheduled maintenance will require initial preparatory works over the winter period of 2018/19, estimated at a cost of £50,000.
-

2. RECOMMENDATIONS

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

- 2.1 Notes the review of existing naturalised areas has been completed.
 - 2.2 Considers the reinstatement of 97 of the 112 areas into a scheduled grass cutting frequency, as set out in Appendix1 of this report.
 - 2.3 Subject to recommendation 2.2 being agreed, approves the recurring revenue costs for the Council of up to £140,000 per annum to reinstate the naturalised areas as part of regular grass cutting schedules.
 - 2.4 Subject to recommendation 2.2 being agreed, approve a one-off revenue cost of £50,000 in 2018/2019 to prepare the naturalised areas for return to a regular grass cutting schedule.
-

3. BACKGROUND

- 3.1 The current grass maintenance regime and introduction of naturalised areas was implemented following a Review of StreetScene Services, which was carried out between June 2010 and April 2012. This review delivered savings of £2.1 million. These savings achieved through revised service specifications for Street Cleansing and Grounds Maintenance, and introducing “4 on/4 off” shift patterns for the StreetScene workforce.
- 3.2 The naturalisation of grass areas since 2012 applied to 112 grass panel areas. The creation of a naturalised area involved cutting a 2 metre strip at the edge of a panel (where ground conditions allow) and ceasing the cutting of steep slopes.

4. **Review of Naturalised Areas**

- 4.1 The naturalisation of grassed areas in 2011/2012 was applied to 112 grass panel areas. Of the 112 areas which were naturalised in 2012, 52 were reintroduced during 2013 and 2014 into a regular grass cutting schedule. The review focused on the 60 remaining naturalised areas at this current time; a summary of the review of 60 areas is as follows:
- 38 areas (63%) can be re-introduced to normal scheduled maintenance,
 - 7 areas (12%) can be introduced in part (some of the area naturalised) or at reduced cutting frequency
 - 15 areas (25%) are not recommended due to complexity of cutting in a safe manner due to site conditions
- 4.2 In summary, of the 112 naturalised areas, 97 would be reinstated into a regular grass cutting schedule as set out in Appendix 1. Only 15 (13%) would remain unmaintained due to ground conditions and complexity to maintain, also set out in Appendix 1.
- 4.3 The StreetScene resource required to maintain the 97 naturalised areas as part of a regular grass cutting schedule would be an additional resource cost on the Council that is not currently budgeted for. The recurring costs would be £140,000 per annum.
- 4.4 Returning areas to scheduled maintenance will require initial preparatory works over the winter & spring period, estimated to cost circa £50,000. Additional grass cutting equipment and service vehicles are required to deliver this change and address the complex nature of the areas. The one-off capital costs associated with the combination of transport vehicles and cutting machinery would be £150,000, taken from within the vehicle replacement programme for 2018/19 and 2019/20.

Implications of the Report

1. **Financial** – The reinstatement of naturalised areas into regular grass cutting schedules will cost up to £140,000 of additional revenue resources per annum. There is a one off cost of £50,000 to prepare for restoring to a regular grass cutting schedule and one off capital to support the maintenance of £150,000, from the Vehicle Replacement Programme.
2. **HR & Organisational Development** – None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** - None

6. **Information Technology** - None
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None
9. **Procurement** – Testing and a full procurement exercise would be required to deliver the required machinery to achieve this change
10. **Risk** – None
11. **Privacy Impact** – None
12. **Cosla Policy Position** – None

List of Background Papers - none

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Proposed Specification Reductions on Grass Areas

REINSTATED DURING 2013/14

Manse Crescent, Houston
 Linburn Road, Erskine
 Power Station/play area, Erskine
 Barwood/Power Station, Erskine
 Barwood park, Erskine
 Parksail/Low Parksail, Erskine
 Braemar Road, Inchinnan
 Ingleston Drive, Bishopton
 Conniston Est play area, Bishopton
 Leslie Ave triangle, Bishopton
 Hill @ Craigston Estate, Bishopton
 Deanpark Burnside, Renfrew
 Afton/Tweed play area, Renfrew
 Dee Avenue play area, Renfrew
 Esk Avenue, Renfrew
 11 Esk Avenue, Renfrew
 14 Esk Avenue, Renfrew
 Nith Drive lock ups, Renfrew
 30 Nith Drive, Renfrew
 36 Nith Drive, Renfrew
 Almond Avenue & adj No.23, Renfrew
 Leander Cres/Dochart Ave, Renfrew
 Walnut Crescent, Johnstone
 Leander Cr/Crammond Ave, Renfrew
 Glasgow Rd/Hallidale Crescent, Renfrew
 Hallidale/Morrison Cres, Renfrew
 Afton Dr/Morrison Cres, Renfrew
 Glasgow Rd/Morrison Cres, Renfrew
 Tirry Ave/Morrison Cr, Renfrew
 Teith ave/Nethy Way, Renfrew
 Deanpark Rd/Esk Ave, Renfrew
 Cockleshill Park, Renfrew
 Montgomery Ave / Arkleston Rd, Paisley

Spruce Avenue, Johnstone
Elm Drive, Johnstone
Auchengreoch Road, Johnstone
Candren Burn - Meikleriggs Drive, Paisley
Garry Drive/Lochearn Crescent, Paisley
Candren Burn - Moorhouse Avenue, Paisley
Meikleriggs Dr/Rosewood Avenue, Paisley
Garry Drive/Lochinver Crescent, Paisley
Brediland/Crosbie Dr/Magdalen Way, Paisley
Hillcrest Avenue/Craigmount Avenue, Paisley
Burnfoot Cres/Nethercraigs Drive, Paisley
Banking facing 27 Stanely Road, Paisley
Rear Denewood Avenue, Paisley
32-42 Barterholm Rd/Espedair Street, Paisley
Hunterhill Park, Paisley
Wenlock Road/Auldbar Terrace, Paisley
Todholm Terrace, Paisley
Todholm Crescent, Paisley
Barshaw Park Cow Park, Paisley

RECOMMEND FULL REINSTATEMENT

Opposite Tweedie Hall, Linwood
Mill Lade, Perimeter Rd, Linwood
Perimeter Rd, Linwood
Rear of Lomond View, Erskine
Ferry lodge path & bridge, Erskine
North Barr Avenue, Erskine
Rashieholm-Rashie Glen, Erskine
Erskine Park Inward Inv. Site, Erskine
Mains Dr/Newshot Dr, Erskine
St. Annes PS, Erskine
Centreholm/Mainshill, Erskine
Park Way/BT exchange, Erskine
panels @ Low Parksail, Erskine
Police Station/New Erskine Church, Erskine
Campbell Street, Renfrew
Rear of 57 / 67 Methuen Road, Renfrew
Merlin / Montgomery / Newton, Paisley

Park Rd Bowling Green, Johnstone
Willow Dr Garage Site, Johnstone
Holly / Juniper Place, Johnstone
Larch / Chestnut / Maple, Johnstone
Tannahill Crescent, Johnstone
Tannahill Crescent, Johnstone
Burnside / Meadowsie, Elderslie
Kilbarchan Park, Kilbarchan
Foxbar Rd/Abbotsford Cres/Spencer Dr, Paisley
Lochaline Ave lockups, Paisley
Glenfield Rd garage site, Paisley
Glenfield Road forest banking, Paisley
Hartfield Terrace/St.Ninians Road, Paisley
Glenshira Ave/Glanarklet Dr, Paisley
Rear 43-49 Ladykirk Crescent, Paisley
Cardell Rd (opp Community Centre), Paisley
Marnock Terrace, Paisley
Brodie Park, Paisley
Barshaw Park dog exercise area, Paisley
Barshaw Park rear of dog exercise area, Paisley
Barshaw Park rear of hospital, Paisley

RECOMMEND REINSTATEMENT IN PART

Blythswood Road, Renfrew
Montgomery Ave/Road, Paisley
Auchenlodment Rd, Johnstone
Brediland/Talisman/Foxbar Rd, Paisley
Shaw Place, Linwood
Glenfield Road forest, Paisley
Saucelhill Park, Paisley

DO NOT RECOMMEND REINSTATEMENT

Carlile Quay, Paisley
Linwood Sports Centre Pitch & Putt, Linwood
Freeland Drive, Inchinnan
Station Road Playing Field, Langbank
Peters garage, Bishopton
Spateston Underpass to hotel, Johnstone
Spateston Road, Johnstone
Wee Wood, Johnstone

Howwood Park, Howwood
Main Rd opposite Howwood Inn, Howwood
Burnside Gardens, Kilbarchan
Candren Road, Paisley
Newark/Mossneuk/Nethercraigs, Johnstone
Glenburn Road, Paisley
Morar Drive Playing Fields, Paisley



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 07 NOVEMBER 2018

Report by: DIRECTOR OF ENVIRONMENT AND INFRASTRUCTURE

Heading: SCOTTISH POWER ENERGY NETWORKS GREEN ECONOMY FUNDING

1. SUMMARY

- 1.1 Scottish Power Energy Networks (SPEN) have launched a Green Economy Fund, inviting applications for an award of funding to support the Scottish's Government's ambitious energy strategy and the UK's drive to a low carbon economy.
- 1.2 The SPEN Green Economy fund will support projects and initiatives which will focus on a combination of activities which will:
 - Deliver low-carbon transport technology;
 - Build the infrastructure and the learnings needed for the changes in transport expected over the next decade; and
 - Result in high carbon savings and air quality benefits.
- 1.3 The SPEN Green Economy Fund can provide for capital or revenue funding and is open to Scottish organisations and local authorities. Other Community Planning Partners are eligible project partners. An applicant's ability to provide some funding toward the project will be considered as part of the assessment of bids.
- 1.4 The Council has recently submitted a funding application for Switched on Towns and Cities Challenge Fund, with a grant application of £2.2 million. A Board Paper was submitted in August 2018 detailing our Council submission and the funding announcement should be made in November 2018.
- 1.5 The Scottish Power Energy Networks Green Economy Fund, if successful, will further build on the Switched On Towns and Cities Challenge Funding bid with an expanded EV Charging Network and greater number of Electric Vehicles within the Council

Fleet. The bid criteria for Switched On Towns and Cities required to focus on a town area whereas SPEN Green Economy Fund allows a wider Renfrewshire bid approach.

2. RECOMMENDATIONS

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

- 2.1 Homologates the submission on 17 October 2018 of a bid to the Scottish Power Energy Networks Green Economy Fund, with a grant application bid of £1.5 million.
 - 2.2 Notes that the contribution from the Council for the delivery of the project is anticipated to be up to £300,000 over 2019/20 and 2020/21, which will be funded from the Council's annual Vehicle Replacement Programme.
 - 2.3 Notes that if the bid is successful, a further report will be brought back to a future meeting of this Policy Board setting out the award and the detailed plans over the next two years.
-

3. BACKGROUND

Application Process

- 3.1 The Green Economy Fund is an enabler for Scottish Power Energy Networks investing in Scottish communities to support the Scottish and the UK Government's Energy Ambitions.
- 3.2 Scottish Power Energy Networks have committed to contributing up to £20 million over a two year period to support local initiatives that will benefit communities in Scotland and support Scotland's ambitious green energy plans and local economic growth.
- 3.3 Applicants are encouraged to put forward proposals that will create and accelerate a green economy. Projects focused on low-carbon transport technology and building the infrastructure necessary for the changes in transport needed over the next decade must be completed by 31st March 2020. The application process closed on 18th October 2018. As a result of the submission date being before the 7th November policy board, the policy board are asked to homologate the submission. If successful a detailed award report would be brought back to Policy Board.
- 3.4 The Council has recently submitted a funding application for the Switched on Towns and Cities Challenge Fund, with a grant application of £2.2 million. A Board Paper was submitted in August 2018 detailing our Council submission and the funding announcement should be made in November 2018. A copy of the submission is attached as Appendix A to this report.

- 3.5 The Council was also awarded a grant of £208,168 in 2018/2019 for EV and a grant of £415,000 for EV charging infrastructure. It is intended that this grant funding for EV charging infrastructure is located in Johnstone, Renfrew and the Villages.

4. **Renfrewshire Application**

- 4.1 The SPEN Green Economy Fund bid built on our grant fund application for the Switched on Towns and Cities Challenge Fund and if successful would potentially provide up to £3.7 million of external funding, with a further Council contribution of £500,000 as part of the Council's annual Vehicle Replacement Programme over 2019/2020 and 2020/2021.
- 4.2 The application for Renfrewshire focused on 3 main areas:
- Expansion of electric vehicles within the Council fleet;
 - Expansion of electric vehicle charging infrastructure within Renfrewshire; and
 - Proposals to benefit the general public, such as increasing the number of charging points in community centres, leisure centres and other public facilities.
- 4.3 The Council has an annual Capital Investment Programme for Replacement of the Light and Heavy fleet of £1.5 million. In an average year, the Capital Investment in Light Fleet (vehicles which could be replaced with Electric Vehicles) is £200,000.
- 4.4 The SPEN Green Economy Funding bid focused on delivering on the activities as listed in section 1.2 above, with the Council having a significant focus on replacing the Council light fleet with electric vehicles and investing in infrastructure to service this fleet, as well as growing the EV charging network available to communities in Renfrewshire.
- 4.5 The successful applicants will be notified during November 2018 with the projects then being delivered during 2019/20.

Implications of the Report

1. **Financial** – The Council's contribution to the Project will be £300,000 over the next two financial years and will be funded from the annual Vehicle Replacement Programme.
2. **HR & Organisational Development** – None
3. **Community Planning**

Creating a sustainable Renfrewshire for all to enjoy – Community Planning –
Creating a sustainable Renfrewshire for all to enjoy. This project, subject to external funding being awarded, will deliver significant reductions in fossil fuel

usage, support sustainable travel with greater use of electric vehicles and air quality benefits in Renfrewshire

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** – Engagement will take place with procurement during the process of tendering for contractors to deliver the improvements programme.
10. **Risk** – A risk register will be developed as part of any procurement and site associated works programme.
11. **Privacy Impact** – None
12. **Cosla Policy Position** – None

List of Background Papers - None

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Scottish Power Energy Networks Green Economy Fund

Title

Sustainable Travel - Renfrewshire

Summary (300 words max)

Please provide a brief overview of your project

Renfrewshire Council is committed to reducing its carbon footprint. We currently have 42 electric vehicles, some of which are 5 years old and now require replacement, but as part of a wider project we are also looking to replace, where feasible, all our light fleet (cars and vans) to electric, which in their totality would be in the region of 150 vehicles.

To undertake this would be a step-change in the way that the Council has historically operated its fleet and by changing to cleaner electric vehicles throughout our own fleet, we would demonstrate that we are the forefront of effectively deploying this type of technology to positively change the behaviours amongst other local authorities, local businesses and most importantly our citizens, in favour of cleaner and more sustainable travel options. Our application focuses upon 4 principal areas;

- (1) Expansion of the existing electric vehicles within the Council fleet;
- (2) Introduction of an electric pool car fleet across the Council to reduce business emissions and costs;
- (3) Expansion of the existing electric vehicle charging infrastructure within Renfrewshire; and
- (4) Proposals to benefit the General Public such as increasing the number of charging points in leisure centres and other public facilities.

This will be achieved through:

- (a) Creation of 5 major electric vehicle charging hubs in Paisley, Johnstone and Renfrew town centres as well as installing individual charging points in car parks;
- (b) Locating electric vehicle charging infrastructure close to public amenities such as Leisure Centres and public parks;
- (c) Creation of a large charging hub (50 charging points) and replacement of 100 vehicles to electric (cars and light vans) in Renfrewshire Council Underwood Road Depot; and
- (d) The potential to create free or reduced tariffs to use electric points within council car parks.

Type

Please tick multiple boxes if relevant

- ☒ Project Feasibility Funding ☐ Gap Funding ☒ Funding for Staff Time
☐ Research Funding ☐ Revenue Funding ☒ Capital Funding

Cost Information

* Cost (£)

Funding Requested (£)

Cost (£)

What is the total cost of your project

4000000

How much funding are you seeking through the Green Economy Fund? Remember that all projects must include match funding

1500000

Other funding sources

Including your own. If you are receiving funding from other sources please state the amount and where this is coming from

* Own Sources Amount (£) 300000

* Other Sources Amount (£) 2200000 * Other Sources Origin Transport Scotland

Aim (200 words max)

What are the core aims of the project? How do these tie in with the priorities of the Green Economy Fund?

The project aims to deliver significant results in carbon savings, supporting sustainable travel with greater use of electric vehicles and air quality benefits.

Carbon Savings - Support the replacement of our existing vehicle fleet to electric fleet and reducing our use of fossil fuels (diesel/ petrol), in the region of 850,000 miles per year (equating to 160,000 litres of fuel), resulting in a significant reduction in the Council's carbon emissions totalling 430 tonnes.

Supporting Sustainable Travel - Establish an electric vehicle charging infrastructure, through 5 major electric charging hubs, capable of supporting the wider public use of electric vehicles throughout Renfrewshire. This would promote the uptake of privately owned electric vehicles in a wider and more accessible network of electric vehicle charging points. Additionally, by creating charging infrastructure at Leisure Centres and public parks, we would encourage wider social benefits for Residents and Visitors to use local leisure and recreational facilities whilst charging their vehicles.

Air Quality Benefits - Renfrewshire has three Air Quality Management Areas and the Council has established an Air Quality Action Plan with specific actions including expansion of Electric Vehicle fleet and reduction in carbon emissions to improve Air Quality.

Rationale (200 words max)

Why have you chosen this particular project? Why is this preferable to other options?

Our rationale is to deliver a step-change in greener travel which supports the Council's sustainable transport policy and positively influence Renfrewshire Council's rating of 4 stars in the 'ECO stars' national fleet recognition scheme to promote sustainable transport across all business sectors operating within/ throughout Renfrewshire and to promote the use of such transport modes with both our staff and the public.

The Green Economy Funding will also allow Renfrewshire to meet our sustainable transport policy targets far quicker and support Scottish Government policies, including its 'Air Quality Strategy'; the 'National Transport Strategy' and the 'Scottish Energy Strategy'. The Council's Air Quality Action Plan have detailed specific actions including the introduction of an electric fleet, in conjunction with the Council's sustainable transport policy, will significantly reduce the number of business miles undertaken by Council staff in petrol / diesel vehicles and assist in the reduction of levels of pollutants making Renfrewshire a more attractive place to both live, work and visit.

Beneficiaries (200 words max)

The principle beneficiaries of this overall plan will be Residents, Visitors, Workers and local businesses in Renfrewshire along with the Council through the increased use of electric vehicles and reduced carbon emissions, expansion of a network of Electric Vehicle Charging Points throughout Renfrewshire and improved Air Quality.

Whilst air quality as a whole in Renfrewshire is good, the levels of these pollutants within certain areas of Paisley town centre and Renfrew exceed the statutory air quality objective levels and the Council has three Air Quality Management Areas. Road vehicle emissions are a main source of these pollutants. The pollutants of concern within Renfrewshire are particulate matter (PM10) and nitrogen dioxide (NO2). Both of these pollutants are known to worsen respiratory conditions particularly in the old, young and people with existing underlying health problems. Renfrewshire Council currently operate three automatic monitoring stations which continuously monitor air quality and are located within Paisley and Renfrew.

The expansion of the Electric Vehicle Charging Network will support a change to driving behaviours and our Council will be adopters and influencers of this change in transport culture to then inspire vehicle users in Renfrewshire to change to EV technology.

Objectives

Carbon Savings

- Reduction in carbon emissions consumption by Council staff of 430 tonnes (160,000 litres fuel usage reduction)

Supporting Sustainable Travel

- Increased number of Electric Vehicles within Council Fleet from 42 to 120 (including replacement of 20 first generation electric vehicles)
- Increase % of Electric Vehicles within Council Fleet from 10% to 28%
- Increased number of Electric Vehicle Charging Points
 - Public facilities from 8 to 25
 - Council facilities from 15 to 70
- Reduction of 850,000 miles undertaken by Council staff in petrol/ diesel vehicles

Air Quality Benefits

- Reduction in the levels of pollutants at 3 monitoring stations in Renfrewshire.

Outcomes (300 Words max)

What results do you expect the project to produce? What change will occur? Include any evidence or past experience to support this. Estimated figures (households supported, carbon saved, jobs created etc)

Renfrewshire is situated in the West of Scotland, and shares borders with five other local authorities. Renfrewshire includes the towns of Paisley, Renfrew and Johnstone, smaller towns such as Erskine and Linwood, and villages such as Bishopton, Elderslie, Houston, Inchinnan, Langbank, and Lochwinnoch. Almost 175,000 people live in the area, in nearly 89,000 households. 65% of all households have at least one car or van, and the most common method of transportation to work or study is by car or van. Renfrewshire Council area registered the highest level of licensed Ultra Low Emissions Vehicles (ULEV) in Scotland at the end of Quarter 1 2018 with 1,243 vehicles. We will build on this high uptake by continuing to lead on the use of cleaner electric vehicles throughout our own fleet, demonstrating to the public that we are at the forefront of effectively deploying this type of technology and that this will in turn will positively change the driving behaviours amongst our residents, visitors and workers in favour of cleaner and more sustainable travel options.

Outcomes are linked to our Project's Aims and are aligned to the overall aims of the SPEN Green Economy Fund :-

Carbon Savings - Significant Carbon Savings of 430 tonnes (160,000 litres of fuel)

Sustainable Travel - Increased use of electric vehicles (Council and Private Ownership) and Wider network of Electric Vehicle Charging Points throughout Renfrewshire.

Air Quality Benefits - Improved Air Quality and social health benefits, achieving Scottish Government Zero Emissions Targets and achieving Council Air Quality Plan.

Road transport accounts for around 20% of total carbon emissions, reducing this pollution would make a significant difference, as well as benefit the residents, visitors and workers in Renfrewshire of the deadly effects of diesel particles in the air.

Measuring Success (300 words max)

How will you demonstrate the success of your project? What measurements or mechanisms are in place to test this?

Measuring Success will be demonstrated in accordance with Renfrewshire Council's Project management framework. This approach will establish an operational Project Board to deliver the project, which will in turn regularly monitor and report success to the Environment & Infrastructure Strategic Change Board, chaired by the Director (the Project Sponsor), to oversee the Sustainable Travel' project.

The operational Project Board will be led by the Head of Operations and Infrastructure and will consist of key stakeholders, from the principle areas impacted by the project along with expertise drawn from across the Environment & Infrastructure Service and wider Council where needed. A collaborative approach will also be taken with other stakeholders within Renfrewshire to maximise the benefits and share the successes as widely as possible.

An experienced project manager has been identified who will manage the project requirements; develop the detailed planning of the project; be responsible for reporting progress and success through the established governance arrangements. Success will be evaluated based on the Project Plan Objectives of providing Carbon Savings, Supporting Sustainable Travel and Air Quality benefits; Did our project get delivered on time? And if not, how far behind schedule was it and what were the issues? Was the project delivered within budget? Are the service users satisfied with the results of the project?

Measuring the success of the Sustainable Travel project once key stages of the plan have been completed will be invaluable as it provides a learning opportunity for future undertakings including converting our heavy fleet to electric, and, the opportunity to assess the true effectiveness of the project.

Activities (500 words max)

Please list the specific activities to be delivered and how the money will be used. For example, "Installation of a wind turbine" or "funds to pay for staff for specialist advice"

Renfrewshire Council has commissioned a feasibility study as well as developing costings for both infrastructure and vehicles. We are also working with vehicle manufacturers to ensure we have the most appropriate vehicles for this project. One of the findings of the feasibility study show we have a large number of light commercial vehicles and cars that don't exceed a daily mileage of over 80 miles. We would through this funding change these vehicles to the generation 2 electric vehicles which have a range capacity vastly exceeding the daily mileage.

Renfrewshire Council is committed to significantly reducing its carbon emissions and improving Air Quality. We currently have 42 electric vehicles, some of which are 5 years old and now require replacement, but we are also looking to replace, where feasible, all our light fleet (cars and vans) to electric, which in their totality would be in the region of 150 vehicles.

Project costings:

Underwood Road infrastructure (43 charging points, civil works and creation of car parks) = £1,500,000

Purchase / lease of minimum 100 electric vehicles = £1,500,000

Installation of 30 charging points throughout Renfrewshire car parks = £850,000

Professional Fees / Staff Costs £150,000

This will be a step-change in the way that the Council has historically operated its fleet and by changing to cleaner electric vehicles throughout our fleet, we would demonstrate that we are at the forefront of effectively deploying this type of technology to positively change the behaviours amongst our staff, local businesses and most importantly our residents, in favour of cleaner and more sustainable travel options.

However, to support this vehicle investment programme, we would also need to install approximately 70 electric charging points along with the related infrastructure, such as creating an electric car park hub through a mixture of charge points (rapid, fast and trickle chargers) and fitting solar panels. Installation of the solar panels would reduce the need to use power from the national grid, making it possible to be more efficient in energy to run our electric fleet.

Additionally, the Council is introducing an electric pool car scheme for employees to use their vehicles for the business miles annually undertaken, much of it petrol and diesel. Introducing electric pool vehicles for staff will reduce personal business mileage and result in the business miles with essential journeys being undertaken by electric vehicles. Several employees would not require their personal vehicle when this is introduced further reducing our carbon footprint. Fleet being converted to electric will support our aim to reduce carbon emissions. This will have the effect of improving air quality within our towns and promote the Council as an example of best practice.

Currently we undertake 1.6 million miles (£650,000) through the business miles scheme (employees using their own vehicles) by introducing pool cars which will be predominately electric vehicles on a phased basis over 2 years we are looking to make saving financial and vastly reduce the need for using fossil fuels.

Deliverables and Timescales

Please outline the tasks and timeline for this work. List the tasks within your project in the table below and include a planned start and end date for each. Also list any “deliverables” you will produce at the end of each task (e.g. a report on results of the task, a published document, a pilot installation and case study). Bear in mind the scale of your project, for a larger grant you will need to provide detail of all activities. Add more rows if you need to. Remember that the project must be completed by 31st March 2020.

There are several key milestones which have been developed funding at the high-level for this stage:

- Feasibility Study - Jul 2018
- Specification and costing for charging units- Aug 2018
- Green Economy Fund Fund submission - October 2018
- Green Economy Fund Award- Nov 2018
- Infrastructure Workstream commencement - Nov 2018
- Fleet Workstream commencement - Jan 2019
- Civils Work begins (installation of Vehicle Charging Points) - Feb 2019
- Civils Work complete- Jan 2020
- Project Closure- Mar 2020
 - Project Report including Lessons Learned – May 2020

Partners

University of the West of Scotland (UWS)

UWS has 4 campuses across Scotland including a 20 acre campus in Paisley, business travel represents a significant challenge from a fuel cost and carbon perspective

Care & Repair Renfrewshire

Housing Association

Care & Repair Renfrewshire provides free and confidential advice and practical assistance to people who are older or have disabilities and live in Renfrewshire

Strathclyde University (Advanced Forming Research Centre)

The Advanced Forming Research Centre is a centre of excellence in innovative manufacturing technologies, R&D, and metal forming and forging research based in Inchinnan Business Park

Technology (500 words)

Renfrewshire Council is aiming to expand the network of electric vehicle charging points, the number of existing electric vehicles within the Council Fleet and reduce our carbon footprint.

Subject to market prices and to gain the most economically advantageous outcome, the project would look to purchase/ lease through a mixture of 3/4/5 year leases, new electric vehicles through the Crown Commercial Services Framework. These Electric vehicles would be:

- Nissan Leaf Cars ("Real World" actual range of 150 miles as opposed to New European Driving Cycle (NEDC) ranges based in lab conditions);
- Renault Kangoo Vans (Range of 130 miles);
- Nissan e-NV200 Vans (Range of 130 miles); and
- Renault Zoe Cars (Range of 130 miles).

Additionally, the Council, as a part of its Vehicle Replacement Programme, would in addition to external funding look to replace a further 25 vehicles to support the project (which would be in the region of £300,000 over two years). While capital costs are much higher than a comparable petrol or diesel powered vehicle, the whole life cost is generally 10-20% lower due to much lower operating, servicing, maintenance and repair costs.

Each vehicle will be fitted with the 'Masternaut' telematics system which transmits data, like location and speed, from the vehicles, so we can manage our operations more effectively. Telematics technology has had a transformational effect on our fleet. The impact of its data is far-reaching: our Council has reported significant savings in areas such as fuel, maintenance costs and insurance due a reduction in road traffic accidents and collisions.

To support the electric vehicle programme, we would install a combination of electric vehicle charger points with slow charge charging points of 7kW and rapid charge charging points of 50kW providing extensive provision across Renfrewshire and overcoming issues with limited range of some electric vehicles. Rapid chargers will increase the use of vehicles, potentially allowing more than one return journey a day. Rapid charge units take around 30 minutes to restore 80% of battery power.

This would be a step-change in the way that the Council has historically operated its fleet and by changing to cleaner electric vehicles throughout our own fleet, we would demonstrate that we are at the forefront of effectively deploying this type of technology to positively change the behaviours amongst other local authorities, local businesses and most importantly our residents, in favour of cleaner and more sustainable travel options.

Moving forward from generation 1 electric vehicles we would require to replace existing electric vehicles with the new generation 2 vehicles with a mileage range of 150-180 miles on one charge. This would remove the range anxiety with the older version of 70 miles per charge.

We are keeping a watchful eye in development in the larger electric vehicles at this time, range and cost are prohibitive although with the rapid changes in technology this is the next phase of our vehicle replacement plans.

What activities have been carried out to date? (500 words)

Over the past 5 years, Renfrewshire Council has reduced our overall fleet of vehicles, increased fleet utilisation and grown their Electric Vehicle Fleet to 42 with 8 Electric Vehicle Charging Points. The Council has recently commissioned a feasibility study (August 2018) of Electric Vehicle Fleet which has concluded that up to 150 light fleet vehicles within the Council's existing fleet could be converted to electric. However, with the future development of electric vehicles moving to larger vans, this could increase further to 250 vehicles. Additionally, the project would look to replace some of the existing electric fleet which would remove the range anxiety of older electric vehicles. The Council therefore aim to capitalise on the potential to convert more of its fleet in the future and consequently reduce its current dependence on fossil fuels and associated carbon footprint.

We launched our new Sustainable Travel Plan on 1st October 2018. The aim of this initiative is to reduce business miles with a more efficient and cheaper method of travel. The aim is to more or less combine this mileage into fleet once infrastructure is in place. We are looking to use electric vehicles as the main driver for this project.

Renfrewshire Council are one of the foremost Councils in the Electric Vehicle field with a high ratio of electric vehicles to fleet. Working extensively with Transport Scotland for over six years, we have increased the number of our fleet of electric vehicles and electric charging points in Renfrewshire. We have a number of charging points available to the public but we aim to increase the number of charging points significantly to meet expected demand for electric vehicles.

The Council currently has three Air Quality Management Areas and there is an expectation from the Scottish government that we will work toward achieving compliance with air quality objective levels by 2023. In addition, Scotland plans to phase out new petrol and diesel cars by 2032, eight years earlier than under proposals recently set out by the UK government, as part of a move to a low carbon economy. The use of Scottish Power Green Economy Funding would enable the Council to achieve this goal a lot quicker and thereby be a catalyst to encourage other councils, private individuals and companies to do likewise.

What specific permits and permissions are required for your project? (500 words max)

Not applicable based on our previous experience of Electric Vehicle and Infrastructure contracts and delivering this type of project.

Experience (500 words max)

Please provide details of any relevant experience, including project management or delivery and list other relevant skills and experience within the organisation/partnership

Renfrewshire Council will bring together a range of services including Planning and Transport, Fleet Management, Procurement and Project Management who have the relevant skills and experience to deliver this type of project.

The 'Sustainable Travel - Renfrewshire' project will deploy PRINCE 2 project management methodology throughout the lifecycle of the project. Progress will be 'gated' through the following project stages:

Identify;

Assess Options; Define;

Deliver; and

Close.

It is anticipated that the overall project will have two workstreams. These would be:

(1) An 'Infrastructure Workstream', responsible for charging points, and;

(2) A 'Fleet Workstream', responsible for vehicle procurement.

Product specifications and acceptance criteria for both workstreams will also be created.

Project governance will be in accordance with Renfrewshire Council's Programme/ Project management framework. This approach will establish an operational Project Board to deliver the project, which will in turn regularly monitor and report progress to the Environment & Infrastructure Strategic Change Board, chaired by the Director (the Project Sponsor), to oversee the 'Sustainable Travel' project.

The operational Project Board will consist of key stakeholders, from the principle areas impacted by the project linking in the University of the West of Scotland, Care and Repair Renfrewshire and Strathclyde University along with expertise drawn from across the Environment & Infrastructure Service and wider Council where needed, such as Energy Management and Communications/Marketing officers. A collaborative approach will also be taken with other stakeholders within Renfrewshire to maximise the benefits as widely as possible.

An experienced project manager has been identified who will manage the project requirements; develop the detailed planning of the project; be responsible for reporting progress through the established governance arrangements, along with managing any risks & issues, working with a dedicated project leads and subject matter experts.

The project team will work extensively with our Energy Management and Communications/Marketing teams and across the key external project partners to promote the benefits of an increased electric vehicle fleet, expanded electric vehicle charging network and improved air quality benefits. Engagement with residents and local businesses will

promote Energy Awareness and Government targets whilst showcasing the range of electric vehicles to drive a change in local companies and private vehicle owners switching to electric vehicles.

Team

Please provide details of core staff members from yourself or any other organisation playing a key role in the project

- Director and Project Owner
- Head of Service and Project Sponsor
- Transportation and Operational Project Lead
- Project Management
- Procurement
- Planning and Transport

Short biographies provided for team members.

Procurement (500 words max)

If you intend to procure services outwith the partner organisations you've listed above, please list details here and explain how you will make sure your procurement process is open and fair and how you will demonstrate value for money

Renfrewshire Council has structured procurement processes and existing frameworks established through Crown Commercial Services and Scotland Excel.

Subject to market prices and to gain the most economically advantageous outcome, the project would look to purchase/ lease through a mixture of 3 to 5 year leases, new Electric vehicles through the existing Crown Commercial Services Framework.

Charging Points will be procured through a Scotland Excel Framework agreement. Scotland Excel works to an open and transparent framework to secure best value for customers and improve the efficiency and effectiveness of procurement in Scotland's public sector. These frameworks provide a structure for ensuring contractors and suppliers meet the defined deadlines and timescales.

Collaborative procurement and shared services have a key role to play in saving money to protect front-line public sector services. A strategic approach to procurement also supports and encourages innovation in service delivery and brings wider economic, environmental and social benefits to communities. With a portfolio of contracts worth £1billion, Scotland Excel delivers savings of around £15 million a year to local authorities and associate members.

But while cost savings through efficiency and innovation are important, they're not the bottom line for Scotland Excel. Our contracts also facilitate national and local policy priorities, support the local economy, and generate additional social value for Scotland's communities.

From encouraging employers to pay the living wage to promoting apprenticeships and job creation, our procurement frameworks are designed to realise the wider social and community benefits that public sector procurement can achieve. Scotland Excel encourages a wide variety of businesses to tender for contracts and around 70% of our suppliers are

local small to medium enterprises (SMEs) which helps to secure local employment and economic growth.

The Strategic Procurement Category Manager in Renfrewshire Council will be an integral part of the Project Team working across both Project workstreams of Infrastructure and Fleet.

Risk Assessment

The 'Sustainable Travel' project will deploy PRINCE 2 project management methodology throughout the lifecycle of the project.

An experienced project manager has been identified who will manage the project requirements; develop the detailed planning of the project; be responsible for reporting progress through the established governance arrangements, along with managing any risks & issues, working with dedicated project leads and subject matter experts.

Any risks / issues identified throughout the implementation / delivery phase of the project (For instance, Procurement of Installation works or Fleet) will be managed in a methodical way by the Project Manager and Team to mitigate the risk to the overall project.

Renfrewshire Council have extensive experience of procuring goods and services for this type of project and do not foresee any major risks to the successful delivery of the project.

Reduce Carbon Emissions (300 words max)

To be considered for funding your project must reduce carbon emissions. Please explain how your work will do this. Estimates for carbon savings are strongly encouraged

Renfrewshire Council has a track record of protection of the environment and the health of local people. It achieved a carbon reduction of over 28% in the five years to 2013-2014. The use of cleaner electric vehicles is an important element of achieving this reduction and future carbon reductions and our reliance upon fossil fuels within our fleet service. Where technology has allowed, we have procured electric vehicles as part of our Council Vehicle Replacement Investment Programme.

This funding would support the expansion of our electric fleet and would reduce our use of fossil fuels e.g. diesel/ petrol, in the region of 850,000 miles per year (equating to 160,000 litres of diesel/ petrol fuel), thereby supporting a significant reduction in the Council's carbon emissions of 430 tonnes.

The introduction of electric vehicles to fleet has reduced the maintenance required against conventional vehicles thus making electric vehicles more attractive and more cost effective. This funding will allow Renfrewshire Council to bring in the second generation of electric vehicles replacing older less efficient electric vehicles.

Additionally, the Council is introducing an electric pool car scheme for employees to use their vehicles for the 1.6M business miles annually undertaken, much of it petrol and diesel. Introducing electric pool vehicles for staff will reduce personal business mileage and result in the business miles being undertaken significantly reducing with essential journeys being undertaken by electric vehicles. Several employees would not require their personal vehicle

when this is introduced thus reducing our carbon footprint in the region of 400 tonnes per year. Fleet being converted to electric will further reduce carbon emissions. This will have the effect of improving air quality within our towns and promote the Council as an example of best practice.

Social Benefits (300 words max)

How will your project provide social benefits? What good social outcomes do you expect? How are you calculating these benefits?

The Social Benefits of this overall plan will be residents and visitors to Renfrewshire, local businesses along with the Council with the expansion of Electric Vehicle Charging Points throughout Renfrewshire, reduced carbon emissions and improved Air Quality.

Whilst air quality as a whole in Renfrewshire is good, the levels of these pollutants within certain areas of Paisley town centre and Renfrew exceed the statutory air quality objective levels and the Council has three Air Quality Management Areas. Road vehicle emissions are a main source of these pollutants (PM10) and nitrogen dioxide (NO2). Both of these pollutants are known to worsen respiratory conditions particularly in the old, young and people with existing underlying health problems. Monitoring of local air quality is an integral part of the Local Air Quality Management process. We currently operate three automatic monitoring stations which continuously monitor air quality and are located within Paisley and Renfrew.

In addition, by promoting the use of cleaner electric vehicles throughout our own fleet, we anticipate that this will demonstrate to the public that we are at the forefront of effectively deploying this type of technology and that this will in turn will positively change the behaviours amongst our residents, visitors and workers in favour of cleaner and more sustainable travel options. We will continue to review the number of electric plug-in vehicles licensed in Renfrewshire to ensure there is a continued uptake of cleaner electric vehicles in the Renfrewshire area.

Renfrewshire's Electric Vehicle Charging Network is lagging behind Electric Vehicle growth. There are currently 16 Public Available Electric Vehicle Charging Points in Renfrewshire [<http://www.greenerscotland.org/greener-travel/greener-driving/charge-point-map>]. However, there are currently no EV charging points in the urban areas of Bishopton, Bridge of Weir, Elderslie, Houston, Howwood, Kilbarchan, Langbank and Paisley South. Therefore, there is a need to support Electric Vehicle adoption rates in towns and communities by upscaling the public EV charging infrastructure accordingly. Collecting data on charger usage, both public and private, will inform the next stages of our EV Charging infrastructure on where future investments in public charging need to be made.

Additionally, by creating charging infrastructure at Leisure Centres and public parks, we would encourage wider social benefits for Residents and Visitors to use local leisure and recreational facilities whilst charging their vehicles.

Local Economic Growth (300 words max)

What opportunities for economic growth will your project create? Will there be any new jobs created? What overall economic benefit will there be and will this be long term?

Working in partnership with Transport Scotland, we are aiming to create enough available charging points for public and Council use to relieve the anxiety surrounding the use of electric vehicles. Whilst electric vehicles are more expensive to purchase, they are far cheaper to run and with travel ranges now up to 150 miles on a single charge, we believe the public will look to transfer to electric. This will also help to achieve the Council's aim of making Renfrewshire a sustainable place to live and work. Charging point would be situated in key business locations as well as working with hospitals and community partners to improve overall coverage.

The Scottish Government's consultation on Low Emission Zones in Scotland has been completed and vehicles that fail to meet standards will be prevented from driving in city centres from 2020. This will be followed by banning vehicles that fail to meet standards from dozens of other designated "air quality management areas" including Paisley Town Centre by 2023. The introduction of these Low Emission Zones could stunt local economic growth, mean huge expense for drivers, with diesel cars most affected and local businesses being significantly affected if public electric vehicle charging facilities are not in place which is seen as an inhibitor for switching to Electric Vehicles. Our Sustainable Travel Project would support Renfrewshire as an attractive place for local businesses to grow and allow inward investment and growth in the local economy due to improved Air Quality Benefits and an improved EV Charging infrastructure.

The Scottish Government aims to phase out petrol and diesel cars by 2032 to encourage drivers to switch to electric and hybrid cars. Renfrewshire Council is seeking to be at the forefront of this initiative, promoting our green ambitions and attractiveness to inward investment and a growth in the local economy.

Energy Ambition (300 words max)

The focus of the fund is supporting energy projects that tackle fuel poverty, are innovative, support low carbon transport and/or low carbon heating of homes and buildings. Please show how your project will achieve some or all of these aims

The Sustainable Travel Project is ambitious in its approach to change our transport fleet but also our staff driving behaviours to low carbon transport.

The promotion of and increased availability of charging points across Renfrewshire will also encourage electric vehicle uptake by the public, which aligns with several Government policies, including its 'Air Quality Strategy'; the 'National Transport Strategy' and the 'Scottish Energy Strategy'. These in turn support the reduction in carbon and air quality emissions through amongst other this the uptake of electric vehicles within the Council fleet.

As part of the Electric Vehicle Charging Hubs, we are looking to install solar panels thereby negating the need to use power from the national grid and making it possible to be self-sufficient in energy to run our electric fleet. Furthermore, our electric fleet will reduce our use of diesel in the region of 850,000 miles per year (equating to 160,000 litres of diesel fuel),

thereby supporting a significant reduction in the Council's carbon footprint and positively contributing to reducing climate change.

The Generation 1 electric vehicles will be returned into the second hand vehicle market for re-use of those that could not initially afford a new electric vehicle.

Learnings from your Project (200 words max)

We'd like the funds to support projects that will give useful information and outcomes that could be applied more widely. This could be things like supporting education, testing new and innovative ideas, clear and replicable learnings and sharing details with others. Please set out the learnings you expect from your project. What data will be available and how could this help others?

The uptake of electric vehicles is still in its infancy in terms of the uptake of electric vehicles nationally. Through significant improvements in the charging network supported by this project, there will be fewer barriers to the public and the Council taking up increasing numbers of electric vehicles. By the Council changing much of its light fleet to electric vehicles, we will be an exemplar of good practice amongst local authorities and local businesses. We are currently working with electric vehicle manufacturers to ensure we match the right vehicles with our requirements and learning about their next technology innovations.

The outcomes and benefits will be realised and reported on through the Project Management Framework along with a Report and Lessons Learned on completion of the project to share our learnings with project team, key partners and all other interested parties.

We will work with our key partners to promote the use of electric vehicles. For example, hosting events during Climate Week Scotland with local vehicle retailers showcasing electric cars and our electric fleet being on display for staff, students and the local community to view and test drive.

Additionality (300 words max)

Only projects that show a clear need for funding can be supported. Why do you need the Green Economy Fund? What would you do if it wasn't available? And why can't you fully fund the project with your own or other resources?

Renfrewshire Council and partners have an ambition to achieve a step change in Sustainable Travel by significantly increasing the number of electric vehicle on our road network and improving Air Quality. We came up short in the UK City of Culture bid for 2021 but our aims remain high to make Renfrewshire an attractive place for people to visit, work and live.

The Green Economy Funding and our own funding contribution will fast track our Council Sustainable Travel Plan and accelerating a 10 year journey into a 2-3 plan and allow the next stage of transformational changing our heavy vehicle fleet to electric technology. Conversely, without external funding, the Council's aim of moving onto an electric fleet, with all the necessary electric vehicle charging infrastructure being available, will be significantly impaired in the short term. It is unlikely that funding we would be available to achieve this in the next 3 to 5 years will be from internal sources due to constrained public finances and

budgetary pressures although we remain committed in our ambition for a transformational change in greener sustainable travel in Renfrewshire.

The Council currently has three Air Quality Management Areas and there is an expectation from the Scottish government that we will work toward achieving compliance with air quality objective levels by 2023. The use of this funding would enable the Council to achieve this goal a lot quicker and thereby be a catalyst to encourage other councils, private individuals and companies to do likewise.

Our 'Sustainable Travel Renfrewshire' project aims to begin the step-change to transform our existing vehicle fleet to electric fleet thereby drastically reducing our use of fossil fuels (diesel/ petrol) by around 850,000 miles per year, equating to 160,000 litres of fuel for 120 Electric Vehicles, on completion of this stage of the project. The Fuel Savings would be used to further our Sustainable Travel Policy with the replacement of more of our existing diesel/petrol vehicle fleet to electric vehicles. Additionally, the Council has recently introduced an electric pool car scheme for 1,100 employees to use their vehicles to undertake the 1.6M business miles annually undertaken, much of which will now be by electric vehicles. The fuel / expense savings realised in a few years would further support our Vehicle Replacement Programme.

Budget and Company Accounts

Please complete a budget for the project which will provide details of staff costs associated with the project, any capital and other costs that you will incur throughout the project.

Please also specify the grant funding requested and any match funding. The template for this is provided [here](#) as a downloadable document.

In addition to this, please also provide the last 2 years audited accounts for your organisation (if available)

Introduction to the Green Economy Fund

The **Green Economy Fund** is a way of SP Energy Networks investing in the communities that we serve to support the Scottish and the UK Government's Energy Ambitions.

SP Energy Networks have committed to voluntarily contribute up to £20m over a two year period to support initiatives that will benefit the people of Scotland and support Scotland's ambitious green energy plans and local economic growth.

The fund will focus on helping our communities invest in low-carbon heating and transport technology, building the infrastructure and the learnings needed for the changes in heating and transport expected over the next decade. The fund will support the Scottish Government's ambitious energy strategy and the UK's drive to a low carbon economy.

This isn't just about green projects; this is about creating and accelerating a green economy.



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 8 NOVEMBER 2018

Report by: DIRECTOR OF COMMUNITIES, HOUSING & PLANNING SERVICES

Heading: PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORTING 2017/18

1. Summary

- 1.1. To comply with the requirements of the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland), Renfrewshire Council is required to prepare an Annual Report, detailing progress in helping to mitigate and adapt to climate change.
 - 1.2. Renfrewshire Council's Public Sector Climate Change Duties Reporting for 1 April 2017 to 31 March 2018 is attached at Appendix 1.
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2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board approve the content and submission of Renfrewshire Council's mandatory Public Sector Climate Change Duties report for 2017/18.
-

3. Background

- 3.1 In 2007, all 32 local authorities in Scotland signed up to Scotland's Climate Change Declaration. Signatories to the Declaration acknowledge the importance of climate change and are committed to:
 - Mitigating their impact on climate change through reducing greenhouse gas emissions;
 - Taking steps to adapt to the unavoidable impacts of a changing climate; and

- Working in partnership with their communities to respond to climate change.
- 3.2 The Declaration recognised that Scottish local authorities play a key role in helping to tackle the challenges of climate change. Signatories to Scotland's Climate Change Declaration have been committed to preparing an Annual Report, detailing progress in mitigating and adapting to climate change. Importantly, it has provided a mechanism for the public sector to lead by example in addressing climate change.
- 3.3 The climate change report to be submitted in November 2018 for 2017/18 is a mandatory submission by Renfrewshire Council, as required by public bodies that are seen as 'major players'.
- 3.4 Renfrewshire Council's annual report for 2017/18 is attached and will be submitted, following approval by the Infrastructure, Land and Environment Policy Board, to the Sustainable Scotland Network on 30 November 2017. It will also be available on <http://climatechange.sustainable-scotland.net/>
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4. Duties of Public Bodies Reporting – Overview

- 4.1 The mandatory requirement of the report is intended to help with Public Bodies Duties compliance, engage leaders and encourage continuous improvement. The Scottish Government, through the Sustainable Scotland Network, has developed a reporting template which will assist in providing accurate and consistent performance information to inform the direction of future policy, legislation, funding and support services.
- 4.2 For public sector bodies, reporting on climate change activity is considered good practice as it:
- Increases accountability and transparency, making it easier for the public to understand how Renfrewshire Council is performing in climate change areas;
 - Assists with integrating climate change objectives in corporate business plans and embeds climate change action in all services; and
 - Assists with establishing a climate change reporting hierarchy and the mainstreaming of climate change within organisational decision making.
- 4.3 The reporting duties cover six main areas:
- A brief **Organisation Profile** covering the number of staff, budget and organisational context;
 - A section on **Governance and Management** which explains how climate change is governed, managed and embedded in the organisation and identifies its key strategies and priorities;
 - A section on **Emissions, Targets and Projects** which reports the key statistical data, performance targets and climate change projects;

- An **Adaption** section explains how risk is managed and assessed and the actions taken to adapt to climate change;
- The reporting requirements also cover the organisations **Procurement** policies and how they contribute to compliance with climate duties and how procurement activity contributes to compliance in climate change duties;
- A final section addresses the **internal and external validation** processes undertaken by the organisation in terms of its climate change duties.

5. Renfrewshire Council's Annual Report 2017/2018 - Summary

A summary of highlights from Renfrewshire's report is provided below.

Corporate Emissions, Targets and Project Data

- 5.1 Renfrewshire Council's Carbon Management Plan 2019/20 has objectives to reduce emissions that are included in other corporate and strategic documents. The main target is to reduce CO₂ emissions by 36% by March 2020.
- 5.2 The Carbon Management Plan update that was presented to the Planning and Property Policy Board on the 8 November 2016 indicates the Renfrewshire Council have achieved a 45% reduction in carbon emissions. This reduction was achieved through carbon reduction activities undertaken by all services. To date Renfrewshire Council have achieved a 45% reduction in emissions.
- 5.3 Renfrewshire Council was the first local authority in Scotland to sign up to producing our third Carbon Management Plan.

Adaptation

- 5.4 The Council's Risk Management process considers the risks associated with flood risk, energy and carbon management, waste management as well as planning for severe weather. In relation to climate change, sustainability and adaptability, this corporate risk is considered to be a moderate risk.
- 5.5 To recognise the links between air quality and climate change, the Council is promoting initiatives to improve air quality and reduce emissions. Paisley Town Centre, Johnstone High Street and Renfrew Town Centre are current locations that are being targeted to achieve air quality improvements. Air Quality Management Areas have been declared at these locations and an Air Quality Action Plan containing actions aimed at improving air quality are currently being developed due for completion in 2018. Air quality will be addressed corporately through this Renfrewshire wide Air Quality Action Plan.
- 5.6 The adopted Renfrewshire Local Development Plan (2014) continues to promote investment in the right locations whilst aiming to protect and where possible enhancing the environment.

- 5.7 Regeneration is a central focus for the Council and there are various projects across Renfrewshire that are creating sustainable mixed communities, high quality places and delivering sustainable economic growth. The Renfrewshire Strategic Economic Framework outlines 10 near term strategic priorities. This includes projects to regenerate and invest in our town centres, tackling disadvantage, targeting deprivation and supporting people as well as strengthening transport infrastructure.

Procurement

- 5.8 The Council's Corporate Procurement Unit is making a significant impact by actively considering the reduction of greenhouse emissions, energy efficiency and recycling responsibly. Any Suppliers for the Council are made fully aware of the commitment to climate change duties along with clear instructions and terms and conditions.

Implications of the Report

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

12. **CoSLA Policy Position –**

List of Background Papers: None

MC/OR
25 October 2018

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PART 1: PROFILE OF REPORTING BODY

1(a) Name of reporting body

Renfrewshire

1(b) Type of organisation

Local Authority

1(c) Number of FTE staff in the organisation

6,500

Metric	Unit
Floor Area	m ²
Treated Water	ML
Households supplied with water	Households
Population supplied with treated water	Population
Sewage treated	ML
Households supplied sewage services	Households
Population supplied with sewage services	Population
Number of full-time students	Number FTS
Patient bed nights	Number of patient bed nights
Population size served	Population

1(e) Overall budget of the body

Specify approximate £/annum for the report year.

Budget

£400,885,000

1(f) Report year

Specify the report year.

Report Year**Report Year Comments**

Financial (April to March)
2017/18

/

1(g) Context

Provide a summary of the body's nature and functions that are relevant to climate change reporting.

In 2007 all 32 Scottish local authorities signed up to Scotland's Climate Change Declaration. Signatories to the Declaration acknowledging the importance of climate change and were committed to:

- Mitigating their impact on climate change through reducing greenhouse gas emissions
- Taking steps to adapt to the unavoidable impacts of a changing climate
- Working in partnership with their communities to respond to climate change

The climate change report submitted in November 2018 for 2017/18 will be the third mandatory submission by Renfrewshire Council, as required by public bodies that are seen as 'major players'.

For public sector bodies, reporting on climate change activity is considered good practice as it:

- Increases accountability and transparency, making it easier for the public to understand how Renfrewshire Council is performing in climate change areas;
- Assists with integrating climate change objectives in corporate business plans and embeds climate change action in all services; and
- Assists with establishing a climate change reporting hierarchy and the mainstreaming of climate change within organisation decision making.

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

2(a) How is climate change governed in the organisation?

Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements.

Community Planning Partnership

Renfrewshire Community Planning Partnership published in October 2017 its new community plan for the period of 2017-27, which is the Local Outcome Improvement Plan for the purposes of the Community Empowerment (Scotland) Act 2015. The four themes of the Renfrewshire Community Plan are: Thriving, Well, Fair and Safe. Following agreement of new community planning structures in December 2016, consideration of issues relating to climate change is embedded within all community planning groups. Community planning groups focus on issues relating to health, community safety and public protection, empowering communities and improving life chances. A Community Planning Partnership Executive Group at Chief Executive drives the work of the Partnership and an Oversight Group of elected members provides scrutiny and governance. During 2018, a network of community groups reporting to Renfrewshire Forum For Empowering Communities is being established which will consider the impact of environmental issues on local communities and the community response to this.

Council and Boards 1 April 2017 to 31 March 2018

The Council's agreed framework for decision making and policy development is based on a series of policy boards. In addition to the Leadership Board, Audit, Risk and Scrutiny and Petitions Board, Regulatory Functions Board and Cross Party Sounding Board the Council also operates the following thematic policy boards that reflect policy priorities rather than Council service structures. The boards during 2017/18 were:

- Education and Children's Services Policy Board
- Infrastructure, Land and Environment Policy Board
- Finance, Resources and Customer Services Policy Board
- Communities, Housing & Planning Policy Board

Each of these policy boards will have initiatives that contribute to the Council's work on adaptation and reducing its carbon emissions. In particular activity relating to the Carbon Management Plan, biodiversity, development planning and sustainable development falls within the remit of the Communities, Housing & Planning. Matters relating to waste management, transportation, flooding and the Carbon Management Plan are reported to the Infrastructure, Land and Environment Board. The Infrastructure Land and Environment Policy Board has the delegated authority for decision making on climate change.

Renfrewshire Local Area Committees

Since autumn 2017, two phases of engagement have been carried out with communities in Renfrewshire to develop new local governance arrangements. A report will be submitted to Renfrewshire Council on 27 September 2018 proposing new arrangements for the creation of new local partnerships to encourage more productive partnership working between public services and community organisations. Subject to their approval by Renfrewshire Council, the new local partnerships will be expected to identify the priorities for their area, including environmental priorities, and work in partnership to address these priorities at a local level. Partnerships will continue to have a budget to support community action, which would include action to address climate change.

2(b) How is climate change action managed and embedded in the organisation?

Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body (JPEG, PNG, PDF, DOC)

The Council's Corporate Management Team (CMT) is comprised of senior staff from all services and meets on a regular basis. Although matters relating to climate change adaptation and mitigation are not the sole remit of this group, issues such as performance in relation to the Community Plan and Local Outcome Improvement Plan and Sustainable Procurement are considered by the CMT. Specific officer groups whose remit includes Climate Change adaptation and mitigation are outlined below.

- 1. Strategic Asset Management Group:** High level group that meets to discuss and progress corporate asset performance, including energy management. Other projects are discussed including the Carbon Management Plan as well as Capital expenditure projects.
- 2. Carbon Management Plan Working Group:** A group that meets quarterly to monitor the consumption of energy, water, street lighting, waste and transport fleet for the Council's estate and to implement reduction targets. Twice a year the focus of the group is the Carbon Management Plan and where the Group Monitors progress towards the target of a 36% reduction in CO₂ emissions by 2019/20 based on 2012/13 baseline. Updates from this group are reported to the Property Services Senior Management Team convened by the Director of Development and Housing.
- 3. Fuel Poverty Steering Group:** A group that meets regularly to discuss ways in which fuel poverty can be reduced. Membership is cross service and includes representatives from other agencies such as the Citizens' Advice Bureau and the Home Energy Scotland (HES). Climate Change considerations are embedded throughout the Council through the following:
 - The Council has used the CCAT (Climate Change Assessment Tool) which will help to foster cross-organisational engagement and assessment.
 - The Carbon Management Plan contains specific objectives to reduce emissions that are included in the Council's other corporate and strategic documents, including the Council's Plan - 'A Better Council, A Better Future 2014 -2017' (Council plan was refreshed in September 2017).

- Through the Council's procurement service, sustainability and community benefits are considered in the development of all contract strategies. The Sustainability Test has been designed to identify and prioritise the impacts of your procurement across the 3 strands of Sustainable Procurement – Social, Economic & Environmental which climate change considerations.
- The Council's Energy Management Team organise a range of events and awareness raising activities for staff relating to emissions reduction and energy saving throughout the year and across Council services.
- The Council continues to participate in Earth Hour annually which helps to raise awareness to staff of the need to reduce emissions and increase sustainability.

2(c) Does the organisation have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?

Provide a brief summary of objectives if they exist.

Objective	Doc Name	Doc Link
We want the Council to play its part in tackling climate change by focusing on reducing energy use and carbon emissions across all aspects of our operations, making sure that the majority of waste collected is recycled and working with our partners to make Renfrewshire's economy and communities as sustainable as possible.	Renfrewshire Council Plan "Thriving People, Connected Communities" 2017-22	http://www.renfrewshire.gov.uk/councilplan
Renfrewshire Council has set a target to reduce its total annual carbon footprint by 19,389 tCO ₂ e by the end of financial year 2019/20, this equates to a reduction of 36%.	Renfrewshire Council Carbon Management Plan 2014/15-2019/20. Section 2, page 19.	www.renfrewshire.gov.uk/media/1767/Carbon-Management-Plan-2014-2020/pdf/CarbonManagementPlan2014-2020.pdf
Reduction in the amount of waste which is landfilled and positive impacts on recycling rates.	Renfrewshire Council, Environment & Communities Service Improvement Plan 2017 – 2020.	http://www.renfrewshire.gov.uk/media/4244/Community-Resources-Service-Improvement-Plan-2017-2020/pdf/Community_Resources_SIP.pdf

2(d) Does the organisation have a climate change plan or strategy?

If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.

No.

Topic area	Name of document	Time Period Covered
Adaptation	Renfrewshire Local Development Plan – Strategic Environmental Assessment	2014 - 2019
Business travel	Carbon Management Plan	2014/15-2019/20
Staff Travel	Carbon Management Plan	2014/15-2019/20
Energy efficiency	Carbon Management Plan	2014/15-2019/20
Fleet transport	Carbon Management Plan	2014/15-2019/20
Information and communication technology	Renfrewshire Council Plan	2017 - 2022
Renewable energy	Carbon Management Plan	2014/15-2019/20
Sustainable/renewable heat	Renfrewshire Local Development Plan	2014 – 2019
	Renfrewshire Local Housing Strategy	2016 - 2021
Waste management	Carbon Management Plan	2014/15-2019/20
Water and sewerage	Carbon Management Plan	2014/15-2019/20
Land Use	Renfrewshire Local Development Plan	2014 – 2019
	Renfrewshire Local Housing Strategy	2016 - 2021

2(f) What are the organisation's top 5 priorities for climate change governance, management and strategy for the year ahead?

Provide a brief summary of the body's areas and activities of focus for the year ahead.

1. Renfrewshire's Carbon Management Plan 2014/15 – 2019/20: The Council has set a target to reduce its carbon footprint by 19,389 t CO₂e (36%) by the end of the financial year 2019/20, building on the reduction of 28% that was achieved through the previous CMP. A range of projects have been identified to achieve this ambitious target focusing on:

- **Upgrade to Efficiency** – continuing to upgrade inefficient buildings and replace inefficient appliances;
- **Build Better** – all new buildings to be sustainably designed and resource efficient through adherence to 'Renfrewshire Councils Sustainable Building Design' document;
- **Move to clean power** – continue with the purchase or generation of electricity from renewable sources;
- **Fuel efficient transport** – continued investment in cleaner vehicles;
- **Waste** – increase recycling rates from domestic properties and reduce the quantity of waste being sent to landfill;
- **Street lighting** – implement the council's £11m investment programme for LED street lighting across Renfrewshire. The investment programme has three phases and will be completed by December 2017;
- **Procurement** – continue with, and expand the criteria for the procurement of products that use less energy, last longer and are good for the environment;
- **Awareness** – create a culture of awareness across the organisation through all the areas covered under this Carbon Management Plan.

www.renfrewshire.gov.uk/wps/wcm/connect/dd94b7bc-1f72-47ed-9725-4f97af9542cd/fcs-CarbonMgmtPlan2014-2020.pdf?MOD=AJPERES

2. Flood Risk Prevention: The Council is a member of the Clyde & Loch Lomond Flood Risk Management Local Plan District. This is a partnership involving Scottish Water, SEPA, the Forestry Commission, the National Parks Authority for Loch Lomond and the Trossachs Park and 10 local authorities, priorities across the area have been set with regard to detailed studies to address flood risk.

The first Flood Risk Management Plan was published in June 2016 and has two cycles covering the period 2016 – 2022 and 2022 – 2028. Actions currently ongoing and on target include:

- Surface Water Management Plan / Study of Hillington / Cardonlad / Penilee area jointly progressing with Glasgow City Council to identify the most sustainable suite of options to manage flood risk from all sources.
- Integrated Catchment Study of Erskine Waste Water Treatment Works Catchment with Scottish Water to assess catchment flood management needs.
- Maintain a schedule of watercourse assessment and repair, and action measures resultant.

3. Renfrewshire Council Plan 2017-27: Our vision for Renfrewshire is, 'Working together for a thriving and connected Renfrewshire, creating opportunities for all.'

This Council Plan, was developed in tandem with the Renfrewshire Community Plan, 2017-2027 and describes how Renfrewshire Council will achieve its vision by working more closely with our communities, tackling our challenges, making the most of our opportunities, and delivering high quality services.

The Council Plan was launched in September 2017 to cover the years 2017-2022, and sets out how the Council will work with partners, communities and business to progress 5 key outcomes:

- Reshaping our place, our economy and our future;
- Building strong, safe and resilient communities;
- Tackling inequality, ensuring opportunities for all;
- Creating a sustainable Renfrewshire for all to enjoy; and
- Working together to improve outcomes.

<http://www.renfrewshire.gov.uk/councilplan>

4. Renfrewshire Local Development Plan: The Renfrewshire Local Development Plan sets out the spatial strategy that facilitates and guides the future use of land in Renfrewshire. It has a focus on supporting sustainable economic growth, and identifies opportunities for change, regeneration and enhancement, directing developments to locations that are economically, socially and environmentally sustainable. The strategy supports measures for the reduction, mitigation and adaption to climate change along with the promotion of a low carbon economy.

www.renfrewshire.gov.uk/wps/wcm/connect/e9fdf04c-9b46-44da-afb0-c9aa55575bfc/RenfrewshireLocalDevelopmentPlan2014_14%28forweb%29+141021.pdf?MOD=AJPERES

Renfrewshire Council are currently preparing the next Local Development Plan. Following on from the extensive engagement and consultation through the Renfrewshire Local Development Plan Main Issues Report, the Renfrewshire Proposed Local Development Plan is currently being prepared. It is likely that the main components of the Council's strategy for development in the next Local Development Plan remain relevant and central to facilitating investment, directing development to existing built-up areas, creating sustainable mixed communities, high quality places and delivering sustainable economic growth across Renfrewshire.

The protection and enhancement of the Environment will be central to the next Plan and the Council have ensured that the Strategic Environmental Assessment of the Plan is integral to any policies, proposals or strategies for the Plan.

The preparation process for the preparation of the next Renfrewshire Local Development Plan is outlined in the Council's web pages www.renfrewshire.gov.uk/article/3070/Preparation-of-the-next-Local-Development-Plan

5. Investment in Renfrewshire: The Council is seeking to promote sustainable economic development throughout Renfrewshire. The Renfrewshire Strategic Economic Framework 2016 – 2018, The Paisley Town Centre 10 Year Action Plan, Centre Strategies for Erskine, Johnstone, Linwood, Renfrew and Braehead, housing regeneration projects at Paisley West End, Johnstone Castle and Ferguslie along with regeneration of Renfrewshire's Community Growth Areas at Bishopton and South West Johnstone all aim to ensure that opportunities and benefits will have a positive impact on the environment. As well as these projects, two priorities for sustainable economic growth include:

City Deal: Renfrewshire is one of eight councils signed up to the £1.13bn Glasgow and Clyde Valley City Deal. Renfrewshire has three City Deal projects, with a combined spend of £274m. These include an airport access project connecting the airport with Glasgow Central and Paisley Gilmour Street stations; construction of a new bridge over the Clyde at Renfrew; and improvement infrastructure and environmental improvements in the Glasgow Airport Investment Area.

Bid Legacy: Paisley's Bid to be UK City of Culture 2021 has resulted in the development of a programme of investment and action to transform the town through cultural regeneration.

The Bid Legacy is being delivered by the Paisley Partnership Board, with the Council committing over £100m investment in cultural infrastructure including transforming Paisley Museum and delivering outdoor venue space.

www.renfrewshire.gov.uk/article/2048/Priority-1-Physical-and-economic-regeneration

2(g) Has the organisation used the Climate Change Assessment Tool (a) or equivalent tool to self-assess its capability / performance?

If yes, please provide details of the key findings and resultant action taken.

Renfrewshire Council's Energy Management Unit helped with the development of the CCAT tool for use by other Local Authorities.

As such, our initial scores are as follows and were achieved using the CCAT prototype in December 2014.

Governance = 50%,

Mitigation = 95%,

Adaptation = 17% and

Behavior Change = 46%.

2(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.

Renfrewshire Council hosted Architecture and Design Scotland's Seeding Success event on 10 May 2017. This event celebrated success achieved in Scotland through the Stalled Spaces initiative and Paisley was chosen as the venue to reflect good partnership working between the third sector and public sector in Renfrewshire in delivering a diverse range of Stalled Spaces projects.

During 2017/18 Renfrewshire Community Planning Partnership engaged with over 900 people in Renfrewshire using the national Place Standard tool to comment on local priorities and needs. This enabled residents to rank their local area and commenting on the issues that affect it positively or negatively.

Residents were asked to comment on their environment on the following themes:

Moving around, public transport, traffic and parking, streets and spaces, natural space, play and recreation, facilities and amenities, work and local economy, housing and community, social contact, identity and belonging, feeling safe, care and maintenance and influence and sense of control.

The place standard is intended to be used to track changes in local environments over time and will be a useful tool to capture the concerns that people have about climate change and how this is impacting on their local environment.

PART 3: EMISSIONS, TARGETS AND PROJECTS

Emissions

3a Corporate emissions from start of baseline year to end of report year

Complete the table below using the greenhouse gas emissions total for the organisation calculated on the same basis as for its annual carbon footprint / management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the organisation's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b). If data is not available for any year from the start of the baseline year to the end of the report year, provide an explanation in the comments column.

(a) No information is required on the effect of the organisation on emissions which are not from its estate and operations.

(b) This is the Greenhouse Gas Protocol developed by the World Resources Institute and the World Business Council on Sustainable Development which sets the global standard for how to measure, manage and report greenhouse gas emissions.

Reference year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline carbon footprint	2012/13	Financial (April to March)	19749	19521	14259	53,529	tCO ₂ e	Scope 2 emissions include electricity for buildings and streetlighting
Year 1 carbon footprint	2013/14	Financial (April to March)	-	-	-	-	tCO ₂ e	The year 2013/14 was the final year of our old CMP. Therefore, no data included
Year 2 carbon footprint	2014/15	Financial (April to March)	16955	19441	9579	45,975	tCO ₂ e	This is the first year of the CMP, using 2012/13 as the baseline year

Year 3 carbon footprint	2015/16	Financial (April to March)	14473	15317	11,299	41,089	tCO ₂ e	Scope 3 includes the transmission and distribution of electricity in buildings and street lighting
Year 4 carbon footprint	2016/17	Financial (April to March)	11,843	13,346	2,112	27,301	tCO ₂ e	-
Year 5 carbon footprint	2017/18	Financial (April to March)	12,258	7,555	1557	21,370	tCO ₂ e	-

3b Breakdown of emissions sources

Complete the table below with the breakdown of emission sources from the organisation's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table above. Use the comments box to explain what is included within a category. If it is not possible to use a simple emissions factor (a), leave this field blank and provide the total in the emissions column.

(a) Emissions factors are published annually by the UK Government Department for Environment, Food and Rural Affairs (Defra)

Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO ₂ e)
Grid Electricity (generation)	Scope 2	21,018,887	kWh	0.28307	kg CO ₂ e/kWh	5,949.8
Grid Electricity (transmission & distribution losses)	Scope 3	21,018,887	kWh	0.02413	kg CO ₂ e/kWh	507.2
Natural Gas	Scope 1	46,448,250	kWh	0.18396	kg CO ₂ e/kWh	8,544.6
Gas oil	Scope 1	201,585	kWh	0.27652	kg CO ₂ e/kWh	55.7
Water - Supply	Scope 3	421,324	m ³	0.34400	kg CO ₂ e/m ³	144.9

Water - Treatment	Scope 3	421,324	m3	0.70800	kg CO2e/m3	298.3
Diesel	Scope 1	1,329,307	litres	2.62694	kg CO2e/litre	3,492.0
Petrol	Scope 1	81,996	litres	2.02031	kg CO2e/litre	165.7
Car - diesel (average)	Scope 3	2,532,075	passenger km	0.18546	kg CO2e/passenger km	469.6
Grid Electricity (generation)	Scope 2	5,670,709	kWh	0.28307	kg CO2e/kWh	1,605.2
Grid Electricity (transmission & distribution losses)	Scope 3	5,670,709	kWh	0.02413	kg CO2e/kWh	136.8
					Total	21,369.9

3c Generation, consumption and export of renewable energy

Provide a summary of the organisation's annual renewable generation (if any), and whether it is used or exported by the organisation.

Generation of renewables	Total generated (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)
Renewable electricity	353,933	353,933	-
Renewable heat	1,538,670	1,538,670	-

Targets

3d Organisational targets

Name of target	Type of target	Target	Units	Boundary/scope of target	Baseline year	Baseline figure	Units of baseline	Target completion year
Carbon Management Plan	absolute	19,389	tCO ₂ e reduction	All emissions	2012/13	53,515	tCO ₂ e	2019/20

Projects and changes

3e Estimated total annual carbon savings from all projects implemented by the organisation in the report year

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity	69	LED lights and PV
Natural gas	77	Boiler replacements
Other heating fuels	55	Oil to gas boiler conversion
Total	201	-

3f Detail the top 10 carbon reduction projects implemented by the organisation in the report year

Provide details of the top 10 projects (based on estimated emissions savings) implemented in the report year.

Project name	Funding source	First full year of CO ₂ e savings	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO ₂ e/annum)	Estimated costs savings (£/annum)	Savings figures are estimated or actual
Boiler replacements	Self funded	2018/19	500,000			Natural Gas	417	8,500	Estimated

3g Anticipated annual carbon savings from all projects implemented by the organisation in the year ahead

If no projects are expected to be implemented against an emissions source, enter "0".

If the organisation does not have any information for an emissions source, enter "Unknown".

If the organisation does not include the emissions source in its carbon footprint, enter "N/A".

Emissions source	Total estimated annual carbon savings (tCO ₂ e)	Comments
Electricity	833	Largest saving from migrating data centre to the cloud.
Natural gas	7	/
Waste	/	/
Water and sewerage	/	/
Travel	/	/
Fleet Transport	396	Fleet Reduction
Total	1,236	

PART 4: ADAPTATION

4(a) Has the organisation assessed current and future climate-related risks?

If yes, provide a reference or link to any such risk assessment(s).

'Risk Matters' is the Council's combined risk management policy strategy and strategy. In keeping with Risk Matters, the Council has a strategic and corporate risk register, each service department has its own risk management plan. Climate related risks and vulnerabilities are considered in some detail and are recorded in the [Corporate Risk Register](#) as well as being reflected within the relevant service plans.

The Council's Corporate Risk Register is approved by the Audit, Risk and Scrutiny Board each year and is monitored on an ongoing basis by the Corporate Risk Management Group. The current corporate risk register was approved on 5 June 2017. Corporate Risk 3 relates to 'Climate change, sustainability and adaptability.' This corporate risk is currently assessed as a moderate risk and is owned by the Director of Finance and Resources. In managing this risk the following is noted within the Corporate Risk Register:

- The Council has used the Climate Change Assessment Tool – helps public sector organisations in Scotland self-evaluate their performance under the public sector duties of the Climate Change (Scotland) Act 2009;
- The Carbon Management Plan has specific objectives to reduce emissions and these are included in other key documents such as the Council Plan;
- Implementation of the Corporate Asset Management Strategy ensures that property assets are managed effectively and efficiently through the provision of relevant management and performance information.

The Energy Management Team:

- ensure energy management initiatives are aligned to the capital investment programme and corporate asset strategy to optimise use of property estate and reduce overall running costs and energy consumption levels;
- promote reductions in energy usage and advise employees and residents about energy efficiency;
- Through the Procurement Unit, sustainability and community benefits are considered in the development of all contract strategies.

4(b) What arrangements does the organisation have in place to manage climate-related risks?

Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

Renfrewshire Council has a proactive approach to managing current and future risks associated with climate change.

Flood Risk Assessment and Resilience

The Council is a member of the Clyde & Loch Lomond Flood Plan District. In June 2016, the first Flood Risk Management Plan was published for this area and presented to the Environment Policy Board in June 2016. Through a partnership involving Scottish Water, the National Parks Agency, the Forestry Commission, SEPA and 10 local authorities. Priorities across the area have been set with regard to detailed study to address flood risk.

There is a prioritised programme of flood studies and flood surface water plans for several areas across Renfrewshire which commenced in 2017/18. An integrated catchment study with Inverclyde Council and Scottish Water covering the Erskine Waste Treatment Catchment area (i.e. all of Renfrewshire excluding Paisley, Langbank, Lochwinnoch and sewerage catchment areas).

Any studies completed by December 2019 through flood strategy process will be put forward by the Scottish Government for funding prioritisation. A collaborative Surface Water Management Plan with Glasgow City Council covering Hillington and Cardonald will be the sole project in this category for Renfrewshire Council. Funding for such studies will be available from December 2022. Capital funding within this is not ring fenced.

Sustainable flood risk management is ensured throughout the relevant Council policy and plans. For example, through the production of:

- Local development plan
- Supplementary planning guidelines
- Land/housing policy
- Civil Contingency Plans
- Asset management (roads, water courses, buildings)

The Council has emergency response arrangements in place for severe weather events and works corporately to protect people and properties across Renfrewshire.

Completion in 2016 of the North Renfrew Flood Scheme has been a major achievement. Over 300 properties previously at risk from tidal surge are now fully protected. In excess of 300 ground floor properties have been protected. 700 above ground floor are now protected and are accessible for people.

Metropolitan Glasgow Strategic Drainage Plan

The Metropolitan Glasgow Strategic Drainage Plan and Partnership has worked in parallel to the Clyde & Loch Lomond Local Plan District (Flood Risk Management Area). It involves local authorities and partners across the metropolitan area and incorporates relevant climate change allowances in all activities.

Sewer capacity has been a constant development as well as posing increased flood risk. In Renfrewshire, a £20m investment in sewer capacity, on the south side of Paisley commenced. When this 18 month capital project is complete, there will be a reduction in the environmental from sewer discharges to the water environment.

Air Quality

In recognition of the links between air quality and climate change, the Council has been actively involved in a number of initiatives to improve air quality and reduce emissions within Renfrewshire. Air Quality has been identified as an issue at certain locations with Renfrewshire including Paisley Town Centre, Johnstone High Street and Renfrew Town Centre.

Air Quality Management Areas have been declared at these locations and an Air Quality Action Plan containing actions aimed at improving air quality are currently being developed due for completion in early 2019. Air quality will be addressed corporately through this Renfrewshire wide Air Quality Action Plan.

A Biomass Guidance Document has also been developed to address the increasing uptake of biomass as a source of energy for space heating, both domestically and commercially but to ensure that the benefits in terms of reducing CO₂ emissions are not to the detriment of local air quality through increased emissions of PM10.

Strategic Planning

Renfrewshire Council contributes to the development and ongoing monitoring of Clydeplan - the Strategic Development Plan (SDP) for the eight authorities within the Glasgow and Clyde Valley area.

Clydeplan sets out a land use development strategy over the next 20 years; indicating where new development should be located and providing a policy framework to help deliver sustainable economic growth, shape good quality places and enhances the quality of life in the Glasgow and the Clyde Valley city region. Clyde Plan was approved by Scottish Ministers on 24th July 2017.

Throughout the preparation of Clydeplan, Renfrewshire Council in addition to the other seven constituent authorities and Clydeplan staff work closely together to ensure that full consideration has been given to climate change adaptation and mitigation. Climate change adaptation is incorporated throughout Clydeplan and sets the framework which supports the region to build resilience and adapt.

The Climate Ready Clyde project has been established by key organisations across the Clydeplan area. The project aims to develop a clear strategic approach to allow the City Region to become climate ready in response to the future climate changes. Climate Ready Clyde brings the partners together to

work strategically to minimise the risks of climate change and build on the opportunities this brings for our economy, society and environment. The aim is to publish a City Region Adaptation Strategy and Action Plan by 2020.

Renfrewshire Local Development Plan

The current adopted Renfrewshire Local Development Plan was published in 2014 and established a spatial development strategy for the next 5-10 years that balances requirements for new development and investment whilst protecting and enhancing the environment and it takes full account of adaptation through its policy framework.

Provision has been made for promotion of the low carbon economy and mitigation and adaptation through sustainable urban drainage and flooding measures and improvements to the water environment. Planning policy has been informed by the Council's detailed flood mapping and its Flood Management Strategy.

The Renfrewshire Local Development Plan policies and all proposed development sites were the subject of a Strategic Environmental Assessment (SEA).

The review of Renfrewshire's Adopted Local Development Plan has commenced. The first stage in the preparation of the next Local Development Plan was the production of the Main Issues Report and accompanying Strategic Environmental Assessment Environmental Report which was completed in January 2017.

A Strategic Flood Risk Assessment was also been undertaken as part of the preparation of the Main Issues Report. The main aim of the Strategic Flood Risk Assessment was to inform the emerging Renfrewshire Local Development Plan by providing a strategic overview of flood risk in Renfrewshire. In undertaking this assessment alongside the preparation of the Plan, it ensures new development should be directed to areas with little or no flood risk, thereby ensuring that the overall risk of flooding is not increased.

The Strategic Flood Risk Assessment has assisted in informing the preparation of the next Renfrewshire Local Development Plan by providing a strategic overview of flood risk in and around Renfrewshire. It has also fully informed the individual site assessments as well as the Strategic Environmental Assessment.

The next stage in the review of the Renfrewshire Local Development Plan is the preparation of the Proposed Local Development Plan. A Strategic Environmental Assessment has been undertaken in tandem with the preparation of the Renfrewshire Local Development Plan Proposed Plan and the documents will be published for consultation early 2019. The Strategic Environmental Assessment has influenced the preparation of the Proposed Plan.

The overall aim of the Strategic Environmental Assessment process is to ensure that the environment is given the same level of consideration as social and economic factors.

The Environmental Report illustrates how Renfrewshire Council has assessed the potential effects of the Renfrewshire Local Development Plan Proposed Plan on the environment and where possible identifies measures to mitigate any environmental effects of the plan.

A Habitats Regulations Appraisal has also been prepared to assess whether the Proposed Renfrewshire Local Development Plan is likely to have a significant effect on any Natura 2000 (European) site whether alone or in combination within any other policy or plan.

Following the Appraisal process of screening, applying mitigation and rescreening, the Appraisal concluded that the implementation of the policies in the Proposed Renfrewshire Local Development Plan will not have any adverse effects on the site integrity of any Natura 2000 sites, either alone or in combination.

Supporting Successful Places

The delivery of successful and sustainable places is a central focus for the Council. A wide range of projects have been undertaken in order to improve Renfrewshire's economy and quality of life for its residents. The Council has recognised the need to take account of climate related risks to secure a sustainable approach to place making within Renfrewshire in order to protect its communities now and in the future.

There are many examples, including, the implementation of a Surface Water Drainage Strategy at the former Royal Ordnance Factory at Bishopton for the new Dargavel Village, the largest and final phase of the North Renfrew Flood Prevention Scheme and the development of the Surface Water Management Plan for Johnstone South West Community Growth Area., supporting an Integrated Green Network and facilitating the delivery on the ground.

Renfrewshire's Vacant and Derelict Land Strategy

Renfrewshire Council have prepared a Vacant and Derelict Land Strategy which aims to help reduce vacant and derelict land which has the potential to regenerate neighbourhoods, improve local environments and create employment. There are five key themes to address the levels of Vacant and Derelict land across Renfrewshire:

- Theme 1 – Utilise City Deal Investment to support sustainable economic growth and unlock development potential of stalled sites;
- Theme 2 – Prioritise housing development on brownfield and previously used land;
- Theme 3 – Supporting development in town centres;
- Theme 4 – Consider the potential of innovative delivery mechanisms; and
- Theme 5 – Encourage the creation of amenity green space where future redevelopment is not currently viable.

Through these aims the Council aims to reduce the amount of vacant and derelict land in Renfrewshire by promoting new commercial and residential developments on previously used sites in sustainable locations within settlements.

Renfrewshire's City Deal Projects

The £1.13bn Glasgow City Region City Deal is an agreement between the UK Government, the Scottish Government and eight local authorities across the Glasgow City Region, including Renfrewshire Council.

Renfrewshire will benefit from an investment of £274m in three of the biggest City Deal infrastructure investments; the Airport Access Project, the Clyde Waterfront and Renfrew Riverside project and the Glasgow Airport Investment Area project.

Together these projects will transform local and regional connectivity and will help to make Renfrewshire a more attractive, vibrant and sustainable place to live and work by better connecting communities and businesses; resulting in more employment opportunities for residents in Renfrewshire and the wider City Region

The Airport Access project (AAP) will provide a direct rail / tram link between Glasgow Central Station and Glasgow Airport, stopping at Paisley Gilmour Street. This will provide a more sustainable, better connected and much improved travel experience for business and leisure travellers as well as airport employees.

The Clyde Waterfront and Renfrew Riverside project (CWRR) aims to regenerate parts of the Clyde Waterfront as an attractive area supporting residential, industrial, business, retail and leisure opportunities. The project includes the construction of the only opening road bridge across the River Clyde, including new footpaths and cycle routes to better link the communities of Renfrew with Yoker and Clydebank.

The Glasgow Airport Investment Area project (GAIA) will deliver the realignment of Abbotsinch Road, a new bridge across the White Cart and new cycle routes; all aimed at improving connections between the Westway, Inchinnan and Airport Business Parks and enabling the delivery of an internationally recognised district for innovation, research and manufacturing centred around the airport.

The environmental impact of all three Renfrewshire City Deal projects have been considered at a regional level as part of the Clyde Plan Strategic Development Plan. The environmental impacts of the CWRR and GAIA projects have also been considered as part of the planning application process for each project, on both a stand-alone and cumulative level to ensure that the potential combined impacts of both projects are fully understood and mitigated where required.

The City Deal projects in Renfrewshire had four key sustainability objectives, which were as follows:

- To connect opportunities for environmental improvements with community benefit;
- To adopt and record sustainable resource management in design and construction of each project;
- Minimise whole life carbon associated with the project.
- To facilitate opportunities for learning through each of the projects;

These objectives were used to develop the scope for each of the projects and have also been used in consideration of the environmental impact of each project, helping to secure the most sustainable forms of development.

For both the GAIA & CWRR projects, a low carbon infrastructure design process has been pioneered which has included implementation of the PAS2080 standard for managing carbon from infrastructure several months before its formal introduction. A detailed carbon accounting process was also applied during the specimen design stage resulting in substantial whole life carbon savings. In the case of the GAIA project, this has been recognised with the Low Carbon Leader Award at the 2018 New Civil Engineer (NCE) Awards.

Biodiversity

The Nature Conservation (Scotland) Act 2004 created a duty on public bodies to further the conservation of biodiversity. In addition, the Wildlife and Natural Environment (Scotland) Act 2011 requires public bodies to publish a report every three years on the actions taken to meet biodiversity duty.

The Renfrewshire Biodiversity Duty Report 2015 - 2017 showed that the Council had made steady progress in mainstreaming biodiversity duties into its core activities and integrating biodiversity into corporate projects, plans and policies.

The Biodiversity Duty Report also demonstrated that the Council undertook several actions to improve biodiversity conservation, including:

- preparing a woodland management plan for Muirshiel Country Park,
- implementing the ambitious “Windows on Wildlife” community engagement project at Clyde Muirshiel Regional Park,
- leading conservation volunteers at Clyde Muirshiel and Gleniffer Braes Country Park as well as helping voluntary groups to complete their own biodiversity projects,
- improved pedestrian access to biodiversity rich habitats at Linwood Community Woodland
- investigated the feasibility of using Renfrewshire Council’s woodlands to supply wood chips biomass fuel.

Renfrewshire Council also forged important biodiversity partnerships during this period, initially by re-establishing the cross-border Local Biodiversity Action Plan Steering Group.

Communication work concentrated on giving biodiversity conservation education to schools, with nearly 8,000 pupils involved in classroom sessions and field visits with countryside rangers and many schools in Renfrewshire participating in the “EcoSchools” programme.

On behalf of 25 biodiversity partner organisations, Renfrewshire Council authored the Renfrewshire Biodiversity Action Plan 2018 - 2022. This plan was formally approved by Renfrewshire Council’s Communities, Housing & Planning Board in May 2018 and implementation of the plan is progressing on a number of fronts.

Forestry

Renfrewshire Council was involved in the development of the Forest and Woodland Strategy (FWS) for the Clydeplan area as part of the development of Clydeplan Strategic Development Plan.

The aim of the Strategy is to guide woodland expansion and management of woodlands in the Clydeplan area, providing a policy and spatial framework to optimise the benefits for the local economy, communities and the environment.

The Forest and Woodland Strategy identified priority locations for woodland management and expansion in the Clydeplan area. Renfrewshire Council are working with other Clydeplan authorities to develop new Supplementary Guidance to replace the approved Forest and Woodland Strategy.

The Guidance will assist in the protection of existing woodlands and the delivery of national woodland creation targets. It will ultimately set the context for forest management and expansion across Renfrewshire.

4 (c) What actions have the organisation taken to adapt to climate change?

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.

Building Adaptive Capacity

Energy Awareness

Energy and Carbon awareness campaigns are regular features, information on the Council's intranet regarding energy and carbon saving actions, staff induction training and the introduction of a suggestions scheme are some of the mechanisms being used to support the cultural change required to build adaptive capacity within Renfrewshire Council. This activity is monitored and progress is reported to the Climate Change working Group reviewed on a regular basis.

Training

Renfrewshire Council is an active member of the Sustainable Scotland Network and officers from relevant services have attended adaptation focused events. Officers have worked closely with Adaptation Scotland and Clydeplan in order to ensure that climate change resilience is at the core of the development of Strategic Development Plan 2 and the Renfrewshire Local Development Plan.

Climate Related Risk Assessment

The Corporate Risk Management Group meets quarterly in order to review the Council's Risk Register and monitor progress being made with regard to identified risks. In addition to the quarterly meetings, two special focus meetings are held each year specifically to consider and identify any new emerging

potential future risks which would include those relating to weather, climate, flood risk management, business continuity and civil contingencies. A mechanism is in place, therefore, for full consideration corporately of current risks and identification and inclusion of future risk.

Policies and Plans

The climate risks are addressed through the Renfrewshire Local Development Plan and Clydeplan – Strategic Development Plan.

The Strategic Flood Risk Assessment which was published alongside the Main Issues Report in 2017 is an important element of the climate risk assessment for land use within Renfrewshire.

The review and update of this document is an important consideration in the preparation of the Proposed Renfrewshire Local Development Plan.

All potential development sites have been reviewed in terms of their sustainability and any likely climate related impacts through the associated Strategic Environmental Assessment. Mitigation and adaptation to climate change and flooding are included in this assessment.

The ongoing work between the Council and SEPA relating to flooding and the development of the Flood Risk Management Strategy sets a framework for action for the Council to address flooding in areas at most risk.

Renfrewshire Council's Outdoor Access Strategy 2016-2026 reviews existing access in Renfrewshire and set priorities to deliver future access provision to encourage people to use the outdoors for responsible recreational access and active travel. The Strategy includes an action plan highlighting how the Council intends to deliver this aim in conjunction with a range of partners.

The Renfrewshire Biodiversity Action Plan 2018 – 2022 was approved by Renfrewshire Council's Communities, Housing & Planning Board in May 2018 and implementation of the plan is progressing well focusing on biodiversity conservation across Renfrewshire.

Partnership working

The Renfrewshire Community Planning Partnership fosters a close working relationship amongst a range of stakeholders to consider a broad remit of climate related matters through the Greener Renfrewshire Thematic Board. The Council also works in partnership with organisations and individuals on discrete projects, for example:

- The sub-groups of the Greener Renfrewshire Thematic Board comprise of representatives from Renfrewshire Council service areas; Renfrewshire Community Planning Partnership; community groups; third sector organisations; and the private sector. Each of these sub groups has developed an action plan which drives forward the key priorities and outcomes of the Greener element of Renfrewshire's Community Plan. The progress of these action plans and the related performance measures from the Local Outcome Improvement Plan are monitored on a regular basis through the Greener Renfrewshire Thematic Board and Renfrewshire's Community Planning Partnership Board;

- The Council has an energy advocacy service to give independent and expert advice on a wide range of energy issues to local people. In partnership with Linstone Housing Association, it offers a dedicated advocate for housing association tenants. Additional advocates also support council tenants, private renters and home owners;
- The Renfrewshire Growing Grounds Forum has a broad membership that includes Council officers, Renfrewshire Health & Social Care Partnership, Allotment Associations, Local Housing Associations, Community Development Trusts and other community and capacity building organisations. There are currently 112 names on the Forum's mailing list, representing 53 different organisations. Quarterly meetings take place and facilitate the Council's support of the community growing sector. In recent years the group has supported the enhancement of existing grounds and creation of new spaces in line with community aspirations, assisting to reclaim vacant and derelict land. In turn, the work of the group supports the creation of attractive, sustainable places.
- The Council continues to support the Local Outdoor Access Forum which meets regularly to discuss access related matters and ways of improving public access. It is comprised of users (such as cyclists, walkers, horse riders, canoeists and disability users), land owners and managers, community groups and local or national organisations.
- The Council are working with partners through the Renfrewshire Strategic Energy Group (RSEG) to promote, develop, and deliver energy strategies and sustainable energy efficient initiatives in Renfrewshire to help achieve national targets. The Local Development Plan Delivery Programme will align with and support the emerging energy strategies and initiatives of the RSEG.
- Through the partnership approach of the Metropolitan Glasgow Strategic Drainage Partnership, being a member of Clyde and Loch Lomond Local Plan District along with the Clyde Area Advisory Group for River Basin Management, Renfrewshire Council aim to support improvements to drainage infrastructure and reduce flooding and flood risk whilst improving the condition of water bodies, improving habitats and enabling development.

Communication

Renfrewshire Council continues to offer training to inform Council staff and provide an understanding of general air quality issues in Renfrewshire and the potential impact from development and planning.

The Council has participated in Earth Hour for several years and will continue to do so. Earth Hour is one of several energy saving initiatives that is communicated to staff through the Council's intranet service.

A Greener Renfrewshire newsletter is produced on a quarterly basis providing information on greener projects both at a local level and national level and also provides information on volunteering and funding opportunities.

Education

Renfrewshire Council continues to support participation in the Eco-schools Programme. The Council will also continue to support initiatives such as 'Walk to School Week', and 'Bikeability' and will work in partnership with parents to ensure that children participate in these events to 'Deliver the Safer Routes to Schools' programme.

Fair Trade

During the period 2017-18 the Council has continued to support the Fair Trade movement across Renfrewshire. With our young people this has included involvement and engagement with schools and through our Fair Trade award for schools – trophies were awarded to Gryffe High School and Todholm Primary School recognising the pupils' outstanding contribution to the Fair Trade movement. Other communities have made significant contributions to the movement and we have supported this through a small Fair Trade fund to help support local Fair Trade activities.

Renfrewshire welcomed a Fair Trade supplier in partnership with the Scottish Fair Trade Forum to support community groups and their activities around Fair Trade Fortnight. The visitor during Fair Trade fortnight was the visit to Renfrewshire by Coffee Producers from Malawi: from Mzuzu Coffee Planters Co-operative Union. Bernard Kaunda is Acting Chief Executive and Christopher Gondwe is Quality and Processing Executive. Mzuzu champions the economic empowerment of their smallholder farmers who farm in the north of the country and has been Fairtrade certified since 2009. Bernard and Christopher were invited to visit Scotland by The Scottish Malawi Partnership and Scottish Fair Trade Forum. On Monday March 5, 10 local schools managed to make their way to Rainbow Turtle for a morning workshop about the Fairtrade in general and fairtrade coffee in Malawi in particular. After lunch the children met Christopher and Bernard who gave them a talk about coffee production and about the difference that being Fairtrade certified makes to their farmers and their families. At a more formal meeting with Rainbow Turtle supporters, volunteers, councillors and others interested in learning about and supporting Fairtrade. Provost Lorraine Cameron gave a speech of welcome to our visitors and reiterated the support of Renfrewshire Council for Fairtrade and for Rainbow Turtle. Bernard and Christopher gave an illustrated talk and answered questions.

Renfrewshire Growing Grounds Forum

The Forum has a broad membership that includes Council officers, Renfrewshire Health & Social Care Partnership, Allotment Associations, Local Housing Associations, Community Development Trusts and other community and capacity building organisations. Quarterly meetings take place and facilitate the Council's support of the community growing sector.

The Forum works to support local residents and groups to increase the quantity and quality of growing ground opportunities for people across Renfrewshire, working collaboratively to promote community growing across Renfrewshire.

By 2016/17 the number of allotments has increased from 115 to 145, rising to 218 including plots on non Council owned land. Grow in Glenburn has expanded the number of growing plots available to the project and St Vincent's Hospice has created a new publicly accessible garden at the Hospice near Howwood. Other projects have involved Kilbarchan Community Council developing a garden at Cartside Terrace using a disused filling station. Since 2009 the number of places where people can practice community gardening in Renfrewshire has also increased from 5 to 25. Future expansion of the Growing Grounds initiative may also see further gardening space developed at Carbrook Street in Paisley and the creation of a new growing space within Foxbar, a residential neighbourhood to the south of Paisley.

The Forum provides a strong basis for a joined-up approach within the Council, where a number of Services may have an interest or responsibility in relation to community growing. The group has presented a focal point for Council services and key public and voluntary sector partners to support local communities in delivery.

Integrated Green Infrastructure - Johnstone South West

Renfrewshire Council has developed proposals for flood attenuation and landscape improvements within Johnstone South West, a residential neighbourhood which lies a short distance south of Johnstone town centre. The improvements form a key element of a wider regeneration strategy for the area, supporting the development of a Community Growth Area as identified through the Strategic Development Plan.

A masterplan was developed as part of the Scottish Government 'Scottish Sustainable Communities Initiative' (SSCI) programme and approved by the Council. Much of the area is constrained by flooding and issues of surface water management. The masterplan is therefore underpinned by a surface water management strategy which considers development within a holistic approach led by the consideration of infrastructure requirements. This provides for a number of linked interventions including the deculverting of watercourses, supported by the creation of swales, new woodland areas and storage ponds.

The Surface Water Management Strategy was updated in July 2016 to set out detailed proposals for required infrastructure, supported by budget costs, anticipated land values and an approach to phasing. The strategy provides the basis for the delivery of infrastructure and in turn development within the Community Growth Area.

The detailed designs and budget costs identified in the strategy demonstrate the Council's approach to flood attenuation and green infrastructure within Johnstone South West. These assist to remove uncertainty and will encourage developer interest, supporting disposal of the sites for private sector residential development in accordance with the masterplan for the area. Development of around 200 units within the area has already taken place, with the surface water management strategy supporting green infrastructure interventions within these sites, as well as the marketing of remaining sites for private sector development.

Home Energy Efficiency Programme for Scotland –

In order to address the issue of fuel poverty Renfrewshire Council has been successful in securing funding to improve the energy efficiency of social housing stock. Renfrewshire Council is continuing its installation programme of external wall insulation and continues to work with housing associations, landlords and community planning partners and other sectors to reduce fuel poverty through a range of programmes.

Renfrewshire Council secured £1.616 million from the Scottish Government's Home Energy Efficiency Initiative for Scotland: Area Based Schemes (HEEPS:ABS) programme (including an additional award of £97,175 in May 2018). These funds will be used for external wall insulation projects at Lochfield, Paisley and in Erskine.

In addition to the HEEPS:, the Scottish Government made funds available to assist private owners with the costs of a range of insulation and heating measures through a variety of grants, interest free loan and equity loan schemes which are administered by Home Energy Scotland (HES).

To assist owners in wholly private blocks whose properties are not included in the mixed tenure investment programme, the Council facilitated an Open Day information event in partnership with Home Energy Scotland. This event was well attended by residents and offered homeowners the opportunity to meet with Home Energy Scotland representatives to discuss the range of financial support available to support the installation of energy efficiency measures and offer advice.

Connect 4 Renfrewshire project funded by Big Lottery delivers money, energy and debt advice to residents of three local Renfrewshire RSLs; Linstone, Bridgewater and Williamsburgh housing associations. Partners also include Renfrewshire Association for Mental Health, Renfrewshire Council and Renfrewshire Wide Credit Union.

Following the success of the Council's energy advocacy service, the Council has continued to self-fund this service.

The advocates have referral arrangements with partner groups who provide services to a wide range and number of Renfrewshire residents ensuring everyone who requires support can access it.

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?

If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.

(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.

Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment		SEPA and Renfrewshire Council have worked in partnership to produce the Clyde and Loch Lomond Flood Risk Management Plan which sets the policy framework for the Renfrewshire Local Flood Risk Management Plan.	<p>The Clyde & Loch Lomond Flood Risk Management Plan has been approved and sets priorities for flood studies across Renfrewshire.</p> <p>The Strategic Flood Risk Assessment for the Renfrewshire Local Development Plan was updated and published alongside Renfrewshire Local Development Plan Main Issues Report in 2017 as part of the review of the Renfrewshire Local Development Plan. The main aim of the Strategic Flood Risk Assessment was to inform the emerging Renfrewshire Local Development Plan by providing a strategic overview of flood risk in Renfrewshire, this helps ensure that new development should be directed to areas with little or no flood risk, thereby ensuring that the overall risk of flooding is not increased.</p>

Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment		The Adopted Renfrewshire Local Development Plan seeks to protect and enhance the green and blue network.	Green network opportunities mapping was completed for the Adopted Renfrewshire Local Development Plan . Ensuring development proposals contribute to and enhance the green and blue network helps secure opportunities for activity and access to open space as well as increasing accessibility to active travel routes in and around communities and places.
				The Renfrewshire Biodiversity Action Plan 2018-2022 was approved by the Council in May 2018.	<p>The Plan will facilitate closer integration between the Renfrewshire Biodiversity Action Plan and Scotland's Biodiversity Strategy: 2020 Challenge, particularly its "Route Map". This is to ensure that resources deployed locally are aligned to national priorities identified in the Route Map and to maximise opportunities for external funding support from national agencies.</p> <p>Actions developed and delivered by the Biodiversity partners allow habitats and species to be more resilient to the impacts of climate change. Actions in relation to the suite of designated sites (local and national) aim to support improved connections and management, protecting species against climate change where possible, and allowing them to adapt through moving to new areas.</p> <p>The creation of habitats providing important ecosystem services, such as</p>

					<p>carbon storage or flood mitigation, will be supported (for example through Sustainable Urban Drainage Systems) or by restoration in some cases, for example, some of Renfrewshire's peatland habitats.</p> <p>Native woodland and wetlands are particularly important for these purposes and their roles should be recognised through appropriate conservation management.</p> <p>The Council and its partners will aim to maximise the levels of carbon storage and other ecosystem services such as control of soil erosion and water regulation.</p>
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment		N/A	N/A
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks		<p>SEPA and Renfrewshire Council have worked in partnership to produce the Clyde and Loch Lomond Flood Risk Management Plan which sets the policy framework for the recently reviewed Renfrewshire Local Flood Risk Management Plan.</p> <p>The Council worked closely with SEPA on the review of River Basin Management Plans and will now contribute to the implementation of The River Basin Management Plan for Scotland's River Basin District 2015-2027.</p>	<p>The review of the Renfrewshire Local Development Plan will reflect the requirements of the revised River Basin Management Plan.</p> <p>The Strategic Flood Risk Assessment for the Renfrewshire Local Development Plan was updated and published alongside the Local Development Plan Main Issues Report 2017. The flood risk assessment helps ensure that new development is directed to areas with little or no flood risk, thereby ensuring</p>

					<p>that the overall risk of flooding is not increased.</p> <p>Officers also attend the Clyde Area Advisory Group and have worked with SEPA officers to identify potential projects for Water Environment Fund inclusion and the Council's responsibilities under the Water Environment Act.</p>
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		N/A	N/A
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks		The Council will be guided by the revised Planning Advice Note on Flooding, Water and Drainage when it is made available. Its requirements will be reflected in the Renfrewshire Local Development Plan and any associated Supplementary Guidance.	
				<p>The Renfrewshire Local Development Plan was adopted in August 2014. It complies with the requirements of Scottish Planning Policy and the approved Strategic Development Plan by addressing climate change mitigation and adaptation through the choice of sustainable sites that will support economic growth and make provision for the Low Carbon Economy.</p> <p>When published the next Local Development Plan will reflect the updated policy position towards</p>	<p>The Spatial Strategy set out in the Adopted Renfrewshire Local Development Plan will be carried forward in the next Renfrewshire Local Development Plan. The Spatial Strategy aims to promote sustainable economic growth by identifying opportunities for change and supporting investment which helps to regenerate, create and enhance communities and places,</p>

				<p>forestry, renewable energy and heat networks. Flood risk will continue to be fully considered in all aspects of the development of the Local Development Plan and a policy framework established that will help create sustainable places for the future.</p>	<p>providing high quality new development in appropriate locations.</p> <p>The Spatial Strategy will remain focused on the development of previously used sites, concentrating on existing built-up areas and key redevelopment sites, aiming to facilitate sustainable development and a low carbon economy.</p> <p>The Proposed Local Development Plan will also support an integrated approach to the planning and development of the infrastructure required to facilitate development. This includes renewable energy and opportunities for heat networks across Renfrewshire.</p> <p>Renfrewshire Council is a key partner in the development of the approved Strategic Development Plan – Clydeplan. Clydeplan's approach to climate change adaptation and mitigation sets the policy framework for the emerging Renfrewshire Local Development Plan.</p>
					<p>Renfrewshire Council has been fully involved in the development of the new Strategic Development Plan – Clydeplan, in particular the impact climate change adaptation and mitigation which will set the policy framework for review of the Adopted Renfrewshire Local Development Plan.</p>

			<p>The review of the Renfrewshire Local Housing Strategy was finalised and it was adopted by Renfrewshire Council in January 2017 following extensive public consultation.</p> <p>Seven strategic outcomes are identified in the Strategy, including 'Outcome 4: Homes are fuel efficient and fuel poverty is minimised'.</p> <p>Climate change and adaptation are considered in conjunction with reducing Fuel Poverty and improving the energy efficiency of Housing Stock.</p>	<p>Renfrewshire Council and its Community Planning Partners, which include the 15 Housing Associations operating in Renfrewshire, aim to achieve seven key outcomes through the Strategy.</p> <p>The second update of the Local Housing Strategy has been prepared. It highlights key achievements and progress in the delivery of the identified Strategic Outcomes and Actions in the Local Housing Strategy 2016-2021 facilitated by housing providers and partners over the last year.</p>
			<p>The Renfrewshire Fuel Poverty Strategy reflects the commitment of Renfrewshire Council and its community planning partners to reaching the Scottish Government's target to eradicate fuel poverty,.</p> <p>The UK government has also made significant changes through the Welfare Reform programme that will affect people's income levels. These changes present both a key opportunity and challenge to reduce fuel poverty.</p> <p>The Renfrewshire Strategic Energy Group (RSEG) has been set-up to promote, develop, and deliver energy strategies and sustainable energy efficient to help reduce fuel poverty across Renfrewshire.</p>	<p>The revised Fuel Poverty Strategy seeks to tackle the factors that put householders at risk of fuel poverty that the Council and partners can influence.</p> <p>It seeks to build on existing partnerships and procedures to refocus our approach to tackling fuel poverty in Renfrewshire.</p> <p>Renfrewshire Council's home energy advocacy service visited 981 residents providing advice and support to save £73,216 in 2017.</p>

				<p>The Council recognises its responsibility to meet the requirement of the Energy Efficiency Standard for Social Housing (EESHS).</p> <p>The approved Renfrewshire Fuel Poverty Strategy contains a range of measures to assist in meeting the milestones set through the Standard.</p>	<p>Renfrewshire Council and partner Local Housing Associations continue to be successful in securing funding through the Home Energy Efficiency Programme for Scotland Area Based Scheme (HEEPS:ABS) and the Energy Company Obligation (ECO) for a range of projects.</p> <p>The Council is required to ensure that all stock achieves the minimum energy rating under the Energy Efficiency Standard for Social Housing (EESHS) by the first milestone of 31 December 2020.</p> <p>It has been assessed that as at April 2018 approximately 71.9% of the Council's housing stock will meet the 2020 standard as a result of the measures introduced to achieve SHQS. The EESHS will be achieved through the capital funding plans for planned investment programmes, together with Government sourced supplementary funding (e.g. HEEPS:ABS) and other external sources such as ECO.</p>
				<p>Renfrewshire Council is currently developing an Energy Strategy. The Strategy will provide overarching framework for the Council's plans, programmes and initiatives relating to sustainable energy supply and use to 2020: cutting emissions, maintaining energy security, maximising economic opportunities, and protecting the most vulnerable.</p>	<p>The Scottish Government issued consultation on local heat strategies early in 2017.</p> <p>Renfrewshire Council was one of many authorities that submitted responses that the Scottish Government is currently considering and we await further consultation. Following the consultation, we would expect further guidance on</p>

					<p>what a heat/energy strategy will encompass.</p> <p>Renfrewshire Council have recently submitted our consultation response to the Scottish Government's Climate Change Bill 2017. Our response can be found in the Infrastructure, Land and Environment Board at item 5, pages 39-60.</p>
				<p>A District Heating Strategy is currently being developed by the Council. It aims to describe the Council's aspirations in developing the local infrastructure and economy to deliver district heating with an aspiration to mitigate fuel costs.</p>	<p>Renfrewshire Council is seeking to consider the feasibility of a 3 phase district heating scheme in Paisley. This will be focused on Paisley town centre; in particular the area around the Town Hall and Renfrewshire House and the potential to connect a number of public buildings during phases 2 and 3.</p> <p>The Council is currently undertaking a feasibility report to determine what technologies are best suited to this potential scheme with the later phases looking to reduce fuel poverty.</p>
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		N/A	N/A

Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society		In addition to the physical works associated with Renfrew North Flood Prevention Scheme, local communities have benefited from a range of awareness raising and capacity building initiatives intended to build resilience in areas affected by flooding. Leaflet campaigns and public events have been held and information is available through the Council's website.	The Council works in partnership with Inverclyde and East Renfrewshire to provide its Civil Contingency Service. Risks associated with flooding, infrastructure and other incidents are monitored and regularly reviewed by the Council and its Risk Management Partners.
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		N/A	N/A

4(e) What arrangements does the organisation have in place to review current and future climate risks?

Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).

Strategic Development Plan

The current Strategic Development Plan was approved in 2017. The Strategic Development Plan is based on the four planning outcomes contained in National Planning Framework 3, a Successful and Sustainable Place, a Low Carbon Place, a Natural, Resilient Place, and a Connected Place. Central to successful delivery of these themes is the delivery of range of initiatives and strategies relating to economic development, green network, flooding, climate change adaptation, health, active travel, and transport. The plan period is 10-20 years and it is reviewed every 5 years

Renfrewshire Local Development Plan

Following the framework set by the Strategic Development Plan, the Renfrewshire Local Development plan provides the land use policies and proposals to support sustainable economic growth and a low carbon economy for Renfrewshire. The plan period is 5-10 years and it is reviewed every 5 years.

The review of the Adopted Renfrewshire Local Development Plan is well underway. A public consultation on the Main Issues Report and Strategic Environmental Assessment Environmental Report was completed in the Spring of 2017.

Preparation of the Proposed Plan will continue with a public consultation following in early 2019. It is anticipated that the next Local Development Plan will be adopted towards the end of 2019.

4(f) What arrangements does the organisation have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

Policies and Plans

The policies within the Local Development Plan and Strategic Development Plan are monitored annually and both documents are the subject of a Strategic Environmental Assessment (SEA) which includes consideration of the effects of the policies on Climate Change mitigation and Adaptation.

A State of the Environment Report for Renfrewshire has also been produced. The State of the Environment Report provides a robust information base for the SEA and has informed the emerging Local Development Plan.

Flooding data is regularly updated to reflect the addition of new information and improvements in climate modeling. The data is also used to inform other corporate strategies and plans such as the Local Housing Strategy and Strategic Housing Investment Plan.

4(g) What are the organisation's top 5 priorities for the year ahead in relation to climate change adaptation?

Provide a summary of the areas and activities of focus for the year ahead.

Monitoring and Evaluation of Climate Change Adaptation Action to fulfill duties outlined in the Climate Change Adaptation Programme.

N1-8

Renfrewshire Council regularly updates its flooding data and has worked closely with SEPA on the development of the Clyde and Loch Lomond Local Flood Risk Management Strategy.

The Strategy describes our agreed ambition for managing flooding and the priority of actions to be taken forward to deliver this.

A Local Flood Risk Management Plan will also be produced, prepared by the local authorities within each district. The local plan provides additional detail on the local responsibility, funding, prioritisation and coordination of actions. Taken together, these documents are the single point of reference for the public in describing the response and commitment of public bodies to address flooding.

N1-10

Renfrewshire Council has acquired the acquired Light Detection and Ranging (LIDAR) topographic data which provides very accurate height data for the whole of Renfrewshire.

The LIDAR data is used to model flood events more accurately and assisted in the development of a sustainable flood management approach.

The data is used to assess flood risk for individual projects and proposed development and will inform the development of the Local Flood Risk Management Plan for Renfrewshire, in conjunction with LIDAR provided by SEPA.

N2-2

Renfrewshire Council monitors the progress of Green Network projects identified in corporate documents such as the Biodiversity Strategy and Access Strategy individually and through the Renfrewshire Local Development Plan.

The development of a Green Network 'Blueprint' with Glasgow and Clyde Valley Green Network Partnership will contribute to further development of the network and associated actions.

The review of the Renfrewshire Local Development Plan will consider this information and its contribution to enhancing the Green Network.

N2-11

Renfrewshire Council has been closely involved in the recent review of the Forest and Woodland Strategy for Glasgow and the Clyde Valley that will inform the next Renfrewshire Local Development Plan. Climate change adaptation and the most recent iteration of the Integrated Habitat Network data have been central to the development of the Forest and Woodland Strategy. It will also contribute to the development of new Forestry Supplementary Guidance for Clydeplan which in turn will inform the emerging Renfrewshire Local Development Plan Proposed Plan.

B1-13

The Clyde and Loch Lomond Flood Risk Management Strategy is now in place and provides the framework for the development of the Renfrewshire Local Flood Risk Management Plan.

B1-14

Council is worked closely with SEPA in the review of River Basin Management Plans. A response was made to consultation on second River Basin Management Plan. Officers also attend the Clyde Area Advisory Group and have worked with SEPA officers to identify potential projects for Water Environment Fund inclusion and the Council's responsibilities under the Water Environment Act.

B3-3

The policies within the Renfrewshire Local Development Plan are monitored on an annual basis. Flood risk and climate change resilience are included within the monitoring process. Planning applications stemming from the development plan are also monitored.

B3-6 and B3-7

The Council monitors its progress on a range of initiatives that have been implemented in order to meet the targets set the Renfrewshire Fuel Poverty Strategy.

S2-5

Risks associated with flooding, infrastructure and other incidents are monitored and regularly reviewed by the Council and its Risk Management Partners.

4(h) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.

Carbon Management Plan Implementation

To achieve a reduction in carbon emissions and embed carbon management and climate adaptation within the culture of Renfrewshire Council. This will be achieved through:

Risk Management

Continual monitoring and evaluation of climate related risks as an integral part of the Corporate Risk Management Strategy

Sustainable Places and Regeneration

The Council will seek to achieve the most sustainable outcomes for Renfrewshire through City Deal, and other strategic place and regeneration projects.

These and other projects such as the Townscape Heritage Initiative, Renfrewshire Access Strategy and the Renfrewshire Cycling Strategy 2015 – 2025 provide investment opportunities in key infrastructure that will make provision for climate change adaptation and mitigation.

PART 5: PROCUREMENT

5(a) How do procurement policies contribute to compliance with climate change duties?

Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.

Renfrewshire Council as a contracting authority has developed a range of policies and strategies to ensure compliance with the sustainable procurement duty under section 8 (2) of the Procurement Reform (Scotland) Act 2014, the Climate Change (Scotland) Act 2009 and the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.

The Sustainable Procurement Strategy was approved on 8 June 2016 by the Procurement Sub Committee. The Strategy is aligned to the statutory requirements as well as the key strategic priority of 'Creating A Sustainable Renfrewshire' set out in Renfrewshire Council's Plan, 'A Better Future, A Better Council'.

The need to ensure compliance and commitment is further reinforced in Renfrewshire Council's Standing Orders relating to Contracts. This requires sustainable procurement is considered at the outset as part of the development of every contract strategy document for regulated procurement.

The approach adopted supports identifying potential environmental, social and economic aspects requiring to be incorporated within the procurement process through the development of a relevant specification or through the contract Terms and Conditions. This approach also helps to support spending decisions based on sustainable choices.

Another example of the procurement policy directly contributing to climate change duties includes the requirement to assess the resource being purchased, consider whole life costing, origins of materials, operating costs and disposal and end of life implications; all contributing to minimising impact on the environment.

The five environmental aspects embedded in the contract strategy are;

1. Reduction in emissions to air, water, impact on climate change and the impact on population's health;
2. Waste reduction in solid wastes, liquids, hazardous packaging and landfill;
3. Reduction in energy use and business travel;
4. Loss of biodiversity and the impact on habitat;
5. Promotion of energy efficient products, renewable energy and sustainable resources.

To meet the requirements of the Sustainable Procurement duty specified in section 9 of the Procurement Reform (Scotland) Act 2014 the council's procurement process has incorporated the four sustainable tools;

1. Prioritisation tool which is supporting implement and adopt a standard, structured approach to assessing spend categories and focussing on increasing sustainable economic growth;
2. Sustainability test is embedded and considered as part of the contract strategy development;
3. The life cycle impact mapping is actively used to help with the identification of sustainable risks and opportunities as part of the procurement process;
4. Utilised and completed the self assessment using the Flexible Framework and actions identified are being progressed.

In order to ensure that Suppliers are fully aware of the commitment to climate change duties, clear instructions and clauses are incorporated in the Invitation to Tender documents this includes the requirement for Suppliers to sign the declaration for handling and generation of waste which conforms to 'Waste Management, The Duty of Care, A Code of Practice' as a result of the Environmental Protection Act 1990. The requirement of the Contractor is to provide evidence that they are registered as a waste carrier or employ the service of a registered carrier.

We also consider Suppliers' materials that are used in construction and stipulate that Suppliers provide information on their working practices are in according with the relevant practice, good building practice issued by the British Board of Agreement, and the Good Practice in Selection of Construction Materials

5(b) How has procurement activity contributed to compliance with climate change duties?

Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.

The range of policies and procedures adopted by Renfrewshire Council's Corporate Procurement Unit is making a significant positive impact by actively considering the reduction of greenhouse emissions, energy efficiency and recycling responsibly.

The evidence-based information/examples below demonstrate the integrated approach and activities undertaken by procurement is contributing to the climate change duties, for example;

Renfrewshire Council has entered an Inter Authority Agreement as a key partner on the Clyde Valley Residual Waste Project. The 25-year contract has been awarded to Viridor to design, construct, finance and operate the facilities to treat waste which would otherwise go to landfill. It is anticipated that because of the contract Viridor will process approximately 190,000 tonnes of residual waste per year. Renfrewshire Council's annual proportion is 19% (37,021) tonnes of residual waste per year. These measures will make a significant contribution to the national targets for recycling and landfill diversion by 2025

To ensure its long-term vision for a 'Greener Renfrewshire' a wide range of activities are being undertaken this includes the collection of many waste related materials both at the kerbside and from the Councils Household Waste Recycling Centres. Materials collected include; asbestos, brick, bulky waste, car batteries, cardboard, dry recyclables, food, garden, general waste, household waste electrical and electronic equipment, metal, textiles, tyres, and wood. These materials are presented to an appropriate treatment facility within the rules as set out by the regulator Scottish Environment Protection Agency (SEPA) and contribute to the council's long-term recycling target of 70% of Scotland's waste.

Renfrewshire Council is continuing to invest in Home Energy Efficiency Programme Area Based Schemes (HEEPS ABS Programme), as part of the procurement process the improvement works are focussing on reducing carbon emission as well as tackling fuel poverty.

The renovated St Anthony's Primary School will have superior insulation to conform to current building regulations and a modern eco-friendly heating system which will result in lower heating expenses.

Renfrewshire Council currently has 42 electric vehicles. Pending securing grant funding, the Council aims to increase this number to 120 by end of 2020. The council's new or rebuilt properties are continuing to achieve A+ energy efficiency rating and B rating for environmental impact for CO2 emissions as a minimum.

The pipework upgrade works currently underway at Calside Estate Paisley will improve efficiency of the whole biomass system.

A 5-year Waste Electrical and Electronic Equipment Regulations (WEEE) Corporate contract is in place supporting businesses to recycle all electrical equipment owned by the Council, including IT equipment such as desktop PC's (including monitors, keyboards etc), laptops and printers.

Renfrewshire Council is currently procuring the design and construction works contract for the Glasgow Airport Investment Area (GAIA) Project. The scope for the GAIA project includes the provision of cycleways and footpaths which will connect the new GAIA site to Renfrew, Paisley and Inchinnan to facilitate and encourage active travel potentially reducing the impact of CO2 emissions.

Consideration was given to the Sustainable Procurement Duty in the GAIA Procurement Strategy. As a result, selection and award criteria relating to the use of BIM Modelling Level 2 and Carbon Reduction Initiatives were included in the tender. By targeting these, the Council is putting a focus on reducing the carbon footprint through the project at both the design and construction stages. Furthermore, BIM Modelling will lead to more efficient collaboration between the designers on the project and the construction teams which will result in less waste during the design and construction of the project. After construction, the Council will have a BIM Model of the asset which may be able to assist in the operation and maintenance of the asset in the future.

5(c) Supporting information and best practice

Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.

Corporate Procurement Unit takes a proactive approach towards the legislative and policy requirements which has been developed and embedded within the procurement process. The contract examples above in section 5(b) demonstrate best practice and continuous improvement internally and externally to address the requirements of the Climate Change Duties.

92% (24 of 26) of Procurement Officers have completed the Zero Waste Scotland's Sustainable Procurement module.

A self-evaluation is being undertaken to ensure that we continue to maintain or improve the F1 Category achieved because of gaining 83% from the 2016 assessment on the procurement & Commercial Improvement Programme (PCIP) by Scotland Excel.

PART 6: VALIDATION AND DECLARATION

6(a) Internal validation process

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

Corporate Procurement Unit fully embraces the requirements of continuous improvement and continuous professional development which contributes to achieving best practice throughout the procurement process from identification of contractual need to supplier development and management.

During 2016 the Corporate Procurement Unit were assessed on the Procurement & Commercial Improvement Programme (PCIP) by Scotland Excel. The results achieved 83% which grades the council in the F1, category.

To ensure compliance with the sustainable procurement duty Corporate Procurement Unit continues to utilise the standard sustainable tools and a self assessment of the Flexible Framework indicates that a range of actions have been completed and actions are being progressed at level 4 the advanced level. The results achieved during 2016 from the Prioritisation Tool are informing and shaping procurement process to identify where resources need to be focussed that enable generating benefits such as financial savings, reduce emissions and waste, and identifying areas for innovation.

Corporate Procurement Unit remains committed to continuous improvement in order to demonstrate evidence based compliance with all policy and legislative requirements to achieve better outcomes.

6(b) External validation process

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

Planning Performance Framework

An efficient and well-functioning planning service is recognised as facilitating sustainable economic growth and delivering high quality development in the right places. In order to monitor service performance and the commitment to improve planning services all planning authorities, strategic development plan authorities and seven key agencies prepare a Planning Performance Framework (PPF). The Framework captures key elements of a high-performing planning service, such as:

- speed of decision-making
- certainty of timescales, process and advice
- delivery of good quality development
- project management
- clear communications and open engagement

The framework gives a measure of the quality of the planning service and is used to identify and encourage ongoing improvements.

The PPF is completed on an annual basis and feedback is received from the Scottish Government. PPF reports contain both qualitative and quantitative elements of performance and set out proposals for service improvement.

Strategic Environmental Appraisal

The Council is required to assess, consult and monitor the likely impacts of its plans, programmes and strategies on the environment. Strategic Environmental Assessment (SEA) is a key component of sustainable development, establishing important methods for protecting the environment and extending opportunities for public participation in decision making. SEA achieves this by systematically assessing and monitoring the significant environmental effects of public sector strategies, plans and programmes ensuring that expertise and views are sought at various points in the process from SNH, SEPA, Historic Environment Scotland and the public. The Local Development Plan and other plans that have evolved from the LDP has been the subject of SEA, where climate change and associated factors such as flooding were specific considerations of the assessment.

Local Development Plan Examination

An examination was held so that any unresolved representations to the Proposed Plan could be independently reviewed by reporters from the Directorate for Planning and Environmental Appeals (DPEA). The DPEA concluded the examination of Renfrewshire's Proposed Local Development Plan and Renfrewshire Council were then able to adopt the Proposed Renfrewshire Local Development Plan. The Strategic Development Plan was also the subject of an examination and Strategic Development Plan 2 – Clydeplan – is currently the subject of an examination.



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 7 NOVEMBER 2018

Report by: DIRECTOR OF COMMUNITIES, HOUSING & PLANNING SERVICES

**Heading: CONSULTATION ON THE PROPOSAL FOR NEW REGULATIONS
FOR THE LICENSING OF DOG, CAT AND RABBIT BREEDING
ACTIVITIES IN SCOTLAND**

1. Summary

- 1.1 The trade in illegally imported puppies, or puppy farming is on the rise, as the demand for puppies increases. As the demand grows, the concerns for animal welfare increase. In the Programme for Government 2017-18, the Scottish Government have made a commitment to introduce new legislation to improve and enhance the licensing of dog, cat and rabbit breeding activities in Scotland. This would replace the current legislation in Scotland and will be done under powers conferred by the Animal Health & Welfare (Scotland) Act 2006. Introducing new legislation under these powers will allow for relevant amendments to be made more easily in future, without changing primary statute.
- 1.2 The practice of breeding dogs in Scotland is currently governed by the Breeding of Dogs Act 1973 and the Breeding and Sale of Dogs (Welfare) Act 1999. Under these pieces of legislation, a licence is required for any individual who either a) undertakes the business of breeding dogs for sale, or b) owns or is responsible for breeding bitches which produce a total of five or more litters between them in a 12-month period. The breeding of cats and rabbits is currently unregulated.
- 1.3 The proposals seek to extend the requirement for a licence to the breeding of both cats and rabbits, as well as lowering the threshold for licensable dog breeding. It is further proposed that breeders who hold some form of independent accreditation will be subject to a lower frequency of inspection.
- 1.4 At present in Renfrewshire, these dog breeding licences are processed by either Environmental Health (Environmental Improvements Team or Business Regulation Team) or the Trading Standards and Licensing Team within Communities & Public Protection. There are currently no dog breeders in the local authority area who fall within the current licensing regime.

- 1.5 The final date for submissions to the consultation is 30 November 2018. A response will be submitted to Scottish Government by the Council within the timescales set following this Board. The proposed response is attached as Appendix 1 and indicates that Renfrewshire Council are supportive of the proposal to strengthen and extend the licensing regime for animal breeding in Scotland.
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2. Recommendations

- 2.1 It is recommended that the Board:
- (i) notes the consultation on the proposals to regulate the breeding of dogs, cats and rabbits in Scotland; and
 - (ii) approves the Council's consultation response as detailed in Appendix 1 to this report.
-

3. Background

- 3.1 Dog Breeders in Scotland are currently licensed under the Breeding of Dogs Act 1973 and the Breeding and Sale of Dogs (Welfare) Act 1999. Within Renfrewshire, this legislation is enforced by both Environmental Health (Environmental Improvements Team or Business Regulation Team) and the Trading Standards & Licensing Team within Communities & Public Protection.
- 3.2 There are currently no licensed Dog Breeders within the Renfrewshire boundary. This is due to the high threshold under the current legislation which only requires a breeder to be licensed when they produce more than 5 litters of puppies in a year, which is not breached by most hobby breeders.
- 3.3 The current fee for a Breeders' Licence in Renfrewshire (2018/19) is £70.55, however a separate fee is also incurred for veterinary fees. A Vet is required to provide a report on the welfare of the breeding stock (and any offspring) on the premises at the time of inspection.
- 3.4 Communities & Public Protection receive a low number of reports (1-3 complaints annually) of unlicensed dog breeders within Renfrewshire, although this is likely to increase under the proposed legislation. To date, no complaints have been substantiated under the current legislation.
-

4. Implications of the proposals

- 4.1 The aims of the proposed bill are to set out a stronger licensing framework for pet breeders in Scotland, which in turn should better protect the welfare of these animals.
- 4.2 This proposal addresses measures that fall to the local authority in their role as the licensing authority and seeks to ensure that all local authorities maintain a consistent and appropriate standard of inspection and enforcement.
- 4.3 Key weaknesses of the current regime under existing legislation are that:
- When issuing a license a local authority must have regard to a number of specific welfare needs, but licensing officers are not required to have any specific animal welfare training and there is only very general statutory guidance for the imposition of licence conditions.

- Local authorities are given the power to inspect licensed premises but have limited powers to deal effectively with non-compliance.
- The licensable threshold is too high. Most hobby breeders will find it impossible to reach the threshold of 5 litters per year.

4.4 Some of the key elements of the proposed bill include:

- Extension of the regime to the breeding of cats and rabbits.
- Reducing the threshold for pet breeding to three or more litters per year.
- Improving flexibility by allowing authorities to issue licences for longer periods on a risk assessed basis.
- Improving the powers available to a local authority to allow licences to be revoked or suspended for certain contraventions.
- Discouraging the breeding of dogs, cats and rabbits whose breeds are known to have a predisposition towards genetic health conditions which can cause health and welfare problems in later life.
- Alleviating some of the burden on both local authorities and breeders by reducing the inspection frequency for accredited breeders.

4.5 The proposed response from Renfrewshire Council is generally supportive of the new bill, however, it should be noted that the changes will have a resource implication for the Council. The current cost of a licence will be reviewed to offer the potential for the Council to cover appropriate costs.

Implications of the Report

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

Renfrewshire is thriving – ensuring that all pet breeders comply with appropriate and standardised licensing requirements will ensure the safety of animals and businesses.

4. **Legal** – This consultation could lead to a change in legislation enforced by Renfrewshire Council
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights**

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

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

None

MC/OR
16 October 2018

*Author: Oliver Reid, Head of Communities & Public Protection,
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**CONSULTATION ON THE PROPOSAL FOR NEW REGULATIONS FOR THE
LICENSING OF DOG, CAT AND RABBIT BREEDING ACTIVITIES IN SCOTLAND**

Consultation questions

1. The Scottish Government proposes that dog, cat and rabbit breeding activities should be regulated. Do you agree?

Yes

Regulation is necessary to ensure high standards of animal welfare, and to provide a fair framework for commercial activity.

2. Do you agree with the proposal to set the licensing threshold for dog, cat and rabbit breeders at three or more litters a year?

Yes

The current limit of five is too high – in the last five years in this authority this has only been met by one “hobby” breeder, and that was met in one year only.

3. Do you have any comments on the thresholds that should apply? Should these be different for the separate species?

No comment.

4. Do you agree with the proposal that a breeding dog, cat or rabbit must not give birth to more than six litters in their lifetime?

Yes

No further comment.

5. Do you agree with the proposal that as a condition of licensing, premises should only be allowed a maximum of 20 breeding dogs or cats within one calendar year?

Yes

No further comment.

6. Do you agree that individuals with unspent convictions for animal welfare offences or other criminal convictions (e.g. fraud) should not be allowed to hold a licence for breeding activities?

Yes

This would be in line with other licensing legislation and is imperative to ensure animal welfare. The extension to other criminal convictions should cover all consumer protection legislation, as well as common law fraud.

7. Are there other considerations, apart from criminal convictions, that should be part of a 'fit and proper person' test for those running dog, cat or rabbit breeding activities?

No comment.

8. The Scottish Government proposes that reasonable costs of inspections should be charged to recover costs to inspectors approved by Scottish Ministers or local authorities. Do you agree with that proposal?

Yes

Licensing of breeders who are not specifically in business as a breeder is likely to create a substantial burden on local authorities. These persons will require enhanced support and guidance, and this cannot be met under current resourcing levels. A reasonable fee will allow appropriate staffing to be retained.

9. Should licence fees be set by the authorised inspectors, local authorities or by the Scottish Government? Do you have any comments on what cost is reasonable and what should be included in this? (For example, this might include recovery of administrative costs, or payment for the inspector's time etc).

Scottish Government

At present, fees vary across Scotland, and often do not accurately reflect the cost to the Local Authority. This creates a "postcode lottery" for applicants, as well as a varying burden on both business and enforcement agencies. We would recommend that Scottish Government set fees in statute (or statutory guidance) if possible. As per recommendations in other recent animal licensing consultations (e.g. pet shops, sanctuaries) different fees could be set for different sizes or types of breeding establishment. It would be useful if that fee could then also be extended by local authorities to take into account mileage and/or travelling time. It is essential that any statute should state that Vet fees are chargeable in addition to any licence fee. It would also be useful if statute could clarify if the fee is an "application fee" (chargeable in terms of any application, whether successful or not, and generally all renewed on 1st January annually), or if the fee is a "licence fee" (chargeable only if successful, and renewable annually on the date of application).

10. The Scottish Government considers that licences lasting from one to three years may be issued on the basis of a welfare risk assessment. Do you agree?

Yes

We would support this proposal as it would minimise burden on both authorities and businesses.

11. Do you think that a national list of licensed premises and activities should be kept?

Yes

No further comment.

12. Do you have any comments on who should be able to access information from the list, and if a charge should be made for information?

Yes

We would recommend that this register is made a public record.

13. The Scottish Government believes that enforcement agencies should be able to suspend, vary or revoke licenses or issue improvement notices for minor irregularities.

Do you agree with this proposal?

Yes

We would support this proposal, which is in line with other recent proposals in the field of animal establishments' licensing. This also allows authorities greater flexibility to work towards compliance with businesses without resorting to prosecution.

14. The Scottish Government proposes that new legislation will require compliance with any relevant Scottish Government guidance as one of the licence conditions. Do you agree that this should be a condition of licensing? If you are aware of any other relevant standards please comment.

Yes

No further comment.

15. Do you agree that appropriate fixed penalties should be available for minor non-compliance with the licensing legislation? (These are not currently available for animal welfare offences but may be introduced in future.)

Yes

Fixed penalties can be an effective way of ensuring compliance with legislation, without having to over-burden the Courts system.

16. Do you agree that the Scottish Government should discourage the breeding of dogs, cats and rabbits with a predisposition for specific genetic conditions, which lead to health problems in later life?

Yes

No further comment.

17. Do you agree that as a condition of licensing, any breeding practices which are likely to cause the offspring suffering in later life should be prohibited?

Yes

No further comment.

18. Do you have any comment on any other appropriate measures the Scottish Government could take to discourage harmful breeding practices?

No

No further comment.



To: Infrastructure, Land and Environment Policy Board

On: 7th November 2018

Report by: Director of Finance and Resources

Heading: Sub-lease of Premises at Clark Street, Paisley

1. Summary

- 1.1 As part of the capital investment works to refurbish the Paisley Museum, services are relocating temporarily. This report seeks authority to sub-let part of the Council's leased premises at Clark Street to Renfrewshire Leisure to facilitate medium term decant in part.
- 1.2 This report advises Members of the property implications associated with the proposed sub-lease.
-

2. Recommendations

The Board is asked to: -

- 2.1 Authorise the Head of Property and the Head of Corporate Governance to implement a sub-let of part of the premises at Clark Street Depot, shown on the attached plan, which part premises extend to c. 149 square metres or thereby, for a period of around 6 months (depending on works programming) based on the terms and conditions noted in 4 below.

3. **Background**

- 3.1 Paisley Museum and Central Library closed at the end of September 2018 to allow commencement of major capital investment works to refurbish the premises. Accordingly, staff, exhibits and facilities are being decanted to a range of alternative locations and facilities. This initiative was reported to the Leadership Board at the meeting on 12th December 2017 within the report entitled "Suspension of Paisley Museum Loans and Curatorial enquiries during Capital Redevelopment".
- 3.2 Part of that relocation is to office premises in the Robertson Centre on Paisley Road, which is also the subject of a separate report for letting that space to Renfrewshire Leisure. The works to facilitate occupation there will progress over the next few months necessitating the use of the Depot at Clark Street temporarily during that period.
- 3.3 The Council's operational portfolio was reviewed, and it was established that Clark Street Depot has adaptable vacant space following the relocation of Building Services, which proved suitable to Renfrewshire Leisure. Clark Street Depot is under a lease with the occupation overheads continuing in full, even with only partial occupation. It is prudent to look to re-use the vacant space as much as practicable as a best value solution. Landlord's consent for the agreement under the terms of the head lease to Renfrewshire Council has been agreed "in principle".
- 3.4 The terms of the lease deal are as noted in 4. below. Renfrewshire Leisure, who occupy the premises, will enter into an appropriate sub-lease in addition, to replicate the proper arrangements at their other existing Renfrewshire Council owned properties.

4. **Provisional Terms and Conditions: -**

The Terms and Conditions agreed with the proposed Tenant are as follows: -

- 4.1 Renfrewshire Leisure will occupy via a short-term licence for the former Glazier's store and separate internal offices. The licence will begin on an appropriate date by mutual agreement and will remain in place until the premises at The Robertson Centre are available and relocation is completed in full.

- 4.2 Renfrewshire Leisure will pay an appropriate proportionate share of the rental and service charges / occupational overheads for the overall facility. This outcome is seen as the most cost effective, as it beneficially re-uses vacant Council space.
- 4.3 The transaction for the new lease shall include such other terms and conditions as may be deemed necessary by the Head of Property and the Head of Corporate Governance to protect the interests of Renfrewshire Council.
- 4.4 Each party will meet their own professional and legal expenses in the granting of any sub-lease.

Implications of the Report

1. **Financial** – Revenue – Renfrewshire Leisure will make appropriate contributions to the head lease costs as noted in 4.2 above.
2. **HR & Organisational Development** – None.
3. **Community Planning** –

Our Renfrewshire is thriving – encouragement of take up of available space

Our Renfrewshire is fair - facilitation of a practical solutions to Tenant needs.
4. **Legal** – The Head of Corporate Governance will conclude a Lease / Licence to Occupy over the appropriate term.
5. **Property/Assets** – As per the report.
6. **Information Technology** – relocation and continuation of services already in place.
7. **Equality & Human Rights** – The activity supports equality of access to services.

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 as services in their current format will continue only partially revised and in a different location.

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** – Work for Property Services to procure initial fit out works at cost, where necessary.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.

List of Background Papers

- (a) Background Paper 1 – Report to the Leadership Board on 12th December 2017 entitled “Suspension of Paisley Museum Loans and Curatorial enquiries during Capital Refurbishment”.

The foregoing background papers will be retained within Property Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Joe Lynch, Head of Property Services, tel. 0141 618 6159, email: - joe.lynch@renfrewshire.gov.uk.

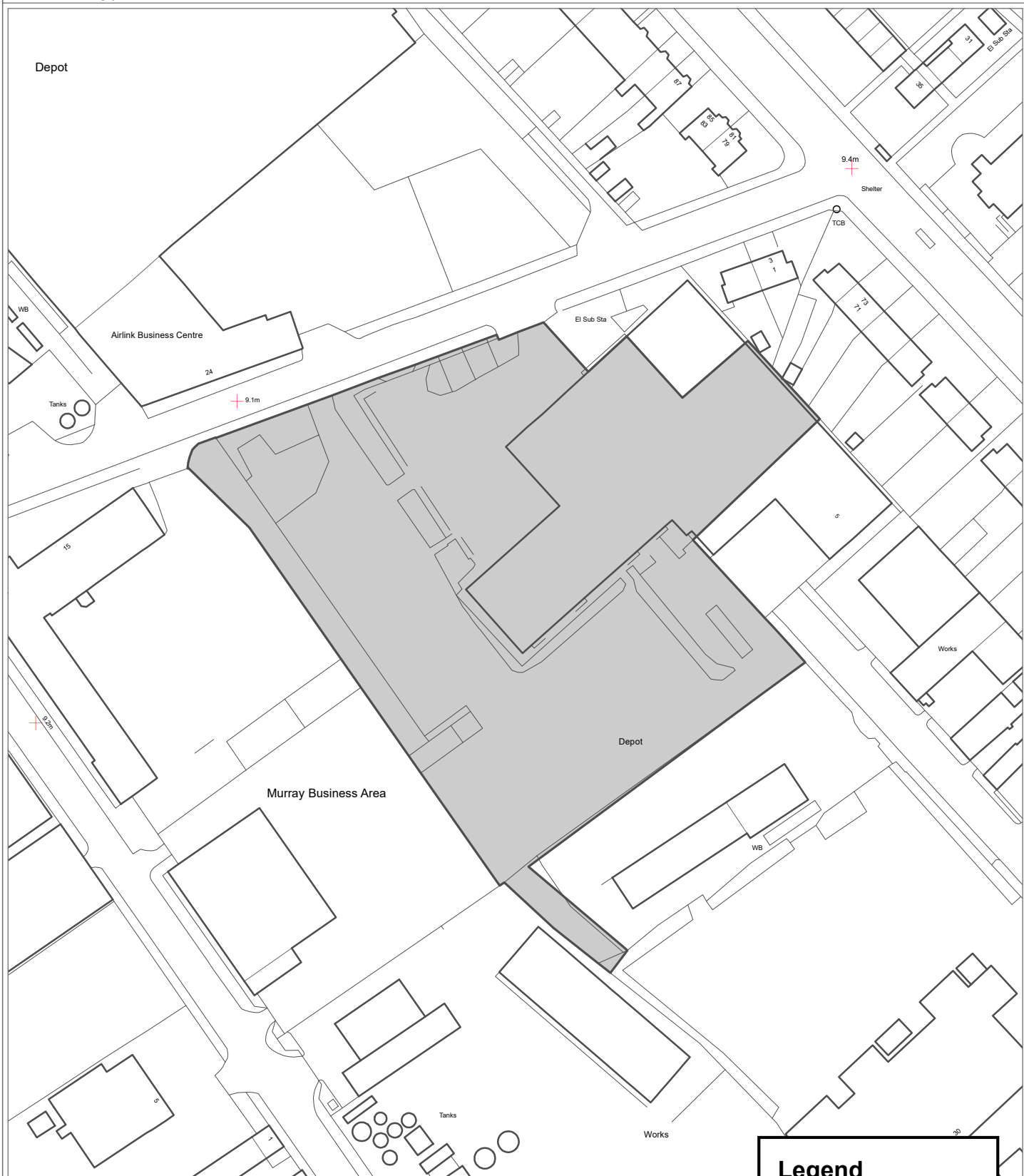
Author: John Mitchell
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Clark Street Depot, Paisley

Report Plan Ref. E2782

User: howardhaughj2

Date: 04/10/2018



Notes:



To: Infrastructure, Land & Environment Policy Board

On: 7th November 2018

Report by: Director of Finance & Resources

Heading: Proposed Disposal of Commercial Property - 16 High Street, Johnstone

1. Summary

- 1.1 The purpose of this report is to seek consent to accept the proposed disposal price of £67,000 for the commercial property at 16 High Street, Johnstone, as shown on the attached plan E2776.
 - 1.2 This is to allow the property to be disposed to the existing tenant.
-

2. Recommendations

- 2.1 It is requested that the Board accept the proposed disposal price of £67,000 for the commercial property at 16 High Street, Johnstone.
- 2.2 Should the Board accept the proposed disposal price, then the property shall be disposed to the existing tenant, Mr Perella, on terms and conditions negotiated with the Head of Property and on such other terms as the Head of Corporate Governance requires to protect the Council's interest.
- 2.3 The Communities, Housing and Planning Policy Board at its meeting on 30th October 2018 is asked to declare the property surplus to the Council's requirements, and this report is presented for the ILE Board to consider following such surplus declaration being approved.

- 2.4 Please note that in accordance with the changes to the Scottish Ministers' consent when disposing of HRA Assets, this disposal will be under the General Consent available and will be self-certified by the Council.

3. **Background**

- 3.1 The commercial property which is located at 16 High Street, Johnstone is currently leased to Mr Perella. The tenant has been in occupancy of the premises since the 4th of December 2017, when the lease was transferred from the previous tenant who was trading as a newsagent. The current rent for the property is £5,200 per annum and the property extends to 54 square metres or thereby.
- 3.2 At present the property is not trading. However, Mr Perella acquired the tenants interest in this property with the intention to combine it with the adjacent property, 12/14 High Street which he owns and is currently being used as an Italian Restaurant and Takeaway. Mr Perella purchased this property from the Council on the 7th of December 2016. If this is not possible he would re-open as a retail opportunity.
- 3.3 There is a shared maintenance responsibility with the flats at High Street (3) and the flats on Walkinshaw Street (8). It is worth noting that of the 11 flats in total, 5 that have been sold under Right to Buy.
- 3.4 There has been one shop disposal within this small parade (12/14 High Street) and given the mixed tenure of flats above coupled with the capital receipt that will be received to the HRA Account, the Head of Planning and Housing has confirmed there would be no objections to this disposal.
- 3.5 The Head of Corporate Governance has advised that there is no restriction that would prevent this property being sold.
- 3.6 The tenant approached the Council to acquire the interest, and following negotiations with the Head of Property, the tenant has agreed to the following provisional terms:
1. The purchase price is provisionally agreed at £67,000 exclusive of VAT.
 2. The date of entry shall be agreed between both parties.
 3. The property is sold in its current condition.
 4. All rent and rates due shall be paid in full by the date of entry.
 5. The purchaser shall be responsible for meeting the Council's reasonably incurred legal and professional fees in relation to this transaction.

6. The purchase price together with all other monies due to the Council shall be paid in full on or before the date of entry.
7. The disposal of this property shall be subject to the approval of the appropriate Council Boards.
8. All and any other terms considered necessary by the Head of Corporate Governance.

Implications of the Report

1. **Financial** - A capital receipt of £67,000 will be achieved for the Housing Revenue Account.
2. **HR & Organisational Development** – Not applicable.
3. **Community/Council Planning** – Not applicable
4. **Legal** – Conclusion of Sale.
5. **Property/Assets** – As per the content of this report.
6. **Information Technology** – Not Applicable
7. **Equality & Human Rights** -
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. (Report author to arrange this).
8. **Health & Safety** – Not applicable
9. **Procurement** – Not applicable
10. **Risk** – Not applicable
11. **Privacy Impact** – Not applicable

12. **Cosla Policy Position** – Not applicable.

Author: Louise Le Good
Assistant Asset & Estates Surveyor
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27/09/2018

16 High Street, Johnstone

Report Plan Ref. E2775




1:1,250

User: howardhaughj2

Date: 28/09/2018



Legend

 Proposed disposal of 16 High Street, Johnstone

Notes:



To: Infrastructure, Land and Environment Policy Board

On: 7th November, 2018

Report by: Director of Finance & Resources

Heading: Disposal of Land adjacent to 42 Parksail, Erskine

1. Summary

- 1.1 The purpose of this report is to declare the area of land adjacent to 42 Parksail, Erskine shown on the attached plan (E2729), as surplus to requirements.
-

2. Recommendations

2.1 It is recommended that the Board:

- 2.2 Declare the area of land located adjacent to 42 Parksail, Erskine shown on the attached plan, as surplus to requirements, with a view to disposing to the adjacent owner.

- 2.3 Authorise the sale thereof to the adjoining proprietor of 42 Parksail, Erskine on such terms and conditions as may be negotiated by the Head of Property utilising delegated powers.

- 2.4 Authorise the Head of Corporate Governance to conclude the sale incorporating into the bargain such terms and conditions as may be deemed necessary to protect the Council's interest.

- 2.5 Note that the Head of Planning will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.

3. **Background**

- 3.1 The area of land which is held on the General Services Account, comprises a total area of 103 sqm or thereby and is an area of open space, maintained by Environment and Infrastructure.
- 3.2 The applicant has expressed their interest in acquiring the land for the utilization of a private garden ground. An agreed purchase price has been reached; but this is subject to the Board declaring the ground as surplus.
- 3.3 The area of land is currently open space. The applicant will have to acquire planning permission for a change of use to garden ground.
- 3.4 The area of land concerned is such that the purchase price/value of the land will be at a level upon which delegated powers granted to the Head of Property for the disposal of surplus property will be utilised.
- 3.5 The purchasers will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.
- 3.6 The Head of Planning & Housing has confirmed that the area of land has no operational requirement and would not be opposed to the land being declared surplus.
- 3.7 The Head of Planning & Housing Services will also place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.

Implications of the Report

- 1. **Financial** – The General Services account will benefit from a modest capital receipt.
- 2. **HR & Organisational Development** – *None.*
- 3. **Community Planning** –
 - Children and Young People** – None
 - Community Care, Health & Well-being** - None
 - Empowering our Communities** - None
 - Greener** - None
 - Jobs and the Economy** - None
 - Safer and Stronger** - None

4. **Legal** – Conclude the sale contract
 5. **Property/Assets** – Negotiate the sale price and adjust the property records.
 6. **Information Technology** - None
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. Required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** - None
 9. **Procurement** – None
 10. **Risk** - None
 11. **Privacy Impact** - None
 12. **Cosla Policy Position** – N.A.
-

List of Background Papers

- (a) None
-

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Land adjacent to 42 Parksail, Erskine Disposal Plan Ref. E2729

User: howardhaughj2

Date: 19/06/2018



Enlarged View - Scale 1:500

Notes:

enter text here

Legend

Area to be disposed to the proprietor of 42 Parksail extends to 103sqm or thereby



To: Infrastructure, Land & Environment Policy Board

On: 7th November 2018

Report by: Director of Finance & Resources

Heading: Robertson Centre, 16 Glasgow Road Paisley

1. Summary

- 1.1 This report advises the Board on the provisional terms and conditions agreed with the Renfrewshire Joint Valuation Board for the relinquishment of their existing lease and a grant of a new lease of the ground floor with associated car parking of the Robertson Centre, 16 Glasgow Road Paisley.
 - 1.2 In addition it details the terms and conditions of the proposed lease between Renfrewshire Council and Renfrewshire Leisure for the first floor offices to be vacated by the RVJB.
-

2. Recommendations

It is recommended that the Board:-

- 2.1 Authorise the relinquishment of the existing lease between Renfrewshire Council and Renfrewshire Joint Valuation Board for the Robertson Centre as a whole.
- 2.2 Approve the granting of a new lease of the Robertson Centre, 16 Glasgow Road, Paisley for the ground floor only with associated parking based upon the terms and conditions detailed below.

- 2.3 Authorise the grant of a lease to Renfrewshire Leisure of the first floor offices with associated parking at the Robertson Centre, 16 Glasgow Road, Paisley.
-

3. **Background**

- 3.1 The Robertson Centre is leased to the RVJB on a 9 year lease from 1 May 2011 which is scheduled to expire on 31st March 2020 at a current rental of £141,000 pa. There is no provision for a rent review in the current lease. The current annual rent reflects the market rent of £55,000 as set in May 2011, along with the loan costs of £86,000 for the £1.4m refurbishment of the Robertson Centre, which took place at this time.
- 3.2 The Board will be aware that the RVJB consists of Renfrewshire, East Renfrewshire and Inverclyde Council's and is the body responsible for valuing properties for Council Tax purposes and Non Domestic Rates along with maintaining the Electoral Roll. Each Council makes a proportionate contribution to the running costs, with Renfrewshire Council being the lead authority.
- 3.3 In order to support the RVJB's medium term financial planning and operating arrangements, the Planning & Property Board approved an amendment to the existing leasing arrangements at its meeting on 14th March 2017, such that the RVJB would be granted a lease extension until 31 March 2024, subject to the rent being reviewed as at 31 March 2020. This would enable the RVJB to plan their service provision within the existing building, provides certainty for a further period in relation to rental charges and allow the RVJB to an extended period over which to repay existing loan charges.
- 3.4 Following further discussion with the RVJB on modernising their current work practices, it was found that additional savings could be achieved if the RVJB reduced the office space it occupies. In this regard, the RVJB asked about the opportunity to downsize by vacating the first-floor offices and possibly sub-letting this space. Their existing lease prohibited sub-letting.
- 3.5 The Council and Renfrewshire Leisure in terms of the Museum's project would require space to relocate staff for up to 4 years while the Paisley Museum & Library are being refurbished. The space which the RVJB could vacate was identified as offering a solution for both parties.
- 3.6 The Head of Property Services entered into discussions with the RVJB and Renfrewshire Leisure and the following provisional terms and conditions of lease have been reached:-

4. Proposed terms and conditions of Lease to RVJB;

- Renfrewshire Council will agree to RVJB renouncing its existing lease of the Robertson Centre as a whole.
- In exchange Renfrewshire Council will grant a new lease of the ground floor along with 17 Car parking spaces on an FRI basis until 31 March 2024.
- The current rent for the ground floor and caretakers flat plus car parking will be £32,250 per annum, which will be subject to a rent review as at 31 March 2020 to market value.
- The current loan repayment of £43, 000 per annum will remain until 31 March 2024.
- Renfrewshire Council, currently processes all of your utility and service charge costs. The Council would proportionately divide this between the RVJB and RLL (the intended occupier for the vacated space.)
- In relation to the need to find space to store 40 cabinets, while RVJB staff undertake a scanning exercise, a separate lease at a rent of £1, if asked will be agreed for space within the Council's existing portfolio. It is recognised that RVJB will require this space to assist it modernising its works practices. This lease for additional property to facilitate the requirement to vacate the first floor, will be approved by the Head of Property utilising delegated powers, once an exact property has been identified.
- the cost of the alteration works to the Robertson Centre, for the RVJB staff move, and to accommodate RLL on the first floor, the Council will absorb these costs within its Museum project, and there should be no added loan charges due to RVJB.
- RVJB has granted a licence to occupy agreement with Renfrewshire Council to enable its staff to take occupation of the necessary areas to undertake the fit-out works as from 1 October 2018, to facilitate the Museums project. Recognising this, the Council will agree to the rent reduction occurring from this date.
- Each party will meet their own professional and legal expenses in progressing the lease renunciation and the grant of a new lease

5. Proposed terms and conditions of Lease to Renfrewshire Leisure;

1. Renfrewshire Council will charge Renfrewshire Leisure a rental of £1 per annum for the first-floor offices and associated car parking occupied at the Robertson Centre. This being the same level of charge currently attributed by the Council to properties leased to RL.
2. The length of lease will be until 31 December 2022 or such other date as maybe mutually agreed.
3. Renfrewshire Leisure will occupy for the period of the refurbishment contract for the Museum project. The rent will remain at £1 per annum throughout
4. Renfrewshire Council, will process utility and service charge costs for the Robertson Centre and proportionately divide this cost between the RVJB and RLL via an appropriate service charge.
5. the Robertson Centre will become a multi-occupied building with two separate rates entries. RLL, will require to meet any budget costs for any rating liability.
6. The cost of the alteration works to the Robertson Centre, for the first floor to accommodate the RLL staff move, the Council will absorb these costs within its Museum project.
7. In respect to the grant of a lease, each party will meet their own professional and legal expenses

Implications of the Report

1. **Financial** – Reduced rental charge to RVJB of -£22750, which will benefit the RVJB service moving forward. Cost implications re the fit-out works to achieve this being met from existing budgets within the Museums project.
2. **HR & Organisational Development** – None.
3. **Community Planning** -None
4. **Legal** – Undertake a lease renunciation with RVJB and grant of new leases to RVJB and to Renfrewshire Leisure.

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

List of Background Papers

- (a) Background Paper 1 – None.
-

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Telephone: 0141 618 6175



Renfrewshire
Council

Robertson Centre, Glasgow Road, Paisley

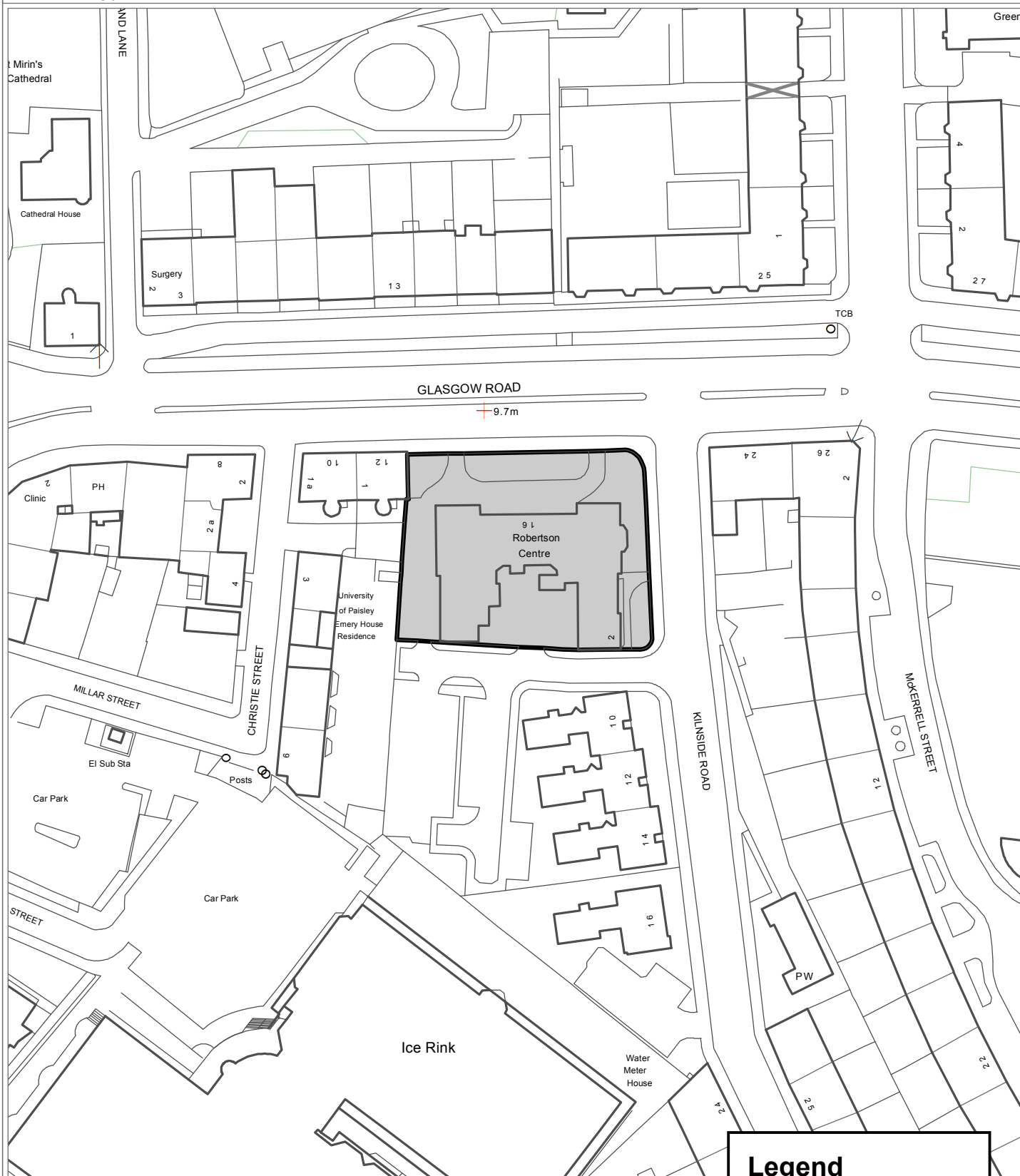
Report Plan Ref. E2588



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User: howardhaughj2

Date: 10/02/2017



Notes:

Legend

 Robertson Centre

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