

Notice of Meeting and Agenda Communities, Housing & Planning Policy Board

Date	Time	Venue
Tuesday, 21 August 2018	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Bill Binks: Councillor Stephen Burns: Councillor Andy Doig: Councillor Natalie Don:
Councillor John Hood: Councillor James MacLaren: Councillor Kenny MacLaren: Councillor Mags
MacLaren: Councillor Colin McCulloch: Councillor Kevin Montgomery: Councillor Iain Nicolson:
Councillor Emma Rodden: Councillor Jane Strang:
Councillor Marie McGurk (Convener): Councillor John McNaughtan (Depute Convener):

Further Information

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

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

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

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

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.

1 Minute of Police and Fire & Rescue Scrutiny Sub-Committee 5 - 8

Minute of meeting of Police and Fire & Rescue Scrutiny Sub-Committee.

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BUDGET REPORTS

2 Revenue Budget Monitoring Report 9 - 14

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

3 Capital Budget Monitoring Report 15 - 20

Report by Director of Finance & Resources.

4 Community Empowerment Fund 21 - 26

Report by Chief Executive.

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SERVICE IMPROVEMENT PLANS

5 Children's Services: Service Improvement Plan - Overview of Performance 2017/20 27 - 58

Report by Acting Director of Children's Services.

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COMMUNITY SAFETY AND PUBLIC PROTECTION

6 Communities and Public Protection Operational Update 59 - 68

Report by Director of Communities, Housing & Planning Services.

7 Street Stuff Annual Update 2017/18 69 - 76

Report by Director of Communities, Housing & Planning Services.

8 Community Justice Renfrewshire Annual Report 2017/18 77 - 132

Report by Acting Director of Children's Services.

- 9 **Community Payback Order Annual Report 2016/17 and Update on Criminal Justice Social Work** 133 - 156
Report by Acting Director of Children's Services.

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HOUSING

- 10 **Draft Renfrewshire Common Housing Allocation Policy and Update on the Housing (Scotland) Act 2014** 157 - 250
Report by Director of Communities, Housing & Planning Services.
- 11 **Scottish Social Housing Charter: Annual Return 2017/18** 251 - 272
Report by Director of Communities, Housing & Planning Services.
- 12 **Tenant Satisfaction Survey 2017/18** 273 - 280
Report by Director of Communities, Housing & Planning Services.
- 13 **Draft Strategic Housing Investment Plan 2019/20 - 2023/24** 281 - 326
Report by Director of Communities, Housing & Planning Services.
- 14 **Housing Energy Efficiency and Carbon Reduction Programmes 2018/19: Update** 327 - 330
Report by Director of Communities, Housing & Planning Services.
- 15 **Scheme of Assistance for Private Owners and Missing Shares Pilot Project** 331 - 354
Report by Director of Communities, Housing & Planning Services.

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CONSULTATION

- 16 **Consultation on Charges for the Removal, Storage and Disposal of Vehicles** 355 - 362
Report by Director of Communities, Housing & Planning Services.
- 17 **Control of Dogs (Scotland) Act - Call for Evidence** 363 - 370
Report by Director of Communities, Housing & Planning Services.

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DEVELOPMENT PLANNING

- 18 **Renfrewshire Local Development Plan: Development Plan Scheme 2018** 371 - 390

Report by Director of Communities, Housing & Planning Services.

19 Renfrewshire's Planning Performance Network 391 - 444

Report by Director of Communities, Housing & Planning Services.

Proposal of Application Notices

Proposal of Application Notices are included for members information only. Members should note that the Notices may subsequently come before them for determination as planning applications and as such should consider the guidance contained in the Scottish Government Guidance on the Role of Councillors in Pre-Application Procedures and the Councillors Code of Conduct.

20 Proposal of Application Notices 445 - 450

Reports by Director of Communities, Housing & Planning Services.

Planning Applications

Members must deal with planning applications in an objective manner to ensure that they cannot be challenged with accusations of bias or predetermination. Votes on planning applications must be seen to be impartial and not influenced by party political issues.

21 Planning Applications 451 - 528

Report by Director of Communities, Housing & Planning Services.

Minute of Meeting

Police and Fire & Rescue Scrutiny Sub-Committee

Date	Time	Venue
Tuesday, 22 May 2018	15:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Bill Binks, Councillor John Hood, Councillor Kenny MacLaren, Councillor Marie McGurk, Councillor Iain Nicolson

Chair

Councillor McGurk, Convener, presided.

In Attendance

O Reid, Head of Public Protection and C Dalrymple, Regulatory & Enforcement Manager (both Environment & Communities); and R Devine, Senior Committee Services Officer (Finance & Resources).

Also in Attendance

Chief Superintendent G Crossan, Superintendent S Wright and Chief Inspector L Harvie, (all Police Scotland); and G Binning, Local Senior Officer and J Paul, Community Safety Local Authority Liaison Officer (both Scottish Fire and Rescue Service).

Declarations of Interest

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

1 Scottish Fire & Rescue Service Transformational Consultation

There was submitted a report by the Director of Environment & Communities relative to the consultation undertaken by the Scottish Fire & Rescue Service (SFRS) on its Transformation Strategy entitled “Your Service... Your Voice”.

The report stated that SFRS was keen to engage with partners and stakeholders with an interest in the future of fire & rescue services. The Strategy set out the vision for the Scottish Fire & Rescue Service Transformational programme, looking at efficiencies and ensuring that SFRS could respond to current issues facing communities and future issues that it anticipated would arise as communities developed and changed. The Strategy also proposed that the future role of firefighters be more extensive and formally include a number of areas of activity that were currently being developed across fire and rescue services such as emergency medical response; multi-agency response (terrorism); response to environmental events; wider youth and social prevention work; and inspection and enforcement responsibilities. The deadline for submissions to the consultation was 14 May 2018, however, following agreement with the Local Senior Officer, the deadline had been extended to enable Renfrewshire Council's proposed response to be considered and, if appropriate, approved at this meeting of the Sub-committee.

The Council's proposed response, a copy of which was appended to the report, welcomed the opportunity to review and respond to the Transformation Strategy, the focus contained within the Strategy regarding emerging risks and partnership working.

DECIDED:

(a) That the consultation on the Scottish Fire & Rescue Service Transformation entitled “Your Service....Your Voice” be noted; and

(b) That the Council's response to the consultation, as detailed in Appendix 1 of the report, be approved.

2 Consultation, Annual Review of Policing 2017/18 by Scottish Police Authority (SPA)

There was submitted a report by the Director of Environment & Communities relative to the Scottish Police Authority (SPA) annual report.

The report intimated that the Police and Fire Reform (Scotland) Act 2012 stated that the SPA required to prepare an annual report as soon as practicable after the end of each reporting year. The most recent report, relating to financial year 2016/17, had been presented to the Scottish Parliament during June 2017.

The Chair of SPA had thereafter contacted the Conveners of all scrutiny committees seeking their assistance in informing the development of the Annual Review of Policing 2017/18. The deadline for submissions was 29 June 2018. A copy of the proposed response, prepared on behalf of the Council, was appended to the report. Following consideration, it was noted that the answer to question 9 of the proposed response required to be amended to reflect that membership of the Renfrewshire Police and Fire & Rescue Scrutiny Sub-committee comprised of five elected members, on a rolling basis, who were members of the Council's Communities, Housing and Planning Policy Board.

DECIDED:

(a) That the consultation on the Annual Review of Policing 2017/18 and the request for responses by 29 June 2018 be noted; and

(b) That the Council's draft response to the consultation, as detailed in Appendix 1 of the report, amended to reflect that membership of the Renfrewshire Police and Fire & Rescue Scrutiny Sub-Committee comprised of five elected members, on a rolling basis, who were members of the Council's Communities, Housing and Planning Policy Board, be approved.

3 Enhancement to Officer Personal Protective Equipment

Superintendent S Wright (Police Scotland) advised that, as previously indicated to the Sub-committee, armed response vehicles and officers were being deployed locally on 'routine' calls. A summary of the perceived benefits, from the perspectives of both Police Scotland and the general public, arising from this change in arrangements was provided.

DECIDED: That the information provided be noted.

4 Scottish Fire & Rescue Service Structures

The Local Senior Officer (Scottish Fire and Rescue Service) outlined the local Fire and Rescue Service staffing structures in place and the roles of specific individuals.

There followed discussion regarding the current reporting format where historical data was submitted to the Sub-committee for scrutiny. It was agreed that a review be undertaken by Police Scotland, Scottish Fire & Rescue Services and the Council to develop proposals for the future reporting format to the Scrutiny Sub-committee (e.g. to identify trends, emerging issues, challenges and/or support available to assist with future service provision). The use of the spotlight feature during meetings to raise awareness would also be reviewed.

In addition, it was agreed that arrangements be made to circulate to elected members the names, contact details and roles of senior employees within the Renfrewshire Fire and Rescue Service staffing cluster.

DECIDED:

(a) That a review be undertaken by Police Scotland, Scottish Fire & Rescue Services and the Council to develop proposals for the future reporting format to the Scrutiny Sub-committee (e.g. to identify trends, emerging issues, challenges and/or support available to assist with future service provision);

(b) That the use of the spotlight feature during meetings to raise awareness also be reviewed;

(c) That arrangements be made to circulate to elected members the names, contact details and roles of senior employees within the Renfrewshire Fire and Rescue Service staffing cluster; and

(d) That otherwise the information provided be noted.

5 Police Scotland - Scrutiny Report

There was submitted a report by the Chief Superintendent, Police Scotland, relative to service performance and activities in the Renfrewshire area.

The report summarised the key performance indicators and the appendix to the report provided statistics for the period April 2017 to February 2018, relating to the specific key objectives detailed in the Renfrewshire Local Policing Plan 2017/21, together with comparative data. The report also provided local updates in relation to the Police Scotland priorities of violence, disorder and anti-social behaviour; serious and organised crime; counter terrorism and domestic extremism; protecting people at risk of harm; road policing; and acquisitive crime. The report reaffirmed Police Scotland's commitment to work with Community Planning partners in all sectors to keep the people of Scotland and its communities safe and that partnership working was a critical element of the strategy.

DECIDED: That the report be noted.

6 Scottish Fire & Rescue Service - Scrutiny Report

There was submitted a report by the Local Senior Officer, Scottish Fire and Rescue Service (SFRS) relative to SFRS performance and activities in the Renfrewshire area during the period February to March 2018.

The report highlighted improvements across a range of performance indicators and identified areas where further interventions were required. Over the period there had been a reduction in the number of accidental dwelling fires from 51 in the same period in 2016/17 to 50 in the current reporting period; the total number of all non-fatal fire casualties had increased from 4 to 6; the total number of incidents involving deliberate fire raising had decreased from 56 to 45 during the comparative periods; the total number of fires in non-domestic premises had decreased from 12 to 7 in the current reporting period; the number of unwanted fire alarm signal incidents had increased from 128 to 146; and the total number of non-fatal road traffic collisions attended by the Service had increased from 3 to 5. The appendix to the report provided an analysis of performance and activities.

The report also detailed a number of priorities and interventions, specifically highlighting the Local Area Liaison Officer's attendance at the daily tasking meeting within Renfrewshire Community Safety Hub; the Community Action Team (CAT) engagement with a number of key partners to promote fire safety in preparation for this year's Safe Kids event; a number of information/awareness events that had been conducted by the CAT to support the work of the SFRS Winter Thematic Action Plan which included talks on deliberate fires; and the number of Home Fire Safety Visits (HFSV) carried out in Renfrewshire during the reporting period.

DECIDED: That the report be noted.



To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Finance and Resources, Director of Communities, Housing and Planning Services, Director of Children's Services and Director of Environment & Infrastructure

Heading: Revenue Budget Monitoring to 22 June 2018

1. Summary

1.1 Gross expenditure is £31,000 (0.2%) under budget and income is £31,000 (0.3%) under-recovered which results in a net breakeven position for the services reporting to this Policy Board. The summary position for services reporting to this Policy Board is summarised in the table below.

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
HRA	Breakeven	-	N/A	-
Other Housing	Breakeven	-	N/A	-
Criminal Justice	Breakeven	-	N/A	-
Renfrewshire Wardens	Breakeven	-	N/A	-
Civil Contingencies Service	Breakeven	-	N/A	
Policy and Regeneration	Breakeven	-	N/A	-
Development Standards	Breakeven	-	N/A	-
Community Learning and Development	Breakeven	-	N/A	-

2. **Recommendations**

- 2.1 Members are requested to note the budget position.

3. **Budget Adjustments**

- 3.1 Members are requested to note that since the budget was approved, there have been several budget adjustments resulting in an increase in budget of £29,000.

Budget has been increased by £144,000 reflecting budget transfers of £21,000 for IT maintenance, £24,000 for Lens Projects, £20,000 for auto enrolment and £79,000 for employee costs including £74,000 for Site Enforcement Officers.

This has been netted against a budget transfer decrease of £115,000 which reflects the services share of corporate efficiencies including sales, fees & charges income, overtime and annual leave for those services reporting to this Policy Board.

4. **Housing Revenue Account**

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>First reporting period this year</i>

At this stage in the financial year, the Housing Revenue Account reflects a breakeven position, with no material variances to report.

4.1 **Projected Year End Position**

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

5. **Communities, Housing and Planning Services (excl HRA)**

Current Position:	Breakeven
<i>Previously Reported:</i>	<i>First reporting period this year</i>

At this stage in the financial year, a breakeven position is being reported for those services reporting to the Communities, Housing and Planning Policy Board.

5.1 **Projected Year End Position**

It is also projected that a breakeven position will be achieved at the year end for these services

Implications of the Report

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

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Valerie Howie, Ext 7796
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RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : COMMUNITIES, HOUSING AND PLANNING

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	17,804	2,984	2,902	67	2,969	15	0.5%	underspend
Property Costs	78,632	16,690	15,588	1,098	16,686	4	0.0%	underspend
Supplies & Services	782	200	208	(8)	200	0	0.0%	breakeven
Contractors and Others	70	29	37	(8)	29	0	0.0%	breakeven
Transport & Plant Costs	150	27	28	0	28	(1)	-3.7%	overspend
Administration Costs	8,254	256	252	(1)	251	5	2.0%	underspend
Payments to Other Bodies	6,259	276	257	11	268	8	2.9%	underspend
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	22,677	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	134,628	20,462	19,272	1,159	20,431	31	0.2%	underspend
Income	(123,512)	(10,016)	(10,383)	398	(9,985)	(31)	-0.3%	under-recovery
NET EXPENDITURE	11,116	10,446	8,889	1,557	10,446	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22 June 2018 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : COMMUNITIES, HOUSING AND PLANNING

Description (1)	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%	
Housing Revenue Account	0	(6,207)	(7,100)	893	(6,207)	0	0.0%	breakeven
Other Housing	4,758	15,225	14,739	486	15,225	0	0.0%	breakeven
Criminal Justice	104	541	391	150	541	0	0.0%	breakeven
Renfrewshire Wardens	2,829	549	562	(13)	549	0	0.0%	breakeven
Civil Contingencies Service	114	34	34	0	34	0	0.0%	breakeven
Policy and Regeneration	2,611	343	314	41	355	(12)	-3.5%	overspend
Development Standards	(243)	(195)	(207)	0	(207)	12	6.2%	over-recovery
Community Learning and Development	943	156	156	0	156	0	0.0%	breakeven
NET EXPENDITURE	11,116	10,446	8,889	1,557	10,446	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22 June 2018 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/2019
1st April 2018 to 22 June 2018

POLICY BOARD : COMMUNITIES, HOUSING AND PLANNING : HOUSING REVENUE ACCOUNT

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	£000's	%	
Employee Costs	7,769	1,248	1,244	0	1,244	4	0.3%	underspend
Property Costs	13,772	2,621	1,514	1,107	2,621	0	0.0%	breakeven
Supplies & Services	323	65	65	0	65	0	0.0%	breakeven
Contractors and Others	23	0	0	0	0	0	0.0%	breakeven
Transport & Plant Costs	4	1	1	0	1	0	0.0%	breakeven
Administration Costs	3,112	97	97	0	97	0	0.0%	breakeven
Payments to Other Bodies	3,618	145	136	0	136	9	6.2%	underspend
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	21,852	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	50,473	4,177	3,057	1,107	4,164	13	0.3%	underspend
Income	(50,473)	(10,384)	(10,157)	(214)	(10,371)	(13)	-0.1%	under-recovery
NET EXPENDITURE	0	(6,207)	(7,100)	893	(6,207)	0	0.0%	breakeven

	£000's	
Bottom Line Position to 22 June 2018 is breakeven of	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>0</u>	<u>100.0%</u>



To: COMMUNITIES, HOUSING & PLANNING POLICY BOARD

On: 21 AUGUST 2018

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

1.1 Capital expenditure to 22nd June 2018 totals £2.403m compared to anticipated expenditure of £2.398m for this time of year. This results in an over-spend position of £0.005m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Housing (HRA)	£0.005m <i>o/spend</i>	0% <i>o/spend</i>	<i>n/a</i>	<i>n/a</i>
Housing (PSHG)	£0.000m breakeven	0%	<i>n/a</i>	<i>n/a</i>
Development & Housing Services	£0.000m breakeven	0%	<i>n/a</i>	<i>n/a</i>
Total	£0.005m <i>o/spend</i>	0% <i>o/spend</i>	<i>n/a</i>	<i>n/a</i>

1.2 The expenditure total of £2.403m represents 13% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.

2. **Recommendations**

- 2.1 It is recommended that Members note this report.
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3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive and the Director of Development & Housing Services.
- 3.2 This capital budget monitoring report details the performance of the Capital Programme to 22nd June 2018, and is based on the Housing Capital Investment Plan and the Private Sector Housing Investment Programme approved by the board on 2nd March 2018, adjusted for movements since its approval.
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4. **Budget Changes**

- 4.1 Since the last report budget changes totalling £0.467m have arisen which reflects the following:-

- **HRA**

Budget carried forward from 2017/18 to 2018/19 (£1.057m):

- Improvement to Existing Properties (£0.289m);

Budget transfers in 2018/19 from Professional Fees to:

- Improvements to Existing Properties (£0.408m);
- Regeneration (£0.080m);
- Other Assets (£0.060m);
- Council House New Build (£0.220m).

- **PSHG**

Budget carried forward from 2017/18 to 2018/19 (£0.046m).

- **Development & Housing**

Budget carried forward from 2017/18 to 2018/19 (£0.132m):

- Townscape Heritage CARS 2 (£0.098m);
- Local Green Area Networks (£0.034m).

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.

List of Background Papers

- (a). Non-Housing Capital Investment Programme 2018/19 to 2020/21 – Council, 2nd March 2018.
- (b). Housing Revenue Account Budget and Rent Levels 2018/19 and Housing Capital Investment Plan 2018/19 to 2020/21 – Council, 2nd March 2018.

The contact officers within the service are:

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- Louise Feely, Extension 6049
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Communities, Housing & Planning - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: COMMUNITIES, HOUSING & PLANNING

Project Title	Approved Programme @02/03/18	Current Programme MR 3	Year To Date Budget to 22-Jun-18	Cash Spent to 22-Jun-18	Variance to 22-Jun-18	% Variance	Cash to be Spent by 31-Mar-19	% Cash Spent
HOUSING(HRA)								
Improvements To Existing Properties	5,191	5,888	1,595	1,592	3	0%	4,296	27%
Regeneration	805	885	230	233	-3	-1%	652	26%
Other Assets	2,880	2,940	305	309	-4	-1%	2,631	11%
Non Property Expenditure	10	10	3	3	0	0%	7	30%
Council House New Build	4,735	4,955	70	71	-1	-1%	4,884	1%
Professional Fees	1,818	1,050	0	0	0	0%	1,050	0%
Total Housing(HRA) Programme	15,439	15,728	2,203	2,208	-5	0%	13,520	14%
HOUSING(PSHG)								
Private Sector Housing Grant Programme	1,320	1,366	140	140	0	0%	1,226	10%
Total Housing(PSHG) Programme	1,320	1,366	140	140	0	0%	1,226	10%
DEVELOPMENT & HOUSING SERVICES(THI/LGAN)								
Townscape Heritage CARS 2	1,255	1,353	55	55	0	0%	1,298	4%
Local Green Area Networks Projects	0	34	0	0	0	0%	34	0%
Total Development & Housing(THI/LGAN)	1,255	1,387	55	55	0	0%	1,332	4%
TOTAL COMMUNITIES, HOUSING & PLANNING BOARD	18,014	18,481	2,398	2,403	-5	0%	16,078	13%



To: Communities, Housing and Planning Board

On: 21st August 2018

Report by: Chief Executive

Heading: Community Empowerment Fund

1. **Summary**

- 1.1 The purpose of this report is to seek approval from the Communities, Housing and Planning Board for the award of grants in the first round of the Community Empowerment Fund.
 - 1.2 The key objective of the fund would be to support community organisations to acquire and develop community assets. The fund aims to support and develop community organisations with a specific focus on assisting those organisations that wish to acquire and develop community assets.
 - 1.2 A total of 4 applications were received of which 3 are recommended for grant award in this round with a total award value of £40,000.
 - 1.3 The next deadline for applications is 14th September 2018.
-

2. **Recommendations**

- 2.1 It is recommended that the board approves the recommended grant awards, as detailed in Section 4 and Appendix 1 of the report to the total value of £40,000
-

3. **Background**

- 3.1 At its meeting on 2 March 2018, Council agreed to commit £1.5million (£0.5mil in revenue and £1mil in capital) to establish a Community Empowerment Fund that will be used to support community asset transfers by providing up-front investment in the condition of assets prior to transfer. It should noted the £1.5million is a one-off investment.
- 3.2 On 20th June 2018, Leadership Board agreed the key objectives of the fund, and agreed that allocations of the Community Empowerment Fund be made my Communities, Housing and Planning Board.
- 3.3 The key objectives of the fund are to support and develop community organisations with a specific focus on assisting those organisations that wish to acquire and develop community assets in three ways:
- **Project:** Support the development of the Business Plan for an asset
 - **Organisation:** Develop the organisational capacity to manage and develop an asset
 - **Property:** Upfront investment in assets prior to or after transfer
- 3.3 The fund is comprised of £0.5mil in revenue funding and £1m in capital funding. As such, it is anticipated that revenue funding will support applications to develop the project or organisation, and the capital funding will be used to support property costs.
- 3.4 It will be important applicants to the fund will be able to demonstrate the following:
- Able to demonstrate positive impact for local communities
 - The community are involved in the design and delivery of the project
 - Good working relationships and partnership with others
 - The project is financially sustainable
 - Strategic fit with the fund objectives and criteria
 - Value for money and leverage of additional funding and/or resources
- 3.5 The award of funding from the Community Empowerment fund does not commit the Council to a particular outcome as part of the Asset

Transfer process, which will be subject to a separate decision making process through relevant governance arrangements.

4. **Summary of applications**

- 4.1 Four applications were received by the deadline date of 25th July 2018. The total value of requested grants was £119,389.50.
- 4.2 A cross-service panel of officers have been established to review and assess the applications against the agreed objectives and criteria outlined at Section 3.2 and 3.3 of this report.
- 4.3 Three applications are recommended for approval at this Board, two full awards and one partial award. It is recommended officers continue to work with organisations around the other two proposals for potential consideration at a future board.
- 4.4 A summary of the applications can be found at Appendix 1.

Implications of the Report

- 1. **Financial** - Council approved the allocation of £1.5million to establish the Community Empowerment Fund in March 2018.

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

- 3. **Community/Council Planning –**

The Renfrewshire Community Plan 2017-2027 states “There are new opportunities for communities to use, manage or take ownership of public sector assets and also to participate in the planning and delivery of services through the Community Empowerment Act. Over the last few years, there are over a dozen examples of community groups that have taken over public sector buildings or land in Renfrewshire, and more community groups are now thinking about assets and participation requests. As a partnership, we are committed to supporting this wherever we can.”

The Renfrewshire Council Plan also has a number of relevant priorities as part of the ‘Building strong, safe and resilient communities’ outcome. These include:

- Strengthening existing community networks and empowering local people to become more involved in their area and the services delivered there.
 - Working with communities to support the regeneration of some of our most disadvantaged areas.
 - Ensuring all towns and villages in Renfrewshire are better connected and able to participate in social, cultural or economic activities across the Renfrewshire area.
4. **Legal-** The establishment of this fund supports the delivery of a number of the Council's obligations as part of the Community Empowerment Act 2015.
 5. **Property/Assets** - The development of this fund will support Asset Transfer, and support the Council to meet its obligations as part of the Community Empowerment Act.
 6. **Information Technology** – None
 7. **Equality & Human Rights** - It is anticipated that the fund will have a positive impact on equality and human rights, and applications for the fund will be assessed to ensure they take relevant equalities implications into account.
 8. **Health & Safety** – None
 9. **Procurement** – None
 10. **Risk** – None
 11. **Privacy Impact** – None
 12. **Cosla Policy Position** – None

List of Background Papers

- (a) Background Paper 1 – None

Author: Annabelle Armstrong-Walter, Strategic Partnerships and Inequalities Manager, 0141 618 5968

Appendix 1: Community Empowerment Fund – Round One – Recommendations for Communities, Housing and Planning Board

Applicant	Project description	Requested	Recommendation	Reason	Geographical Area
Active Communities	Seeking asset transfer for Johnstone Police Station, which is a Police Scotland Asset. Proposal to develop a community led health and wellbeing hub, and also accommodation for KAIROS, the new women's initiative. Funding sought is contribution to feasibility study, survey, and business case development.	£10,000	Award £10,000	This is a promising proposal which scored well against all criteria. Good involvement with local community, partnership working and significant leverage of other funding sources into Renfrewshire.	Johnstone
West End Growing Grounds Association	(a) Seeking £20k funding to relocate Sutherland Street growing grounds to Underwood Road, including costs of polytunnel, raised beds, standpipe and container, following Council giving notice on Sutherland Street site (b) Seeking £30k funding for early stages of Community Garden project in Carbrook Street. Asset transferred in 2017. Funding sought for soil and ground tests and connecting utilities.	£50,000	Award £20,000 for Underwood Rd relocation Develop Carbrook Street proposal	Project has established track record of delivery and is a valued community project. Recognised time pressure associated with relocation from current grounds. Recommend deferring decision on Carbrook Street proposal to allow further assessment and development against funding criteria.	Paisley
Paisley Community Trust	Seeking future asset transfer of land on former Arnott's site on Lawn Street. Seeking funding to contribute to the costs of preparing the Outline Business Case for Baker Street cinema, arts and theatre in Paisley.	£10,000	Award £10,000	This proposal is still in early stages, with business case required to clarify key aspects around viability and sustainability.	Paisley
Linwood Community Development Trust	Seeking funding to upgrade the Janitors House (formerly of Clippens School). This asset has already been transferred to Linwood Community Development Trust. This would include costs for full upgrade of Janitors House to support the Woodland Nursery with small classroom, kitchen and toilet facilities.	£49,389.50	Develop Janitors House proposals	Recommend deferring decision on Janitors House proposal to allow further assessment and development against funding criteria.	Linwood



To: **Communities, Housing and Planning Policy Board**

On: **21 August 2018**

Report by: **Director of Children's Services**

Heading: **Children's Services Service Improvement Plan – Overview of Performance (2017-2020)**

1. Summary

- 1.1. The purpose of this report is to provide an update on the performance of Children's Services for the 12-month period to 31 March 2018 in relation to the Service Improvement Plan which was approved in June 2017.
- 1.2. This report provides a summary of performance of Children's Services for the 2017/18 period, with detailed explanation on all relevant actions and performance indicators.
- 1.3. The Service Improvement Plan sits alongside the Risk Management Plan and the Workforce Plan to form a suite of documents which provide the strategic direction for the service. These plans are aligned to the priorities set out in the Council Plan 2017-2022 and include those areas of the Council Plan for which Children's Services is the lead.
- 1.4. In June 2017, the service identified key actions it aims to achieve over the next three years, in order to deliver improved outcomes for local people and communities and contribute to the delivery of the Council Plan 2017-22.
- 1.5. The action plan is the core of the Service Improvement Plan. It sets out the priorities being addressed, the key tasks to be implemented, the implementation time-table and the measures of success. The service scorecard sets out a range of key indicators against which aspects of performance of the service are measured.
- 1.6. Children's Services have continued to progress an ambitious programme of service development and improvement over 2017/18. The service operates within a dynamic financial, demographic and policy environment, with many new and emerging developments or legislation at a national level having a significant impact at a local level. This is in addition to local factors such as changing population, increasing complexity of care and education needs, ongoing partnership work to tackle poverty, modernisation of the school estate and the focus on educational attainment and achievement.

- 1.7. Considering these challenges, the service has reviewed the Service Improvement Plan for the period 2017-2020, and identified a range of actions that will be undertaken by officers in partnership with all stakeholders, to improve and develop service provision.
 - 1.8. A revised performance scorecard has been developed for the period 2018-2021 as a critical element of the Service Improvement Plan. This includes several specific performance indicators and associated targets which will be used to monitor and track progress. The plan and its scorecard was approved at the previous Education and Children's Services Policy Board in March 2018.
 - 1.9. The Children's Service management team reviews progress against all performance indicators and service improvement actions on a quarterly basis. Services covered by the service improvement plan fall within the remit of two Policy Boards and each approves those elements of the service improvement plan relevant to each board. Six monthly reports on the service improvement plan are reported to this policy board and to the Education and Children's Services Policy Board, with the next updates scheduled for November 2018.
-

2. Recommendations

- 2.1 It is recommended that the Communities, Housing and Planning Policy Board note:
 - the content of the Overview of Performance (2017/18) report;
 - the progress that has been made on areas of service performance which fall under the remit of this board in 2017/18;
 - the progress made on actions and performance in the action plan; and
 - that an outturn report will also be provided to the Education and Children's Services Policy Board.
-

3. Background

- 3.1. Children's Services are responsible for the delivery of social work services to children and families, criminal justice social work, early years, primary and secondary education, and community learning and development. Much of what the service does is statutory; that is, there is a legal requirement for the Council to provide that service.
- 3.2. The Service Improvement Plan is one of the ways in which elected members can scrutinise the work of Children's Services, and to consider and decide upon policy options as necessary. Refreshing Service Improvement Plans annually allows each service to consider the context in which they operate and revise plans where appropriate.
- 3.3. The Service Improvement Plan also links Community Plan and Council Plan priorities to strategic and operational activity within the service, which supports employees to understand how their role contributes to the Council delivering on its objectives.

- 3.4. The action plan details the progress of specific areas of work which, during 2017/18, enabled the service to support the Council's priorities and help deliver improved outcomes for Renfrewshire residents.
 - 3.5. The service also measures progress by reporting on performance indicators. The scorecard, included as Appendix 1, provides details of the progress of these indicators throughout 2017/18 against set targets.
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4. Overview of Performance and Key Achievements

- 4.1. One of the purposes of the Service Improvement Plan is to enable elected members to take stock of what is happening in the service and to consider and develop policy options which reflect changing circumstances both in terms of customer needs and resource availability in the context of the Council's priorities and the need to deliver Best Value.
- 4.2. Appendix 1 provides an update on the progress made by the service during 2017/18 in terms of implementing the Service Improvement Plan. It includes an update on the Service's action plan and performance scorecard of indicators as at 31 March 2018.
- 4.3. During 2017/18, key achievements of the service include:
 - Increasing the percentage of pupils who have achieved the expected level for their educational stage in all curricular areas. At all stages (S4, S5 and S6), Renfrewshire pupils performed as well or better in all literacy and numeracy measures than the virtual comparator and national average figures;
 - The delivery of the Literacy Development Programme in partnership with the University of Strathclyde, the success of which has led to the expanded literacy work of the Attainment Challenge. In addition to this, St Anthony's Primary School in Johnstone was named Literacy School of the Year by the UK Literacy Association;
 - The expansion of the Whole Systems approach to youth justice to work with young people up to the age of 21, rather than 18;
 - Supporting high numbers of our young people to enter positive destinations and sustained post-school destinations;
 - With partners, developing the 'Family Firm' approach to co-ordinating employment opportunities for care experienced young people. The approach brings together corporate partners within the Council as well as from partner agencies to deliver practical employability support and real jobs for some of our most vulnerable young people;
 - Embedding the Up2U model for tackling violence in interpersonal relationships. Renfrewshire Council won the 'Research into Practice' category at the 2017 Social Work Scotland awards for Up2U;
 - Completing the Young Carers' strategy which was implemented on 1 April 2018. The service has also appointed a dedicated worker for young carers;

- In conjunction with respectme, Scotland's anti-bullying service, training has been provided to staff across Primary, Secondary and Additional Support Needs (ASN) schools;
- The delivery of the School Estate Management Plan is ongoing with projects at Mossvale and St James' Primary Schools, St Fergus' Primary School and Riverbrae School all completed during 2017/18;

4.4. Two actions have revised due dates:

- CHS.SIP.17.06.03 – Contractor delays mean that the completion of two new residential facilities is expected in Autumn 2018 rather than the original date of January 2018.
- CHS.SIP.17.01.05 – Work to extend/ develop approaches to integration across services for children will roll forward into the 2018/19 as part of the wider consideration of options for service redesign.

4.5. The performance scorecard for 2016/17 contains 43 indicators of which 12 are for information only and have no target. Of the indicators with targets 16 are performing strongly, 4 are slightly behind target. Data is not yet available for the remaining 11 annual indicators, which are based on academic years (ending July) rather than financial years (ending March.)

5. Reporting progress

- 5.1. Progress on the implementation of the Service Improvement Plan is monitored by the Extended Senior Leadership Team every quarter, and will be reported to the Education and Children's Services Policy Board and the Communities, Housing and Planning Policy Board on a six-monthly basis.
- 5.2. A review of progress throughout 2018-19 will be brought to this Board in November 2018.

Implications of this report

- 1. Financial**
The Service Improvement Plan highlights resourcing pressures arising from increasing demand for services and the current financial environment.
- 2. HR and Organisational Development**
None.
- 3. Community/Council Planning**
Priorities identified in the Service Improvement Plan are aligned with Council Plan and Community Plan priorities.
- 4. Legal**
None.
- 5. Property/Assets**
None.

- 6. Information Technology**
Service developments relating to mobile/remote working and information technology are key enablers of service improvement and modernisation and support service-level and corporate objectives.
- 7. Equality & Human Rights**
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
- 8. Health and Safety**
None.
- 9. Procurement**
None.
- 10. Risk**
Risks related to the delivery and management of services are regularly monitored and included in Renfrewshire Council's Risk Register.
- 11. Privacy Impact**
None.
- 12. Cosla Policy Position**
None.

List of Background Papers

None.

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Children's Services Service Improvement Plan Scorecard 2017-2020

Report Type: Pls Report













Generated on: 25 April 2018












PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse
	Unknown				
	Data Only				

Objective Council Plan Priority 3: Protecting the Public




PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/CJ/CPO/02 % of NEW unpaid work orders/requirement complete by the required date			69%	72%	The figure of 69% is slightly below the target of 72% and reflects the ongoing increased workload within the service. There has also been additional demand on the service created by increased numbers of Fiscal Work Orders where individuals are diverted and undertake unpaid work. These were rolled out in 2015 and took time to impact, but the projection for 2017/18 is double the numbers for 2016/17. Staff make every effort to engage with individuals at an early stage and to ensure that they comply with agreed work days and other activity. Where timescales are not going to be met due to acceptable reasons, extensions will be sought from court.	
CHS/CJ/CPO/01 The percentage of NEW clients subject to a new supervision order seen by a supervising officer within 1 week			74%	92%	Performance in 2017/18 has improved by 7% in comparison to 2016/17. This is due to the introduction of a process where service users are provided with their first appointments within the criminal justice social work report, and this is within 5 working days of the sentencing date. Of those not seen within 5 days, 9% were in custody and as such were unable to attend, whilst a further 40% were due to service user non-compliance. In 12% of cases the sentence had been imposed by an external court and as such first direct contact with the service user was delayed. Further deferments for sentence also impacts upon scheduling.	







PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/CJ/CPO/04 Percentage of NEW unpaid work clients seen within 1 working day of the order			76%	65%	Performance exceeds target set and reflects a new system and focus on this initial engagement. All attempts are made to engage with those individuals where CJSWRs are undertaken and thus the service is aware of the possibility of an order. Significant numbers of individuals have no assessment prior to their court appearance and are thus unaware of the requirement to report to social work. Also 65% of those who were not seen within 1 day were sentenced at a court other than Paisley Sheriff/Paisley High, thus resulting in delays as our court service cannot attempt to engage with them immediately following sentencing.	
CHS/CJ/CPO/05 Percentage of NEW unpaid work clients receiving an induction within 5 working days of the order			74%	70%	Increasing numbers of service users receive orders without court reports being undertaken, thus meeting deadlines is dependent upon the timescales of orders from court and the ability to engage with the individual as early as possible. Performance exceeds target set. A new process ensures that new unpaid work service users, that we are aware of, are scheduled to meet their supervising officers within 24 hours of court and receive their initial induction, they then attend for a more in depth health and safety induction within 5 working days of court. 28% of those not meeting the target failed to attend appointments and 34% attended external courts which can delay initial contact and thus appointments being set.	
CHS/CJ/CPO/06 Percentage of NEW unpaid work clients beginning work placement within 7 working days of the order			53%	50%	Performance exceeds target set. All attempts are made to engage with individuals and ensure that they commence work which is safe for the community, themselves and staff supervising them. A new and more intensive health and safety induction process has been created, which is the first day that the individual is attending work. These occur twice weekly to ensure that service users attend within 7 days. Where orders are imposed without social work reports, and there are delays with information being passed to Renfrewshire, delays can occur in initial contact which then impact upon the range of initial contacts. This is also reliant upon client compliance. Non-compliance related to 47% of non-attendance, and a further 25% have been imposed by external courts, as such there can be a delay in initial contact with the client until notification of the order is received from the external court.	
CHS/CPR/01 Percentage of children registered in this period who have previously been on the Child Protection Register			23%	n/a	The percentage of children registered during the period of 1 April 2017 to 31 March 2018 who have previously been placed on the Child Protection Register was 23%. This is an increase from 2016/17 when only 12% of children registered had been previously been placed on the Child Protection Register. However, the figure for 2017/18 is consistent with previous years with 23% of children previously registered in 15/16 and 24% in 14/15. The low figure for 2016/17 was partially due to a reduction in the number of children registered who had previously been placed on the Child Protection Register but was also due to an increase in the total number of registrations that year. The number of families registered in 2017/18 that contained children who had previously been registered was 19 families compared to 15 families in 2016/17. We will continue to closely monitor re-registrations.	













Objective Council Plan Priority 5: Reducing the Level and Impact of Poverty

PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/EY/02 % of entitled 2 year olds accessing 600 hours of early learning and childcare			56%	n/a	This service is offered as part of the early years approach and relies on parental uptake. Our early years establishments continue to promote the service locally and this continues to be an area for improvement.	
CHS/CLD/01 Number of adults participating in literacy and numeracy classes			340	450	The literacy programme was rationalised during 2017/18 following a service review and this is reflected in our total number of literacy learners for the year. Future year targets will be reviewed.	
CHS/EY/01 % of 3 and 4 year olds accessing 600 hours of early learning and childcare			91.2%	n/a	Data indicates 91.2% uptake of entitlement. This figure does not include children who have turned 5 years and are receiving their 600 hours of entitlement. All requests for 600 hours are being delivered.	







Objective Council Plan Priority 6: Raising Attainment and Closing the Poverty Related Attainment Gap

PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/ATT/04 No. of opportunities for young people to achieve through accredited awards			1,193	1,130	Youth Work activities linked to wider achievement help young people work towards accreditation through Youth Achievement Awards, Saltire Award, JASS Award, John Muir, Go Mountain Bike, Heart Start, and the Duke of Edinburgh Award Programme. Effort is also being made to accredit youth leadership training to SQA recognised awards (e.g. D of E Leaders Programme, Certificate in Participative Democracy). Support given to partners through training and networking to promote wider achievement opportunities.	
CHS/ATT/01a % of Leavers attaining literacy SCQF Level 4	n/a	n/a	n/a	n/a	The percentage of school leavers attaining SCQF level 4 literacy has marginally increased in 2016/17 to 97%. The figure has remained constant over the past 4 years. Renfrewshire is marginally above its virtual comparator in this indicator, which this year was 96%.	n/a
CHS/ATT/01b % of Leavers attaining numeracy SCQF Level 4	n/a	n/a	n/a	n/a	The percentage of school leavers attaining SCQF level 4 numeracy is unchanged since 2015/16 at 92%, however has increased over a 5-year period. Renfrewshire is marginally below its virtual comparator in this indicator, which is 93%.	n/a
CHS/ATT/01c % of Leavers attaining literacy SCQF Level 5	n/a	n/a	n/a	n/a	The percentage of school leavers achieved SCQF level 5 in literacy has increased in 2016/17 to 86%. Over 5 years, Renfrewshire has increased the percentage of pupils achieving literacy at SCQF level 5 by 15 percentage points. This increase has meant that Renfrewshire is now in line with the virtual comparator for this indicator.	n/a
























PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/ATT/01d % of Leavers attaining numeracy SCQF Level 5	n/a	n/a	n/a	n/a	The percentage of school leavers achieved SCQF level 5 in numeracy has increased in 2016/17 to 76%. This is an increase of 5 percentage points since 2015/16, and an increase of 15 percentage points over 5 years. Renfrewshire is above the virtual comparator in this indicator, which is 75%.	n/a
CHS/ATT/05 Average total tariff score of all school leavers in Renfrewshire			943	904	The total average total tariff from 2016/17 school leavers has improved on 2015/16 and over a 5-year period. The average total tariff had declined over the previous 3 years, however the 2016/17 figures represents a considerable improvement. The average total tariff in Renfrewshire was higher than the national figure, which was 906, but behind our virtual comparator. Renfrewshire's results in the 2017 exam diet saw levels of National 5 and Higher awards being maintained, with an increase in the number of Advanced Higher awards. Advanced Highers are allocated a very high number of tariff points and therefore having more pupils reaching this level of attainment will have been a key factor in increasing the average total tariff for school leavers.	
CHS/ATT/06 Average total tariff score of pupils living in SIMD 30% most deprived areas			684	673	The total average total tariff for school leavers living in 30% most deprived areas has improved, both compared with 2015/16 leavers and over a 5-year period. This positive trend suggests that although pupils in the most deprived areas do not yet perform as well as those from the least deprived areas, the number and level of qualifications gained by these pupils are consistently increasing. However, within Renfrewshire there has been improvement across all deprivation groups which means that the attainment gap between most and least deprived pupils is unchanged since 2015/16.	
CHS/ATT/07 Percentage gap in average total tariff score of school leavers resident in SIMD 30% most deprived and those from the 70% least SIMD deprived Renfrewshire areas.	n/a	n/a	n/a	n/a	The percentage gap in the average total tariff of school leavers from the 30% most and 70% least deprived areas is unchanged at 37%. Attainment vs Deprivation measures show that within Renfrewshire, school leavers outperform the national average in all deciles except 10. Although the attainment gap is unchanged, the attainment of school leavers in Renfrewshire has increased within all SIMD deciles except for 10. The largest increase in average tariff since 2015/16 is within the middle 40% (SIMD 4-7), which may account for the lack of change within this year's attainment gap.	n/a
CHS/ATT/08 Average Total Tariff Score of Looked After Children (school leavers)	n/a	n/a	n/a	n/a	The average total tariff of LAC leavers has increased this year to 289. This is an improvement since 2015/16 when the average tariff was 237, and an increase over 5 years. Due to the small number of looked after pupils in each leavers cohort there is considerable variation in the average tariff from year to year.	n/a
CHS/ATT/09 Gap between the Average Total Tariff Score of Looked After Children (school leavers) and that of the total Renfrewshire leavers cohort	n/a	n/a	n/a	n/a	The percentage gap in the average total tariff of school leavers between looked after pupils and pupils not looked after has decreased slightly this year to 70%. As both cohorts increased their average tariff in 2016/17 this represents a decrease within the attainment gap.	n/a

PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/SCH/07 % of children attending school (Primary)			95.3%	n/a	This is a new PI and relates to academic years. The figure for 2017/18 will be available in July 2018.	
CHS/SCH/08 % of children attending school (Secondary)			90.6%	n/a	This is a new PI and relates to academic years. The figure for 2017/18 will be available in July 2018.	
CHS/SCH/09 % of young people choosing to stay onto S5 after January (as % of S4 roll at September previous year)			86.1%	88%	This is a new PI, and no baseline data was available to assist with target setting. Targets will be reviewed for suitability when more data is available.	
CHS/SCH/10 % of young people choosing to stay onto S6 (as % of S4 roll at September two years before)			65.1%	66%	This is a new PI, and no baseline data was available to assist with target setting. Targets will be reviewed for suitability when more data is available.	

Objective Council Plan Priority 7: Supporting and Sustaining People into Employment

PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/LAC/CL/01 Percentage of care leavers participating in employment, training or education			49%	47%	The numbers of care leavers who are in education, employment or training is at 49%, in excess of the target of 47%. This reflects the close working relationship the Throughcare Team has with both Renfrewshire's Employability Team and local education providers.	
CHS/PD/01 % of School leavers in a positive destination			92.8%	95%	2016/17 academic year results The most recent leaver destinations data (2016/17) has shown that the percentage of school leavers in Renfrewshire who have gone on to a positive destination has increased slightly. The figure was slightly behind the national average of 93.7%. The service has a number of initiatives and partnerships in place to support young people into education, employment and training.	

Objective Council Plan Priority 8: Improving Care, Health and Wellbeing

PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/LGBF/01 Percentage of Looked After Children cared for in the community			93%	n/a	The percentage of looked after children cared for in the community has remained stable at 93% in Q4 of 2017/18. Please note, this indicator is also reported annually and the figure for the annual figure is derived from the Local Government Benchmarking Framework indicator CHN9 'Balance of care for 'looked after children': % of children being looked after in the community'. The percentage of looked after children cared for in the community in Renfrewshire in 2016/17 was 94% and above the Scotland average of 90%.	
CHS/LAC/01 The percentage of children made subject to a supervision order that were seen by a supervising officer within 15 days			82%	100%	There were 74 new home supervision requirements during 2017/18 and the first visit was carried out within 15 days for 61 of these cases. Explanations were sought for visits that were carried out late and we will continue to closely monitor this indicator to ensure that late visits are minimised. There will always be an element of client compliance in relation to this indicator.	
CHS/LAC/02 Percentage of accommodated Looked After Children placed with families			81%	83%	The percentage of children looked after and accommodated with families has decreased from 85% in 2016/17 (as at 31/03/2017) to 81% in 2017/18 (as at 31/03/2018) and is below the target of 83%. This is due to a small number of unaccompanied asylum seeking children being placed in a residential setting. We will always aim to place children within families where it is appropriate to do so.	
CHS/LAC/CL/02 Percentage of care leavers who have had a period of homelessness in the last 6 months			11%	n/a	The figure of 11% is reflective of 13 young people. Throughcare and Housing continue to work together to reduce homelessness and to support young people in sustaining tenancies.	
CHS/SCH/02 Number of days lost per 1,000 Primary School pupils through exclusion			2.6	2	There were 2.6 days lost per 1,000 primary pupils through exclusion for Q2 (November - January). The full school year (2017/18) data will be available mid-July.	
CHS/SCH/03 Number of days lost per 1,000 Secondary School pupils through exclusion			23	22	There were 23.0 days lost per 1,000 secondary pupils through exclusion for Q2 (November - January). The full school year (2017/18) data will be available mid-July.	
CHS/YOU/01 Numbers of pupils engaged through the music service			Data not yet available	1,150	This is an academic PI. The figure for 2017/18 will be available in July 2018.	
CHS/YOU/02 Number of young people taking part in school based projects and			933	800	Participation was slightly lower in Q4 than at other times of the year but remains well above the target. Recruitment delays and staff absence reduced the capacity to provide these activities in the last quarter.	

PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
programmes run by Youth Services						
CHS/YOU/03 Number of young people taking part in youth voice projects and programmes run by Youth Services	↑	↓	165	160	Regular attendance in Youth Voice programme remains strong and consistent over the period. Snapshots of participation figures show that between 130 and 230 YP take part at any time.	✓
RCPC/01 Number of children on the Child Protection Register at quarter end date	↓	↓	96	n/a	There were 96 children on the Child Protection Register as at the reporting period end date for 201/18 (as at 31/03/2018), compared to 110 children as at the reporting period end date for 2016/17 (as at 31/03/2017). During 2017/18, there were 135 new registrations and 150 de-registrations.	📈

Objective Council Plan Priority 10: Continuing to be a Well Run Council

PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
CHS/CLD/02 Percentage of adult education learners satisfied	▬	↑	100%	100%	The service collects this information locally from adult learners. All learners providing information reported that they were satisfied with the service they received.	✓
CHS/LGBF/02 Gross cost of "Children Looked After" in residential based services per child per week	↑	↓	£4,365.85	n/a	The figure for this indicator is derived from the Local Government Benchmarking Framework indicator CHN8a 'The gross cost of "children looked after" in residential based services per child per week'. The cost of children looked after in residential placements has decreased from £4,415.29 in 2015/16 to £4,365.85 in 2016/17, but was higher the 2016/17 Scotland average of £3,404.36.	📈
CHS/LGBF/03 Gross cost of "Children Looked After" in community placements per child per week	▬	▬	£444.21	n/a	The figure for this indicator is derived from the Local Government Benchmarking Framework indicator CHN8b 'The gross cost of "children looked after" in a community setting per child per week'. The cost of children looked after in the community has increased from £349.04 in 2015/16 to £444.21 in 2016/17, and was higher than the 2016/17 Scotland average of £312.73.	📈
CHS/LGBF/04 Cost per pupil for primary schools	↓	↓	£4,407.00	n/a	The figure for this indicator is derived from the Local Government Benchmarking Framework indicator CHN1 'Cost per primary school pupil'. The cost per pupil for primary schools has increased from £4,088 in 2015/16 to £4,407 in 2016/17 and was below the 2016/17 Scotland average of £4,806.	📈
CHS/LGBF/05 Cost per pupil for secondary schools	↓	↓	£5,844.00	n/a	The figure for this indicator is derived from the Local Government Benchmarking Framework indicator CHN2 'Cost per secondary school pupil'. The cost per pupil for secondary schools has	📈

PI Code & Name	Short Term Trend	Long Term Trend	Current Value	Current Target	Latest Note	Status
					increased from £5,767 in 2015/16 to £5,844 in 2016/17 and was below the 2016/17 Scotland average of £6,814.	
CHS/SCH/04 Percentage of parents satisfied with establishments Education Scotland Survey	↓	↓	Data not yet available	100%	This is an academic year PI.Data is provided by Education Scotland and is expected to be available by the end of 2018.	n/a
CHS/SCH/05 Percentage of pupils satisfied with establishments Education Scotland Survey	↓	↓	Data not yet available	100%	This is an academic year PI.Data is provided by Education Scotland and is expected to be available by the end of 2018.	n/a
CHS/SCH/06 Percentage of adults satisfied with local schools	↑	↑	Data not yet available	100%	This data is derived from the Scottish Household survey and data. The 2017/18 information will become available in late 2018.	n/a

Children's Services Service Improvement Plan 2017-2020

Actions




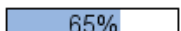

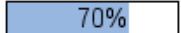
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Report Author: Alasdair Mann
Generated on: 24 April 2018



Action Status	
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	Overdue
	Check Progress
	In Progress
	Completed

Rows are sorted by Code, Title


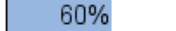


Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
	CHS.SIP.17.01.01	Continue to develop nurturing approaches to promote inclusion across all education establishments.	All our children and young people are receiving the highest standards of teaching and learning, caring, supportive and nurturing learning environments.	31-Mar-2020	<div><div>60%</div></div>	Between January and March 2018, the expansion of the Renfrewshire Nurturing Relationships Approach (RNRA) has continued. Thus, 28 establishments are now engaged in developing nurturing relationships. Renfrewshire Educational Psychology Service (REPS) continue to lead and support this initiative with all EPs involved. 8 schools received whole-school training during this period and 12 further establishments will receive training by December 2018. The original 6 pathfinder schools are at the final stage of implementation and will move to a maintenance agenda to ensure sustainability by August 2019. 2 schools continue at readiness development stage. 9 core groups now exist in	Principal Educational Psychologist



Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						<p>the participating establishments. Initial data highlights positive progress for pupils engaged in the RNRA in relation to pupil social and emotional wellbeing. Plans for data collection and evaluation are in place but no new data is available at this point. Data collection for the doctoral research evaluation has continued during this period and will be concluded by July 2018.</p> <p>REPS delivered RNRA leadership training for Head and SMT in January and hosted further viewings of the film: "Resilience: the Biology of Stress and the Science of Hope", including Renfrewshire Child Protection Conference in March. This development makes links between RNRA, Adverse Childhood Experiences (ACEs) and trauma.</p> <p>REPS has also delivered seminars and workshops in collaboration with Education Scotland during this period.</p>	
	CHS.SIP.17.01.02	Continue to develop a whole systems approach to supporting our most vulnerable children and families.	All our children and young people are aspiring to achieve their full potential, giving them the basis to achieve their full potential. Most vulnerable young people supported in their involvement with the criminal justice service.	31-Mar-2018		The whole systems approach is now fully embedded and is an integral part of our front-line service delivery. The team will continue to provide support to some of the Service's Highest Tariff young people.	Head of Child Care and Criminal Justice
	CHS.SIP.17.01.03	Reinvigorate and refine existing high-quality approaches with partners to ensure we are Getting It Right for Every Child.	As part of a shared approach across the service and with partners, the service is meeting the needs of vulnerable children and young people, facilitating them to reach their full potential.	30-Jun-2019		SEEMIS wellbeing application introduced to all education establishments. Continued focus on improving assessment of wellbeing to secure high quality plans for children who need them. Continuing liaison with partners across agencies to ensure high quality assessment and planning will be tested through case file audit planned for May 2018.	Head of Early Years and Inclusion
	CHS.SIP.17.01.04	Encourage and support active collaboration and	Our schools are building stronger links with parents	31-Mar-2020		<p>Inclusion Support Assistants</p> <p>Nine Inclusion Support Assistants (ISA) have</p>	Head of Schools


Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
		engagement with parents in supporting their child's learning.	and are effective in supporting parental engagement. Pupil attainment improves.			<p>been recruited and placed in 9 of our Secondary schools. All ISAs are now providing focussed support to a group of at least 10 targeted young people from S1-3 in each school. Almost all young people fall into SIMD 1-3 and have been referred due to concerns related to attendance, behaviour and/or lack of parental engagement. Quantitative and qualitative data is being collected to measure the impact of ISA support, including attendance and exclusion data, strengths and difficulties questionnaires, parental participation figures and case studies. A positive impact is already evident through improving attendance, reducing exclusions and improving parental engagement for the targeted young people with the ultimate aim of improving attainment and achievement.</p> <p>Pizza Reading To date we have engaged with 9 Primary Schools to deliver Pizza Family Learning Programmes. 166 families have engaged in the programme and this equates to 333 individual participants. Positive partnership working between Adult Learning & Literacies Service and Primary Schools is established and this continues to contribute to the wider learning framework both in school and in the home.</p> <p>Participating in the Pizza Reading Family Learning Programme builds parental engagement and supports parents to engage with their child's school and education in a positive way. This approach promotes parents as partners in their children's learning and education. Participating in the Pizza Reading Programme has enabled parents to discuss, challenge and support their child's learning in more detail with the school.</p> <p>Parents who have taken part in the programme continue to state that they see a huge difference in the levels of confidence their</p>	


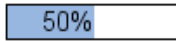


Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						<p>children are showing at home and in the school.</p> <p>Parents also continue to express that they feel more confident in reading out loud to their children. Parent's confidence has increased and they are now progressing to other learning opportunities within Adult Learning Service.</p> <p>Parents in Partnership (PIP) Ten out of the twelve establishment PIP programmes are completed and two will commence around the transition phase.</p> <p>The priority target group for the programme is SIMD 1-3; however, there is a growing realisation that deciles are not always a true indicator of need and current work is focusing on linking the decile information to the greater intelligence we now have around families and the hidden need for support that is not always evident.</p> <p>The programme attendance of parents in each establishment is tracked on a weekly basis and the attendance of pupils in school is tracked at three capture points within the school sessions – September, November and February. This information is currently being consolidated for all establishments who have now completed their programmes for this school year. As well as the quantitative data, establishments have also collected their own qualitative data for the parents who attend their sessions.</p> <p>110+ families have engaged in the completed programmes to date. Whilst this number remains small the outcomes and the impact for the families is extremely positive and this is supported by their increased confidence and understanding of school. As a result of the still small numbers engaging, and a development from the event to engage key stakeholders, there are four pilot transition programmes</p>	

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						<p>currently underway. These are facilitated in the main by the Transition Teachers within the Learning and Teaching work stream ultimately linking with the PIP Coordinators in the secondary school.</p> <p>Parents in Transition is an integrated approach to improving outcomes, collectively supporting and engaging more vulnerable families at transition. This model will allow for sharing of expertise and key intelligence to support the families through an integrated operating model. Four pilot clusters are currently participating – Linwood HS, St Benedict's HS, Trinity HS and Paisley Grammar. The four Transition Teachers have been engaging with the families of the children they are working with, reaching out using a 'softer approach' to support them through the transition period to secondary school. This work combined with the intelligence from Home Link and the Primary School DHTs should prove to be key to engaging more families earlier and providing them with the support they need.</p> <p>This pilot has been designed as a result of the feedback from PIP programmes, resulting in a collaboration between staff and sectors moving towards a more collective approach to outcomes.</p> <p>The work with the families is ongoing and currently two out of the four workshop sessions for staff across sectors including support staff/stakeholders have been completed. The remaining workshops will be completed by the end of April 2018. The feedback from these sessions will be fully collated and evaluated once the four sessions are complete.</p> <p>It is the intention in the coming year to integrate the data being gathered on attainment within the secondary school and</p>	


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						<p>looking at the links between parental engagement/learning and pupil attainment in class.</p> <p>Planning is underway with Community Learning & Development to deliver a Parent Ambassador Programme. This will be a voluntary group who will become the voice of parents and will undergo training to support them in their role including PVG. It is planned to roll out this opportunity to schools in May/June 2018 with training to commence in August 2018 for a group of 12 parents. The role for this group of volunteers will be to provide the link in the community to the school and help teaching /support staff to engage with more families.</p>	
	CHS.SIP.17.01.05	Further extend and develop our approaches to integration across children's services to best support the well-being of our children, staff, parents and carers.	Maximising the value of available resource to ensure improved outcomes for children and young people.	30-Apr-2018 <i>Revised Due Date: 30-Apr-2019</i>		Opportunities are continuing to be explored under wider service redesign. New due date of April 2019.	Head of Early Years and Inclusion
	CHS.SIP.17.02.01	Develop and implement a strategic vision for learning and teaching within and across Early, Primary and Secondary sectors.	Improved practitioner confidence in the classroom and therefore improvements in overall attainment and achievement.	31-Aug-2018		<p>Early Years A programme of training and development continues to be available to the team of peripatetic early years teachers to support them with teaching approaches in literacy and numeracy in the early years and to enable them to cascade the learning from this to early years' staff.</p> <p>Primary Our partnership with University of Strathclyde continues. The Dive into Writing programme has been very successful and a number of classroom assistants have been trained in approaches to support children in literacy and numeracy activities. A programme of training in assessment and moderation has been delivered and feedback from the sessions has been positive, this will continue to support</p>	Assistant Director (Education)




Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						<p>practitioners in planning for assessment and to raise confidence in teacher judgement regarding pupil's achievement of a level.</p> <p>Secondary Subject forums continue to meet at regular intervals to share practice and develop resources to support effective curriculum delivery. Increasingly these forums are making use of online sharing forums which is leading to increased practitioner confidence and skill. National Qualifications continue to be a focus for Secondary schools and input at these forums from SQA representatives has been invaluable.</p> <p>The Development Officers for Numeracy, Literacy and Assessment have attended the subject forums as appropriate and have been able to offer very helpful advice and direction which is supporting learning and teaching in the Broad General Education particularly. Work being done in the Secondary sector around assessment and moderation is at an early stage though some Secondary schools have been involved in cluster moderation activities.</p> <p>Secondary schools are improving their systems in terms of the recording of the wider and personal achievement of young people, and making use of this data to celebrate success.</p>	
	CHS.SIP.17.02.02	Develop our approaches to the curriculum in the Broad General Education to meet the needs of all.	Improved pupil engagement leading to improvements in achievement and attainment.	30-Jun-2019		<p>Professional learning in the Renfrewshire Literacy Approach has been delivered in partnership with the University of Strathclyde.</p> <p>Renfrewshire teachers have taken up 2,290 training places across 5 different work-streams (Primary Literacy Coaching Programme, Disciplinary Literacy, Literacy Champions, Dive into Writing and Reader Response) and through the provision of bespoke training opportunities.</p>	Education Manager (Curriculum & Early Years)



Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						<p>Through co-production between school professionals and university academics, the professional learning has enabled teachers to re-balance the teaching focus of literacy, introduce new pedagogies and more responsive use of resources in the classroom. Professional learning opportunities have been provided to 270 practitioners to further develop understanding of moderation and holistic assessment.</p> <p>This has encouraged practitioners to develop the knowledge and skills to better support moderation within establishments and to use assessments confidently to inform and improve learning and teaching. Primary transition teachers and secondary class teachers are working collaboratively in classrooms to jointly improve the quality of education in learning and teaching.</p> <p>This has enabled practitioners to learn from each other and apply different teaching approaches such as responsive teaching, parallel and team teaching. As a result, practitioners are seeing an impact in pupil inclusion, participation, engagement and well-being.</p>	
	CHS.SIP.17.02.03	Support and strengthen the professional capacity of staff through leadership and professional development.	Staff at all levels recognise their individual responsibility to facilitate improved outcomes for children and young people. Succession planning is embedded in the service's practice. Provide high quality care on a consistent basis to improve the outcomes for children and young people.	31-Mar-2020	<div><div>100%</div></div>	<ul style="list-style-type: none"> Aspiring HT (Primary & Secondary) training 2017-18 completed and assignments presented; 1 acting appointment made to Bushes primary from the above; An assessment centre for participants is planned for 20th April 2018 to provide them with further feedback on their readiness for headship; Aspiring DHT training (51 staff) completed training March 2018; Aspiring DHT assignments to be presented on 30th April and 1st May 2018; Aspiring Primary PT training. 31 	Heads of Service


Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						<p>participants completed training in January 2018;</p> <ul style="list-style-type: none"> Aspiring Secondary PT training. 24 participants completed in January 2018; Step Back follow up HT Leadership day 3 (Feb 2018); Planning session for 2018-19 support on 19th April 2018; Initial 2 Step Back DHT workshops planned for May/June 2018; Existing HT support: Self-evaluation and Project Management; A programme of mentoring support for 5 newly appointed HTs complete in March 2018. 	
	CHS.SIP.17.02.04	Further develop our early years' curriculum to support new legislation and in particular the additional hours being allocated for early learning and childcare.	Improved pupil engagement leading to improvements in achievement and attainment.	31-Mar-2020		<p>Work is underway in terms of planning the expansion of early learning and childcare from 600 hours to 1,140 by 2020. A phased approach is currently being developed. A revised initial plan containing Renfrewshire's expansion proposal was submitted to the Scottish Government in March 2018. Feedback is awaited in relation to the proposal.</p> <p>Governance arrangements remain in place to support the expansion, this includes a steering board, workforce, infrastructure and policy groups. Renfrewshire is also an active member of the West inter-authority partnership group on the expansion of 1,140 hours of early learning and childcare. The focus for this group relates to quality, workforce and delivery models.</p>	Education Manager (Early Years)
	CHS.SIP.17.03.01	Broaden our approach to self-evaluation to ensure a consistency of rigour which will support the ongoing cycle of review and improvement planning.	We have a robust Quality Improvement Framework to support and challenge schools, centres and establishments. We have robust systems in place for monitoring and evaluation which is providing clear evidence	30-Jun-2018		<p>A new quality improvement framework has been developed and agreed with Heads of Establishments. The framework is providing a range of quality improvement activities and resources that focus on delivery of Scotland's National Improvement Framework (NIF) priorities.</p> <p>Link Education Managers have undertaken</p>	Education Manager (Planning & Performance)


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			on what works well, and what can be improved further.			<p>three focussed visits to all establishments this academic session. Visits align with the National Improvement Framework and the core Quality Indicators (QIs) used by Education Scotland.</p> <p>The purpose and outcomes of the visits are to:</p> <ul style="list-style-type: none"> • discuss the school's self-evaluation of the QIs; • support and challenge schools in relation to the QIs and assist them to understand the nature of any attainment gap and plan appropriate next steps to meet the needs of children and young people; • provide constructive feedback on Standard & Quality reports (including school self-evaluation of the QIs) and School Improvement Plans • agree actions and provide support for improvement in these areas; • analyse evidence gathered to identify where things are working well and where further support is required; • disseminate good practice to other schools. <p>Evaluations were completed by the majority of Heads following the 3 visits. All respondents agree or strongly agree that the visits were supportive, challenging and beneficial in helping them to further improve their school and that the programme of visits has given them confidence that the Education Manager can support them to continuously improve the school.</p> <p>A programme of school reviews has been planned to enable a team comprising Education Managers and a Head from another establishment to take a closer look, and provide support, in relation to specific aspects of standards and quality in a selection of schools.</p>	


Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						<p>Self-evaluation support materials are currently being collected which will be accessible to all Heads via a central shared drive. Effective systems to share good practice are currently being considered.</p> <p>We are now in a stronger position to evaluate the quality of all of our schools in relation to the focus QIs. This process will ensure consistency and rigour to support the ongoing cycle of self-evaluation and improvement planning.</p>	
	CHS.SIP.17.03.02	Support all establishments in developing effective approaches in the analysis of data to affect improvement in learning and teaching and the quality of care.	Performance information and research is being widely used to inform improvements in quality of teaching and learning and quality of care and therefore enhance outcomes for children and young people.	31-Mar-2020	<div><div>75%</div></div>	<p>Throughout the session, establishments have been supported to use data to plan for improvement. Specifically:</p> <ul style="list-style-type: none"> • Training has been provided for primary head teachers, transition teachers and education development officers to improve data literacy. This training has focused on what information is available to them and practical skills on working with datasets. We have also established a data networking group of secondary practitioners to improve data literacy in this sector; • Authority-wide attainment information has been collated and made available to all authority staff. This information provides a range of summary information and gives staff an understanding of strengths and challenges that all establishments face; • Approximately three-quarters of all primary schools have taken up the offer of one-to-one support for data analysis. New tracking systems have been developed for these schools to better track pupil outcomes, and next steps; • Education Managers visited all schools in Term 2 with a focus on Quality Indicator 2.3 Learning, teaching and assessment as part of the Quality Improvement Framework. The purpose of the visit was to 	Education Manager (Planning & Performance)

Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						support and challenge schools on their tracking and monitoring systems and their use of data to improve learning and teaching and outcomes for children and young people.	
	CHS.SIP.17.03.03	Further develop reporting of management information to inform policy and practice including meeting the needs of the National Improvement Framework.	Robust information is being reported to relevant stakeholders in line council and service priorities and within the reporting mechanisms of National Improvement	31-Aug-2018	<div><div>100%</div></div>	In addition to improving the use of data in and across our schools, a report on attainment was submitted to the Education and Children's Services Policy Board in November 2017 and again in March 2018, which contained a range of management information relating to the broad general education and national qualifications. We now report to the board bi-annually. Furthermore, Education Managers have been supported in the analysis of data concerning their link schools. Through feedback from those who use our data, we continue to develop and improve the quality and frequency of management information across the service and also within schools.	Education Manager (Planning & Performance)
	CHS.SIP.17.04.01	Provide high quality education and support to narrow the outcomes gap for children from disadvantaged groups.	We will have disrupted the pattern and relationship between poverty and attainment.	31-Mar-2020	<div><div>40%</div></div>	The four Attainment Challenge work-streams (Learning and Teaching, Families and Communities, Leadership and Data Analysis) are delivering a range of interventions and approaches in order to disrupt the pattern and relationship between poverty and attainment. We have developed local outcomes and indicators for each project and continually building an evidence base. These highlight the on-going impact that each work-stream is having in relation to the attainment gap in Renfrewshire. A governance structure is in place which provides strategic direction and support to the Attainment Challenge team. A detailed analysis of the Renfrewshire Attainment Challenge progress can be viewed in the bi-annual report.	Assistant Director (Education)
	CHS.SIP.17.04.02	Continue to develop the Senior Phase to ensure appropriate pathways for our young people are	Our secondary schools are offering appropriate opportunities and advice for young people to	31-Mar-2020	<div><div>25%</div></div>	Recent attainment visits to all Secondary schools allowed robust discussion to take place regarding appropriate coursing and early tracking and monitoring. Consequently, schools	Assistant Director (Education)

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		giving them the best opportunity to achieve qualifications and awards at the highest level.	achieve qualifications at the highest level of which they are capable.			<p>are increasingly becoming more robust in their use of tracking and monitoring systems and tools to ensure that young people are on track and are being appropriately supported and challenged in relation to their studies.</p> <p>Schools are beginning to increase the opportunities for pupils to undertake personal achievement programmes which offer accreditation such as Duke of Edinburgh and John Muir.</p> <p>Consortium arrangements on a locality basis are proving successful and SQA results for pupils undertaking subjects in schools other than their own were generally very positive. More rigorous approaches being taken by schools in terms of expectation and aspiration is beginning to impact on outcomes.</p>	
	CHS.SIP.17.04.03	Provide children and young people with opportunities to participate in activities which provide a vehicle for wider achievement.	Children and young people have opportunities to participate and achieve in a wider range of activities.	30-Jun-2018		<p>Youth Services continue to provide targeted youth work programmes in schools and communities based settings in support of the action. (e.g. PSD, Family Learning, Forest Schools, Community Youth Clubs, Holiday Programmes).</p> <p>Youth Work activities linked to wider achievement help young people work towards accreditation through Youth Achievement Awards, Saltire Award, JASS Award, John Muir, Go Mountain Bike, Heart Start, and the Duke of Edinburgh Award Programme. Effort is also being made to accredit youth leadership training to SQA recognised awards (e.g. D of E Leaders Programme, Certificate in Participative Democracy). Support given to partners through training and networking to promote wider achievement opportunities.</p> <p>Youth Voice programme continues to develop a Youth Symposium focussed on 'Mental Health and Young People' and aimed to raise this issue</p>	Education Manager (Policy and Strategy)


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						<p>as the key driver for youth voice initiatives within Renfrewshire. The Positive About Youth Awards received its highest ever number of nominations and attendance at its annual event in November. The event which is organised and run by young people for young people celebrates young people's personal achievements in school and the wider community.</p> <p>Youth Services is leading on Year of Young People and promotion of youth empowerment activities across council services and partners in authority.</p> <p>In addition, providing flexible work placements and volunteering opportunities and increasing awareness of wider achievement. Awards are open to all participants and significant support is provided to targeted groups who may experience disadvantage, barriers or access to learning opportunities.</p>	
	CHS.SIP.17.05.01	Continue to develop partnership links and collaborative arrangements with the FE sector, employers and commerce in line with the Commission for Developing Scotland's Young Workforce Report.	A range of programmes are being delivered through these partnerships, enabling school leavers to secure a positive post school destination.	31-Mar-2020	<div><div>35%</div></div>	<p>A review of school/college partnership provision has been undertaken to ensure that opportunities for young people to follow appropriate courses is maximised. As a result, the number of college courses on offer has increased and more young people are able to be offered these opportunities.</p> <p>Schools are also looking to increase the range of vocational courses which can be undertaken in-house by appropriately trained teachers.</p> <p>After recent discussion with Secondary HTs and senior West College Scotland staff, it was agreed that vocational provision would be offered for S4 pupils as appropriate, starting in session 2019-20. It was also agreed that at least one vocational programme would be delivered by a college lecturer in a school setting on a trial basis. Course to be confirmed.</p>	Head of Schools

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						<p>This will take place in session 2018-19.</p> <p>Schools are also increasingly being supported to build links with local businesses as potential employers.</p> <p>The S2 taster sessions were very positively evaluated by the young people who participated and a significant number of them indicated that they were likely to continue into S3 and beyond.</p> <p>There has been an increased focus this session on how schools are supporting individual pupils at risk of not moving into positive destinations and the impact of this will be closely monitored.</p>	
	CHS.SIP.17.05.02	Further develop the curriculum to maximise school leavers' skills to meet the needs of employers.	Young people will be ready to make an impact in the workplace.	31-Mar-2020	<div><div>35%</div></div>	<p>The vocational programme, in partnership with West College Scotland, continues to be very successful with the vast majority of young people still engaged with very few dropping out of courses. The Skills for Learning, Life and Work Development Officer has attended a number of PT subject forums in recent months to heighten awareness of vocational courses relating to the relevant subject areas.</p> <p>A Senior Phase Vocational Programme information evening was held at the college earlier this session with 50 young people and their parents/carers in attendance.</p> <p>There has been effective engagement with Kibbleworks/The Experience with 30 young people taking part in flexible work placements in Customer Service, Kart Mechanics, Hospitality, Painting/Decorating and Horticulture. This programme was targeted at S4 leavers and some pupils categorised as "school refusers" sustained placements for the full year.</p> <p>A winter leaver information event was held at</p>	Assistant Director (Education)

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						<p>St Mirren's Stadium in November 2017. All schools attended and received information from colleges, employers, training providers and SDS. A working group has been established to review provision for looked after/looked after and accommodated children (LAC/LAAC) with a focus on identifying gaps in provision and how these young people can be best supported. It includes representation from Children's Services, Economic Development, Social Work, SDS, UWS and Engage Renfrewshire.</p> <p>Young people from Mary Russell School participated in a very positive work placement programme with Engage Renfrewshire. 50 young people have taken part to date and this programme will be expanded. The Prince's Trust Achieve Programme has also delivered very positive experiences for this group of young people across Renfrewshire schools.</p> <p>Schools continue to be proactive around raising awareness of, and embedding, the Career Education Standard. Monitoring of user activity of the website www.renfrewshiredyw.com suggests that teachers are increasingly making use of it.</p>	
	CHS.SIP.17.05.03	Continue to support targeted young people (e.g. looked after and young people with additional support needs (ASN)) to secure a sustainable destination that meets their needs.	Young people from specified targeted groups are consistently progressing to positive and sustained destinations.	31-Mar-2020	<div><div>30%</div></div>	<p>The Family Firm has been identified by our looked after young people as an approach they would wish to see developed to assist in securing positive destinations. This is being developed and a short-term post has been established to develop the pathways and information for partners to ensure sustainability.</p> <p>The development of Family Firm continues and the work is showing positive impact for a number of our young people. We are currently seeking funding support from Life Changes Trust to enable further progression of the approach. We have identified mentoring as a</p>	Head of Child Care and Criminal Justice

Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						key support for our young people and are actively exploring opportunities to deliver this.	
✓	CHS.SIP.17.06.01	Work with partners to develop Community Justice Local Outcomes Improvement Plan.	Protecting the community, justice for victims, making communities feel safer and working with those with convictions to reduce the risk of reoffending.	31-Mar-2018	100%	Consultation has taken place with stakeholders and the community on the 2018-21 plan and it has now been published on the community justice page of the council website.	Criminal Justice Services Manager
✓	CHS.SIP.17.06.02	Work with partners to ensure the Carers Strategy reflects the needs of local young carers.	More young people supported in their caring role and able to access a break.	31-Mar-2018	100%	Strategy completed and approved by the Education and Children's Services Policy Board. Strategy now operational. New Young Carer Resource Worker in post and service delivery commenced.	Integrated Children's Services Officer
▶	CHS.SIP.17.06.03	Continue to develop residential provision in childcare.	Young people are able to access levels of support they require from in-house services.	31-Mar-2018 <i>Revised Due Date: 30-Nov-2018</i>	25%	30th November 2018 has been agreed as the revised due date. The contractor experienced delays in securing the necessary building warrants and work did not commence until mid-January 2018.	Children's Services Manager
▶	CHS.SIP.17.06.04	Develop an approach to supporting children and families affected by domestic violence informed by a strength based model of intervention.	Children experiencing domestic violence are supported to be safe.	31-Mar-2020	25%	We continue to embed the Safe and Together model of practice and social work, health and police managers will attend training specifically designed for child protection supervisors in May 2018.	Head of Child Care and Criminal Justice
✓	CHS.SIP.17.06.05	Develop new Children's Services Partnership Plan.	Children and young people in Renfrewshire are safe and supported to achieve improved outcomes.	31-Mar-2018	100%	Plan completed. Agreed by Renfrewshire Children's Services Partnership group. Publication pending approval of Education and Children's Services Policy Board on 24th May 2018.	Integrated Children's Services Officer
▶	CHS.SIP.17.06.06	Implement recommendations flowing from the national reviews of child protection and the care system.	Child protection practice is further enhanced and strengthened in line with recommendations.	31-Mar-2019	40%	Updates on the work of the national Child Protection Improvement Programme is reported to Renfrewshire Child Protection Committee and the Chief Officers Group. We will continue to progress any recommendations as they emerge. Progress reflects the long-term nature of this action.	Head of Child Care and Criminal Justice
▶	CHS.SIP.17.07.01	Manage and deliver the modernisation of the	The school estate meets the needs of all of our	31-Mar-2020	80%	The delivery of the School Estate Management Plan is ongoing:	Education Manager

Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
		school and early years' estate to improve the environment that supports learning and teaching for children and young people.	children and young people.			<ul style="list-style-type: none"> The Council received confirmation that its construction partner Heron Bros would complete phase 1 of Bargarran Primary School and St John Bosco Primary School and Early Learning and Childcare Class ahead of programme and that the move to the new building would be conducted during the Spring break in April 2018 as opposed to Summer 2018. Exceptional closure of the schools has been agreed with Scottish Government and pupils are scheduled to return to the new building on 20th April 2018. This early handover allows for an acceleration of the externals phase of the project with an overall completion date of October 2018 envisaged; The construction phase for the new St Paul's Primary School and Foxlea Early Learning and Childcare Centre is ongoing with the project on programme for completion in June 2018; Works commenced on the first phase of the St Anthony's Primary School refurbishment in March 2018. The project remains on schedule; The design for the new Spateston Early Learning and Childcare Centre is now complete, subject to cost certainty for the external landscape package being received. A programme review has also been conducted and contract approval will now be sought in November 2018 as opposed to the original date of September 2018. These changes have affected the construction programme and a revised completion date of October 2019 is now envisaged; and The expansion of early years' provision necessitates a review of existing accommodation and consideration of new buildings to provide the additional spaces required. A feasibility study continues to be undertaken to establish the infrastructure adaptations required to deliver 1,140 hours 	(Resources)

Status	Code	Title	Description	Due Date	Status Progress Bar	Latest status update	Managed By
						of early learning and childcare.	
	CHS.SIP.17.07.02	Ensure there is an appropriate level of staffing to deliver on the requirements of emerging policy developments relating to for example the Attainment Challenge, Pupil Equity Fund, and increasing early years' provisions.	High quality workforce in place to deliver agreed levels of service.	31-Mar-2020	<div><div>100%</div></div>	<p>Staffing levels across Children's Services are regularly monitored at regular management meetings.</p> <p>Staffing in schools remains challenging in relation to the availability of suitably qualified teachers. An extensive recruitment exercise has been undertaken in order to secure teachers to permanent contracts wherever possible and considerable progress has been made. Vacancies continue to be monitored on an ongoing basis.</p> <p>A highly successful recruitment process for head teachers is ensuring vacancies are filled quickly. Recruitment exercises have resulted in a substantial number of permanent appointments in the primary, secondary and special school sectors particularly.</p>	Heads of Service



To: COMMUNITIES, HOUSING & PLANNING POLICY BOARD

On: 21 AUGUST 2018

Report by: DIRECTOR OF COMMUNITIES, HOUSING AND PLANNING SERVICES

Heading: COMMUNITIES AND PUBLIC PROTECTION OPERATIONAL UPDATE

1. Summary

1.1 This report provides an update for the Communities, Housing & Planning Policy Board on recent activities carried out by the Communities and Public Protection service, including information on:

- environmental enforcement and improvement activities
 - protecting vulnerable residents
 - building safer communities
 - diversionary activities
 - performance update – indicators and targets
-

2. Recommendations

2.1 It is recommended that the Communities, Housing & Planning Policy Board:

- (i) notes the content of this progress update report.
-

3. Environmental Enforcement and Improvements

Environment & Place – Team Up to Clean Up

- 3.1 The Campaign principles continue to be embraced by communities, 110 clean-ups have taken place from January to June 2018 compared to 36 recorded for the same period in 2017. The Facebook community is strong, clean-up groups are publicly arranging visits to learn from each other and share experiences of available assistance.
- 3.2 From the period April to June 2018, 67 clean-ups took place with almost 700 volunteers removing over 1200 bags of litter. In some areas, volunteering work has moved up a level with greenspaces being cleared in Ferguslie and Erskine to make way for fairy gardens and superhero trails. Renfrewshire Wardens have been inspired to enthuse a team of 30 local volunteer residents to litterpick and cut back vegetation on a privately-owned housing estate at the Old Ferguslie Bowling Mill. 220 bags of waste were removed.
- 3.3 Businesses have also been engaging with the campaign. Morrisons, Glasgow Airport, Chivas and McDonalds have all created recent litterpick events. Chivas provided 150 volunteers as part of a team building event to clean-up several locations within Renfrewshire including Stanley Reservoir, Durrockstock Dam, Gleniffer Braes, Jenny's Well and Ardgyffe Park. Over 400 bags of litter were collected on this day and 500 bags of vegetation.
- 3.4 One of Renfrewshire's Senior Community Safety Officers secured funding from the Council's Lens project to provide trolley's and relevant tools for community litterpicking groups. The Team Up to Clean Up Caddy will offer brushes, loppers and dog-fouling/graffiti removal kits, amongst other tools. Work is being undertaken to ensure fair allocation of caddy's and appropriate Health and Safety information.

Responsible Dog Ownership Strategy

- 3.5 The Responsible Dog Ownership Strategy has shone a light on the problem of dog fouling and takes positive action to address this issue. 9 Fixed Penalty Notices were issued across Renfrewshire in the period April-June 2018 which is an increase on the numbers issued in the same period in previous years. The new targeted enforcement approach has been delivered in 36 streets however we are now re-visiting many these to ensure our concentrated efforts are noted by residents. After targeted enforcement, street continue to be periodically visited to assess impact. Early indicators demonstrate improvements. Feedback from elected members and the public has also praised the work in this area and expressed a noticeable difference in cleanliness.

4. Protecting Vulnerable Residents

Intergenerational Workshop

- 4.1 Youth disorder has been prevalent in the Hawkhead area during the Spring months. The Community Safety Partnership identified the perpetrators and they were subsequently visited at home by the Police. The Youth Team and Community Police organised a restorative justice plan for the perpetrators. This involved the young people attending a workshop at the Scottish War Blinded Centre on 31 May 2018. The aim of the workshop was to bring together local youths from St Andrew's Academy, veterans and older residents to discuss issues surrounding antisocial behaviour within the community. The workshop discussed issues facing both generations and was a positive way of breaking down barriers between young and older people. The youths now understand the seriousness of their behaviour, the impact it had on the community and very much regret their actions. These young people will continue to be monitored by the Youth Team until there is no further youth disorder incidents for a period of 3 months.

I Am Me/Keep Safe

- 4.2 The I Am Me primary school resources have been developed to form a structured programme incorporating learning materials specific for each age group from P1 to P7. By June 2018, the Primary School programme had been delivered to 49 schools and 10,436 children have participated. 3,374 children surveys have been returned and the headline results are as follows:

- 98% enjoyed the I Am Me visit;
- 92% are more aware of bullying;
- 91% are more aware of disabilities;
- 99% know bullying is wrong;
- 97% know it is important to report bullying;
- 93% would tell an adult if they, or someone else was being bullied.

In total 10,848 pupils are booked to attend, with all Renfrewshire Primary and Additional Support Needs schools booked in.

- 4.3 Keep Safe is extending across Scotland, with 20 local authority areas actively rolling out the initiative. As of the end of June 2018, there are 421 Keep Safe places across Scotland, including 129 in Renfrewshire. The Keep Safe Ambassador programme is also going from strength to strength and now has 226 High School Ambassadors, 86 Police Scotland Youth Volunteer Ambassadors, 38 Ambassadors with a learning disability and 54 Keep Safe Ambassador trainers across Scotland. A total 132 Ambassadors have been trained in Renfrewshire.

- 4.4 I Am Me Scotland have been awarded the Queen's Award for Volunteer Groups. This award is the equivalent of a MBE and the highest award given to voluntary groups in the UK. I Am Me Scotland was given recognition for all of their hard work, dedication and support from their volunteers. These volunteers are the Board of Trustees, Community Management Committee, Keep Safe businesses and Keep Safe Ambassadors.

5. Building Safer Communities

- 5.1 The Building Safer & Greener Communities programme has been implemented in Renfrewshire since 2016. A multi-agency group led by Police Scotland and supported by other partners works closely with communities to carry out targeted interventions in areas in need of additional support. The interventions reduce littering, vandalism and disorder offences and increase the number of arrests for drug offences in relation to the corresponding period the previous year.
- 5.2 Erskine was the third area within Renfrewshire to be identified as a 'vulnerable community', mainly due to the volume of youth disorder and antisocial behaviour incidents taking place during 2016. Local residents were surveyed to find out what issues were affecting them in their area which helped shape multi-agency initiatives to address concerns.
- 5.3 Interventions statistically have proven successful, with an impact assessment carried out in relation to environmental complaints, crime, and antisocial behaviour/disorder, comparing the period 1st July 2016 to 30th April 2017 (pre-intervention) and the corresponding period of 2017/18 which coincided with the Safer and Greener initiative.
- **Dog Fouling:** A slight reduction from 48 complaints during 2016/17 to 42 complaints during 2017/18.
 - **Litter & Flytipping:** A significant reduction in complaints was noted, with 59 incidents during the period of analysis for 2016/17, compared to 20 incidents during the corresponding period of 2017/18. The greatest impact was incidences of Flytipping, which reduced from 30 complaints to 8 during the two periods of analysis.
 - **Vandalism:** Reduced by 29%, from 184 recorded incidents during 2016/17 to 130 incidents for the corresponding period of 2017/18.
 - **Serious and Violent Crime:** Nearly halved, with only five recorded incidents of Serious and Violent crime during 2017/18 - this is four less than were recorded during the corresponding period of 2016/17.
 - **ASB & Disorder:** Disorder incidents reduced by nearly one-third (32%) - a total of 580 incidents were recorded during the 2016/17 period compared to 395 during the corresponding period of 2017/18.
 - **Drugs:** Drugs Crimes increased very slightly, rising from 30 crimes during the 2016/17 period to 34 during the Safer and Greener

Intervention period. The majority of incidents related to possession of user amounts of cannabis and are attributed to the increased Policing presence during this time.

- 5.4 The lessons learned in each new area the group goes into about which interventions have the greatest impact on particular issues of concern are being shared across Renfrewshire. While the next intervention area will be Shortroods in Paisley, the learning from Erskine will be used throughout Renfrewshire. Successful interventions established in the previous areas of Ferguslie and Gallowhill are also continuing with ongoing support from all partners to maintain positive outcomes.

Spring / summer events

- 5.5 The Community Safety Partnership including wardens, CCTV and Street Stuff have been supporting key spring/summer events throughout Renfrewshire. This includes national events like the British Pipe Band Championship, CoSLA Convention and Colourfest 2018, the dance festival at Braehead. However, they also attended more local events such as St Mirren Parade 2018, Paisley Beer & Food Festival, Erskine Motorbike Meet, Sma Shot Day, The County Grand Orange Lodge Parade in Johnstone, Erskine Building Safer Greener Communities events, CarFest 2018, Armed Forces Day at Paisley Abbey and gala days including Barshaw and Renfrew. The Wardens provided the CCTV vehicle and the Safe Bus with the lost kids' location at many of these events. Meanwhile, Street Stuff were in attendance at the family-orientated events like the gala days, providing football and dance activities for young people to participate in.

6. Diversionary Activities

Street Stuff

- 6.1 Street Stuff continues to deliver a range of activities throughout Renfrewshire. There were over 10,000 recorded attendances in this quarter, 6,000 of which included evening activities. In addition to the normal scheduled timetable, extra afternoon sessions were delivered during the Easter school holidays at St Mirren FC, St James Primary School and Linwood High, with over 800 recorded attendances over the two week period - averaging over 130 per day. Activities during these sessions included football, dance and the youth bus and included the provision of a healthy meal. Street Stuff also delivered activities at a number of events as detailed in 5.4 of this report.
- 6.2 Four young coaches from the Street Stuff programme have been working on the development of a Mini Chefs project to build on the Tackling Poverty initiative already being delivered during school holidays. The new programme aims to have a more sustainable outcome teaching young people how to cook a healthy meal on an affordable budget. Street Stuff was a winner in the Council Lens programme following the presentation of their ideas to the judging panel and is in the process of developing an implementation plan using the funding and support secured.

- 6.3 Details of Street Stuff activities and the up to date timetable are available on the council's website using the following link
[http://www.renfrewshire.gov.uk/article/2381/Street-Stuff.\)](http://www.renfrewshire.gov.uk/article/2381/Street-Stuff.)

7. Regulatory Services

Trading Standards

- 7.1 Officers from the Trading Standards & Licensing Team have continued their partnership working with Border Force at Glasgow Airport in relation to the commercial importation of products at the border. Several consignments have been stopped recently due to safety concerns. Products identified as infringing safety legislation include electrical lamps, electrical chargers, cosmetics, soldering equipment and cosmetics. As the consignments were not destined for Renfrewshire, the inland authorities have been notified of this action at the border, which prevents the goods hitting the UK marketplace. Importers will be provided with business advice from their local Trading Standards service and the goods will be signed over to Border Force for destruction.

8. Performance Update – Indicators and Targets

- 8.1 The table below summarises target and actual performance for key performance indicators and benchmarking targets under each of the key change themes for 2018/19.

Target for 2018/19	Actual to Period 3	Comments
<i>Building strong, safe and resilient communities</i>		
1. Number of incidents of anti-social behaviour reported to Renfrewshire Community Safety Service		
1,800	488	<p>The reported number of incidents of anti-social behaviour at the end of the first quarter of 2018/19 was 488. This was lower than the 558 reported in the first quarter of 2017/18.</p> <p>Performance reflects the very challenging nature of the target and a drive to improve reporting and recording of all incidents of anti-social behaviour. The types of anti-social behaviour recorded include Disorder/Youth disorder including youths gathering, gang fighting, drinking in public and carrying offensive weapons; Vandalism, graffiti, fireworks and fire raising, drugs including dealing and paraphernalia; Noise complaints including domestic, industrial and commercial, general banging, parties and disturbances; Verbal abuse, bullying/harassment and racist or sectarian incidents; Minimotos, joy riding, illegal parking and abandoned vehicles; suspicious persons, missile throwing and intruder alarms.</p>
<i>Creating a sustainable Renfrewshire for all to enjoy</i>		
2. Food Hygiene Information Scheme - % of premises which currently achieve a Pass rating		
97%	97%	<p>Of the 1,272 premises in Renfrewshire food hygiene scheme, 1,232 achieved a 'Pass' rating.</p> <p>This reflects a very high level of performance where 97% of food premises meet or exceed compliance standards at any given inspection. All premises are required to make the improvements necessary to achieve the Pass rating in order to continue trading.</p>
<i>Working together to improve outcomes</i>		
3. % of front line resolutions dealt with within timescale		
i) Communities and Public Protection		
100%	94%	Communities and Public Protection received 16 front line resolutions of which 15 (94%) were responded to within timescale.

Target for 2018/19	Actual to Period 3	Comments
4. % of complaint investigations dealt with within timescale		
ii) Communities and Public Protection		
100%	n/a	Communities and Public Protection had no complaint investigations.
5. % of Freedom of Information requests completed within timescale		
Communities and Public Protection		
100%	100%	Communities and Public Protection contributed to 68 FOI requests, responding to all on time. Of the 68 FOI requests received, 53 were service specific and the other 15 were cross-departmental.
6. Overtime as a % of total employee costs		
ii) Communities and Public Protection		
5%	2.2%	At the end of quarter 1 the level of overtime in Communities and Public Protection was 2.2% which was below the target of 5%.
7. Sickness Absence Figures:		
ii) Communities and Public Protection		
4%	4.1%	The absence level was 4.1% at the end of quarter 1. This is an improvement on the 6.8% reported at the end of quarter 1 in 2017/18. The overall absence rate is made up of: - 43.9% long-term absences - 56.1% short-term absences. Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.

Implications of the Report

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

Our Renfrewshire is fair - Intelligence led joint tasking ensures that trading practices are fair and consistent. The Renfrewshire Community Safety Partnership treats all enquiries and complaints consistently using relevant legislation and guidance to ensure everyone that lives, works and visits Renfrewshire is treated fairly.

Our Renfrewshire is safe - The Renfrewshire Community Safety Partnership contributes towards Renfrewshire being a safe and secure place for those living, working or visiting the area, using intelligence led joint tasking

arrangements. It addresses antisocial behaviour & crime and supports youth diversionary and education programmes.

4. **Legal** - None

5. **Property/Assets** - None

6. **Information Technology** - None

7. **Equality & Human Rights**

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

8. **Health & Safety** – None

9. **Procurement** – None

10. **Risk** – None

11. **Privacy Impact** – None

12. **Cosla Policy Position** – None

List of Background Papers - none

MC/OR
25 July 2018

Author: Oliver Reid, Head of Communities and Public Protection



To: COMMUNITIES, HOUSING & PLANNING POLICY BOARD

On: 21 AUGUST 2018

Report by: DIRECTOR OF COMMUNITIES, HOUSING AND PLANNING SERVICES

Heading: STREET STUFF ANNUAL UPDATE 2017/18

1. Summary

- 1.1 Street Stuff has been delivering activities in Renfrewshire since 2009 and has contributed to delivering a sustained 65% reduction in reported youth disorder and anti-social behaviour.
- 1.2 Since 2016/17 Street Stuff has modernised its service delivery model to increase the flexibility of its deployment and widen the range of activities offered. The service has replaced five "boxes" (shipping containers) with buses equipped with play stations and Xboxes. Two buses were developed and customised with the support of the Paisley 2021 Bid. Extensive youth engagement and consultation resulted in a design process led by young people for both the internal and external design of the vehicles. Street Stuff participants chose to include ipads, macbooks and DJ decks to support creative and cultural activities as well as creating a fresh new vibrant exterior. These buses are a key part of the legacy of the 2021 City of Culture Bid. Free Wi-Fi was installed as part of the council's digital strategy during September 2017 in response to requests made by young people. The buses give flexibility to the programme to provide activities where they are needed most, reaching wider areas across Renfrewshire on a regular basis as well as supporting events, gala days and community engagement, first with the Paisley 2021 Bid Team and now the legacy programme, "Paisley is".
- 1.3 The success of the programme is predicated on its ability to respond quickly to hot spot areas identified through collaborative working supported by the Renfrewshire Community Safety Partnership. Being evidence led, and by responding early through the daily tasking process, the service is able to divert young people effectively from anti-social behaviour into more meaningful activities.

- 1.4 This report provides information on the delivery of the core Street Stuff programme through the 2017/18 financial year and highlights some of the additional projects linked with the core programme that further improve its reach and effectiveness to young people across Renfrewshire.

2. Recommendations

- 2.1 It is recommended that the Communities, Housing and Planning Policy Board:
- (i) notes the content of this annual plan and the work undertaken by the Street Stuff programme in 2017/2018.

3. Background

- 3.1 Street Stuff continues to provide a range of activities primarily in the evenings and at weekends across Renfrewshire. Effective targeting and identification of the locations is provided by the Tasking and Deployment Coordinator using information from the Renfrewshire Community Safety Partnership including Police data that highlights the locations, days and times of youth disorder and anti-social behaviour.
- 3.2 The table below summarises the number of recorded attendance figures each quarter during 2017/2018 including events, gala days and fetes, and highlights those additional activities with food provision that were delivered across Renfrewshire.

Street Stuff Stats	Events	Core	Core Sessions	Healthy meal provided	Totals
Q1	1815	5534	451	718	8067
Q2	1015	6574	428	2761	10350
Q3	443	5020	364	906	6369
Q4	1983	3753	298	696	6432
TOTAL	5256	20881	1541	5081	31218

Programme Delivery

- 3.3 During 2017/2018, the delivery locations of the programme changed to reflect the areas that were experiencing anti-social behaviour. This resulted in fewer sessions being held in large facilities such as the Dome at the St Mirren Stadium in Paisley, where large numbers of participants can be accommodated, and a larger number of sessions being held in smaller communities using the buses, with fewer participants attending each session. This means that overall numbers of participants have reduced compared to the previous year, but the overall levels of youth related anti-social behaviour have been maintained at a low level – indicating the continued success of the targeted evidence led approach.

The Street Stuff programme also continued to deliver activities throughout Renfrewshire during 2017/18 to respond to issues identified by the Renfrewshire Tackling Poverty Commission and target areas of poverty and deprivation, including the provision of over 5,000 healthy meals. Even with the changes to the areas in which the programme was delivered, the overall numbers of participants taking part remained at a high level. Street Stuff recorded 31,218 attendances during 2017/18. The opportunity for participants to develop and gain experience within the programme was also maintained. Almost 80% of sessional workers on the programme are former participants and a number of volunteers have delivered over 200 hours of voluntary work, supporting their personal development and boosting their employment and training potential.

Evaluation

- 3.4 The University of the West of Scotland undertook an independent evaluation of the Street Stuff programme in June 2017. This evaluation confirmed that Street Stuff provides young people with positive activities, improving social inclusion and giving access to facilities and experiences in their communities that support positive growth and development. Overall the evaluation was very positive and highlighted that in addition to a programme of activities and healthy eating for young people, Street Stuff includes the provision of a healthy meal to help young people who may not always have access to meals and provides volunteering and employment possibilities for young people some of whom are growing up in areas characterised by multiple deprivation.

Awards

- 3.5 2017/18 was a very successful period with the programme being recognised at a local and national level by winning three prestigious awards. Street Stuff won the COSLA Excellence Awards in the 'Local matters' category; Community Champions award at ROCCO Business Awards and the Community Engagement category at the Scottish Public Sector Awards.

Street Stuff Additional Activities

- 3.6 Street Stuff received funding from Local Area Committees and was supported by the Paisley 2021 Bid Team during 2017/18. This allowed for the expansion of activities and created additional opportunities for young people across Renfrewshire to get involved. As well as the delivery of activities in the Renfrewshire community out with anti-social behaviour hotspot areas, Street Stuff supported a number of local events, gala days and fetes. Whilst the list is not exhaustive, the following events were supported with the provision of football, dance and / or the buses.

Gala Days/Fetes

- Ferguslie Gala day
- Erskine Gala day
- Erskine Hospital fete
- Herriot Primary fete
- Howwood Gala day
- Barshaw Gala day
- Paisley HA fete
- Williamsburgh HA fete
- Hillview nursery fete
- Brookfield Gala day
- Johnstone Gala day

Events

- Braehead - Dancers performed on the stage as part of Paisley 2021 promotional campaign.
- Sma Shot day – dancers took part in the Parade for the third year running becoming a massive hit for young people each year.
- Pipe Band Championships – Street Stuff supported the event at St James Playing Fields with football and the bus, with people of all ages getting involved.
- Singing children of Africa event Paisley Town Hall - Dancers performed and made new friends as part of this fun cultural event.
- No Substitute for life – Street Stuff continued their support for this annual event, which unfortunately is a reality for some of the young people who attend the programme.
- Paisley 2021 judges visit, Tannahill Centre – Street Stuff staff and young people took part in the judges visit on the new Culture Buses and loved being part of the whole process displaying the work that they were involved in developing and designing.
- Glenburn Stronger Communities events – Street Stuff continued their support for Glenburn Stronger Communities group with young people and families attending activities on the buses.
- Fans Council open day – Street Stuff supported the Fans Council open day at Paisley 2021 stadium with activities such as cheerleading and football in the dome.
- Street Stuff dancers displayed their hard work at the annual summer dance show at Kirklandneuk primary with over 100 parents and family members attending to see how far the dancers have progressed.
- Football Beyond Borders – A group of young people from London visited Street Stuff during the summer holidays. The annual visit, saw the group returning to Lapwing Lodge for the third year, touring different football grounds over the course of the week, including linking in with Street Stuff. A football tournament also took place for the visitors at St Mirren's Training Ground.

- Halloween Parade - Dancers took part in the parade with the events running in Paisley Town Centre as part of the event.
- Paolo Nutini, Paisley Abbey – Young People from Street Stuff were rewarded for their efforts with free tickets to see the local icon Paolo Nutini.
- Irn Bru Carnival – Some of the young people who attended the Christmas party at the stadium were rewarded with a trip to the Irn Bru Carnival courtesy of Santa. The group had a great time and for most it was the first time they had ever received this opportunity.

Staff Training

3.7 The coaches involved in the delivery of the Street Stuff programme are faced with new challenges all the time working on the street in the heart of our communities. A number of training sessions have been developed and delivered to ensure that they are equipped with the knowledge and skills to deal with as many potential eventualities as possible. In the last year, staff and volunteers have received the following training:

- Street Doctors – General awareness of medical issues that they may need to respond to including how to deal with them in the interim basis and when to call in the professionals. Issues such as wounds / injuries, drug misuse, alcohol misuse as well as general injuries were covered as part of the training.
- Child Sexual Exploitation and Human Trafficking – A number of staff attended specialist training delivered by Barnardos to raise awareness of the potential hazards affecting young people including those in Renfrewshire. The training was well received with a number of young people discussed who have demonstrated concerns with appropriate follow up action taken.
- Tackling Poverty event – staff attended the Tackling Poverty event at Johnstone Town Hall, which raised awareness of other projects being delivered to tackle issues in Renfrewshire and also to demonstrate the difference and impact the work being delivered across the Community Planning Partnership is having on the Renfrewshire community.
- Community planning consultation with young people – Policy Development Officers from the Council spoke to coaching staff about community planning consultations looking for Street Stuff to raise awareness amongst young people to ensure their voices were heard. Follow up surveys were completed by young people, which were fed into the wider consultation survey. A similar approach has sought to ensure young people have their say on the review of Local Area Committees.
- Who Cares Scotland – Staff from the programme attended a learning and listening event at Johnstone town hall to raise awareness of the service provided by Who Cares Scotland. This event was well received with staff learning about looked after children and the services on offer and also how to ensure any relevant young people they come across in the street can benefit from these services.

- Nil by Mouth Workshops – Staff and young people attended workshops delivered by the national Nil by Mouth Campaign officers. The workshops were fun and interactive whilst raising awareness of the impact sectarian and similar types of behaviour have on individuals and the wider community. This is the second visit to Street Stuff and will be a regular input in the future.

Tackling Poverty programme

- 3.8 Street Stuff continued to deliver an extended programme of activities during the school holiday periods throughout 2017/18 including the provision of a healthy meal. Over 20,000 healthy meals have now been provided at activities since the extended programme began in October 2015.
- 3.9 All five Local Area Committee areas benefited from this additional funding with holiday camps being provided at some point throughout the course of the year. A key feature each year since the Tackling Poverty funding was first provided has been the Festive programme delivered over the 2-week Christmas shut down period with over 500 young people from all over Renfrewshire attending festive events.
- 3.10 Over and above the normal delivery of activities and provision of a healthy meal, a special Christmas Party was held with over 100 young people in attendance. A Christmas dinner served with gifts, selection boxes, games and quizzes took place. Street Stuff dance displayed their routines with a DJ mixing the latest songs and providing workshops for the young people to participate themselves. The night was a huge success with all young people enjoying the activities.

Go-fitba

- 3.11 Street Stuff, in partnership with the Scottish Football Partnership and UEFA foundation delivered a 12-week football activity programme to young people from Glencoats Primary. Part of this process was learning about healthy eating and included the provision of a healthy meal. The young people also attended Hampden Park for a photo shoot, meeting new friends from other parts of Scotland. The programme has been successful and new programmes are being developed for 2018/19.

Safe Kids

- 3.12 Street Stuff continued their support at the annual Safe Kids event held over 2 weeks in March at the Paisley 2021 Stadium. Safe Kids is an annual interactive educational programme involving Renfrewshire's Community Safety Partners, delivering messages relating to a range of safety issues to every Primary 6 pupil in Renfrewshire, over 1,860 pupils in total. The aim of Safe Kids is to reduce the number of accidents involving young people, promote positive behaviour and eliminate risks. Workshops are designed to be fun, interactive, and short in length (10-12 minutes) to enable partners to get vital messages across in subject areas that can be difficult to discuss. Workshops this year included – anti-social behaviour; CCTV; alcohol and drug awareness; internet safety; fire safety; and litter & dog fouling.

- 3.13 Street Stuff's input for the 2018 workshop was to raise awareness of the impact bullying has on individuals and the wider community. British Transport Police also joined the partnership this year to include a new workshop on safety around the rail network.

Lens Programme

- 3.14 The Lens intrapreneurship programme aims to harness and nurture creative and innovative problem-solving within the organisation. Four young coaches from the Street Stuff programme have been working on the development of a Mini Chefs project to build on the Tackling Poverty initiative already being delivered during school holidays. The new programme aims to have a more sustainable outcome teaching young people how to cook a healthy meal on an affordable budget. Street Stuff was a winner following the presentation of their ideas to the judging panel and is in the process of developing an implementation plan using the funding and support secured.

Implications of the Report

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

Our Renfrewshire is safe – The work undertaken by the Street Stuff programme targets areas on anti-social behaviour to introduce diversionary activities. This makes Renfrewshire a safe place to live, work and visit.
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None
9. **Procurement** – None
10. **Risk** – None

11. **Privacy Impact** – None
12. **Cosla Policy Position** – None

List of Background Papers - none

MC/OR
25 July 2018

Author: Oliver Reid, Head of Communities and Public Protection



To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Children's Services

Heading: Community Justice Renfrewshire Annual report 2017 to 2018

1. Summary

- 1.1 On 1 April 2017 the Renfrewshire Community Justice Outcomes Improvement Plan 2017 to 2018 was published, outlining how the partnership would work together to reduce reoffending in Renfrewshire. It highlighted key local priorities which were identified through our needs assessment and interaction with stakeholders, and national priorities contained within the National Strategy for Community Justice and the Outcomes, Performance and Improvement Framework which are required to be reported against.
 - 1.2 In preparing the plan we carried out engagement activities which were attended by several of our strategic partners and wider stakeholders, these are outlined in the Community Justice Renfrewshire Participation Statement (Appendix C) which we are required to publish.
 - 1.3 The first annual report covering period 01 April 2017 to 31 March 2018 must be published by 30 September 2018 and thereafter submitted to Community Justice Scotland. A reporting template was produced by Community Justice Scotland to assist local partnerships in capturing a range of important data in a way that allows local partners to highlight key aspects of community justice activities, outcomes and improvements over the specified period without it being onerous or time/resource demanding (Appendix A).
 - 1.4 Community Justice Renfrewshire felt it important to also produce a front facing document (Appendix B) which would assist communications and engagement with the wider public, this will be published alongside the reporting template.
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2. Recommendations

- 2.1 The Communities, Housing and Planning Policy Board is asked to note:
- approve the contents of the Community Justice Renfrewshire Annual Reporting Template 2017 to 2018 (Appendix A);
 - approve the contents of the public facing Community Justice Renfrewshire Annual report 2017 to 2018 (Appendix B);
 - approve the contents of the Community Justice Renfrewshire Participation Statement (Appendix C); and
 - note that the Community Justice Renfrewshire Annual Report 2017 to 2018 is required to be published by 30 September 2018.
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3. Background

- 3.1 The introduction of the Community Justice (Scotland) Act 2016 triggered the formal implementation of the new model of Community Justice in Scotland. Several key documents are associated with the Act including the National Strategy, Justice in Scotland: Vision & Priorities and the Framework for Outcome, Performance and Improvement.
- 3.2 The 2016 Act places a duty on community justice statutory partners to produce a Community Justice Outcome Improvement Plan which outlines key local needs and priorities and the plans and actions to address these against a backdrop of the documents noted above. Beyond this, the partners are also tasked with reporting, on an annual basis, the community justice outcomes and improvements in their area – again with reference to the associated strategy and framework documents and, when complete, submit those annual reports to Community Justice Scotland.
- 3.3 Community justice is defined in the National Strategy for Community Justice as “the collection of individuals, agencies and services that work together to support, manage and supervise people who have committed offences, from the point of arrest, through prosecution, community disposal or custody and alternatives to these, until they are reintegrated into the community. Local communities and the third sector are a vital part of this process which aims to prevent and reduce further offending and the harm that it causes, to promote desistance, social inclusion, and citizenship”.
- 3.4 Community Justice Renfrewshire was established in response to the Act and is firmly established within Renfrewshire’s Community Planning arrangements, reporting to the Community Protection Chief Officers Group.
- 3.5 Membership includes:
- Renfrewshire Council, Children’s Services
 - Renfrewshire Council, Chief Executive’s Service/Renfrewshire Community Planning Partnership
 - Renfrewshire Council, Housing and Homeless Services
 - Police Scotland
 - Scottish Fire and Rescue
 - Scottish Courts and Tribunals
 - Scottish Prison Service

- Skills Development Scotland
- Renfrewshire Health and Social Care Partnership
- Engage Renfrewshire (TSI)
- Criminal Justice Voluntary Sector Forum
- Victim Support
- The Wise Group
- Apex Scotland
- Turning Point Scotland
- NHS Greater Glasgow and Clyde
- Renfrewshire Alcohol and Drug Partnership
- Renfrewshire Leisure
- Action For Children

- 3.6 The first Renfrewshire Community Justice Outcomes Improvement Plan was published on 1 April 2017. In preparing the plan we carried out engagement activities which were attended by several of our strategic partners and wider stakeholders, which are outlined in the Community Justice Renfrewshire Participation Statement (Appendix C). Participation, engagement and consultation for the development of the community justice plan will be ongoing. We will ensure that there is continued liaison and communication between statutory partners, non-statutory partners and third sector organisations.
- 3.7 We will continue to engage with people in communities including victims and witnesses of crime, people with convictions and their families, to gather their views on how we can reduce reoffending in Renfrewshire, so that these can be reflected in our Community Justice Outcomes Improvement Plan for forthcoming years.
- 3.8 A report on progress in achieving the outcomes in the plan must be prepared by the statutory community justice partners each year. The first annual report on progress is to cover the period 1 April 2017 to 31 March 2018. Subsequent reporting periods will be 1 April to 31 March thereafter. The statutory partners must publish the annual report by 30 September each year starting in 2018. A reporting template was produced by Community Justice Scotland to assist local partnerships in capturing a range of important data in a way that allows local partners to highlight key aspects of community justice activities, outcomes and improvements over the specified period without it being onerous or time/resource demanding (Appendix A).
- 3.9 Community Justice Renfrewshire felt it important to also produce a front facing document (Appendix B) which would assist communications and engagement with the wider public, this will be published alongside the reporting template.
- 3.10 Community Justice Renfrewshire has been successful in its first year of operation in bringing together a range of statutory and third sector partners and we are committed to building on the effective partnership approaches within Renfrewshire, to prevent and reduce reoffending. We will continue to build upon the positivity and commitment shown by partners in year one and will focus on engagement with the community, this will include those who have committed offences, their families and persons affected by crime, in order to make Renfrewshire a safer place to live and work.

Implications of the Report

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

The Renfrewshire Community Justice Steering Group is embedded within the community planning structure, reporting directly to the Community Protection Chief Officer's Group.

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 for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety**
None.
9. **Procurement**
None.
10. **Risk**
None
11. **Privacy Impact**
None.
12. **Cosla Policy Position**
None.

List of Background Papers

None

AS/DH
9 August 2018

Author: Dorothy Hawthorn, Head of Service Childcare and Criminal Justice, 0141 618 6827.



Annual Report Template

**Community Justice activity for period
April 1st 2017 to 31st March 18**

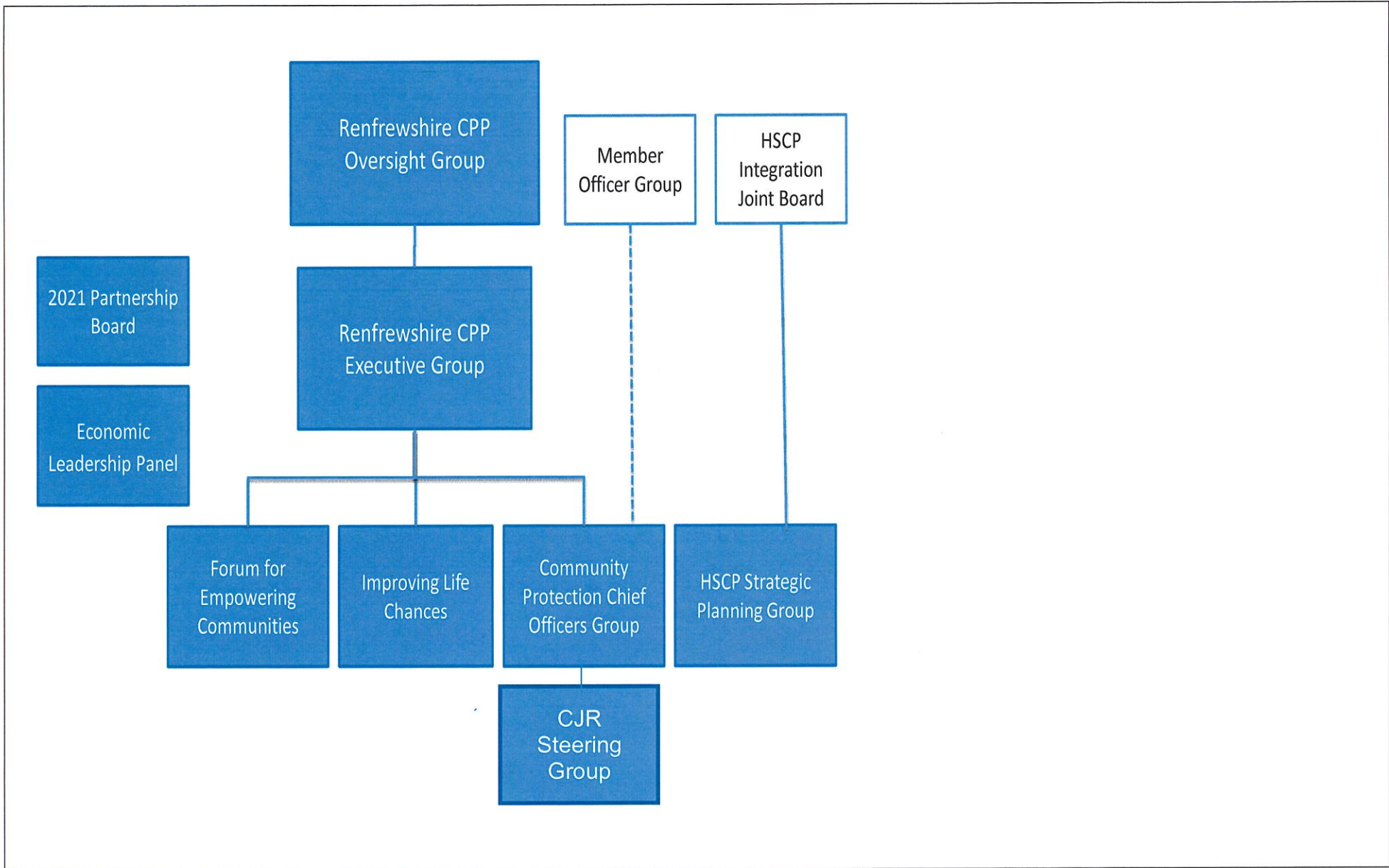
1. COMMUNITY JUSTICE PARTNERSHIP / GROUP DETAILS

Community Justice Partnership / Group	Community Justice Renfrewshire (CJR)
Community Justice Partnership / Group Chair	Dorothy Hawthorn, Head of Childcare and Criminal Justice
Community Justice Partnership / Group Coordinator	Annie Torrance, Lead Officer Community Justice
Publication date of Community Justice Outcome Improvement Plan (CJOIP)	31 March 2017

Governance Statement	
<p>The content of this Annual Report on community justice outcomes and improvements in our area has been agreed as accurate by the Community Justice Partnership / Group and has been shared with our Community Planning Partnership through our local accountability arrangements.</p>	
<p>Signature of Community Justice Partnership / Group Chair:</p> <p>_____</p>	<p>Date:</p> <p>_____</p>

2. GOVERNANCE ARRANGEMENTS

Please outline below your current governance structure for the community justice arrangements in your area
<p>The table below illustrates the place of the Community Justice Steering Group in the Renfrewshire Community Planning reporting structure.</p>



CJR has representation on several strategic groups relating to community justice, which continues to raise awareness and reports on progress through briefings and presentations. It has also enabled the CJR Steering Group to keep up to date on agendas, local issues and initiatives relating to community justice.

Some of the groups include;

- MAPPA Strategic Oversight Group for the North Strathclyde area
- Social Work Scotland and Scottish Prison Service Strategy Group
- NHSGGC Community Justice and Health Improvement Strategic Group
- Low Moss PSP Governance Group
- Community Justice National Coordinators Network
- Community Justice Coordinators Steering Group
- Community Justice Scotland, Learning Development and Innovation Working Group
- Moving On PSP Programme Board

Renfrewshire groups include;

- Community Safety and Public Protection Steering Group
- Lead Officers Network
- Child Protection Committee
- Gender Based Violence Strategy Group
- Alcohol and Drug Partnership Delivery Group
- Public and Community Protection Thematic Board
- Adult Protection Committee
- Homelessness Network
- Children and Young People Thematic Board
- Employability Innovation and Integration Fund Steering Group

The CJR Lead Officer is situated within Children's Services and is closely linked with colleagues in Youth Justice and Child Protection, this ensures that community justice is reflected in their plans. CJR is firmly established within Renfrewshire's robust Community Planning arrangements. It reports to the Community Protection Chief Officers Group and the Housing and Planning Policy Board for oversight and governance by elected members. These arrangements provide close alignment of priorities between the Renfrewshire Local Outcomes Improvement Plan and the Renfrewshire Community Justice Outcome Improvement Plan.

3. PERFORMANCE REPORTING

SECTION A - National Outcomes				
Describe the progress you made in respect of the seven national outcomes, your use of the common indicators and any comments you want to highlight,				
	National Outcome	Progress Reporting	Common Indicators used	Comments
1.	Communities improve their understanding and participation in community justice	<p>There has been a significant emphasis on awareness raising within Renfrewshire in this first year. This includes:</p> <ul style="list-style-type: none"> • The development of a Communications and Engagement Strategy, branding, merchandise and leaflets. • CJR webpage created containing information, published documents and links to partners' sites • Newsletters have been produced and disseminated to partners, and published on the website. Including the introduction of CJR, and local priorities such as Gender Based Violence and Employability. • Awareness raising sessions in public areas of council buildings, leaflets and information circulated to staff members, visitors and the public. • Information leaflet promoting CJR published in PACE Youth theatre Summerfest brochure. 5000 copies distributed throughout Renfrewshire and email sent to all registered school parents through links with Education. 	Activities carried out to engage with 'communities' as well as other relevant constituencies	It is noted within the OPI Framework that this is a longer-term indicator and measurement should be over a period of time. We have focused our efforts on initial engagement activities throughout the first year to raise awareness of the new model and provide baseline information. This will continue to be assessed and progress measured on an annual basis.

		<ul style="list-style-type: none"> • Information Packs distributed to all Renfrewshire schools, council buildings, police offices, Sheriff Court and GP surgeries for display in waiting areas. • CJR represented on several strategic groups to raise the profile of work undertaken, updates regularly provided to ensure the community justice agenda remains a priority for all within Renfrewshire. • Engagement with victims and witnesses facilitated through Victim Support Scotland who are an active member of the Steering Group on the key issues experienced and the quality of support provided within Renfrewshire. • The Consultation Draft CJOIP was also circulated to a range of partner agencies that represent victims and witnesses encouraging feedback from a victim's perspective. • During planning of our CJOIP, consultations carried out at various stages of the process. Including focus groups with people with convictions (many were also victims) in prison and serving Community Sentences. It provided opportunity for people to learn about community justice and to give views about services. Information provided during sessions was programmed into our needs assessment and informed local priorities. 	<p>Consultation with communities as part of community justice planning and service provision.</p> <p>Participation in community justice, such as co-production and joint delivery.</p>	
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	<ul style="list-style-type: none"> • Draft CJOIP published for consultation on webpage requesting comments/feedback from public via Survey Monkey. • Draft CJOIP was submitted to Community Justice Scotland for consultation prior to publication. • CJR took part in several Community Planning Consultation events. Attendees were a mix of public, staff members from different agencies, including third sector partners. • Throughout the consultation process, CJR attended relevant CPP boards and management meetings, including third sector, to consult on the draft CJOIP and influence key stakeholders. • Renfrewshire Council's Public Services Panel were consulted on awareness of work undertaken by CPO's and to gain opinion on priorities which are programmed into service plans. • Beneficiary form completed to ensure customer satisfaction of the work undertaken by persons on Unpaid Work CPOs. Unpaid work staff also attend community council meetings on a regular basis thus gaining work and feedback on work carried out. • Statistics on the perceptions of the local crime rate in Renfrewshire are not currently available for period 2017 to 2018. 	<p>Evidence from questions to be used in local surveys/citizen panels etc</p> <p>Level of community awareness of/Satisfaction with work undertaken as part of a CPO.</p> <p>Perceptions of the local crime rate</p>	
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		<i>This National Outcome links to our Local Outcome – Increase awareness of Community Justice Renfrewshire and its role.</i>		
2	Partners plan and deliver services in a more strategic and collaborative way	<p>Within Renfrewshire there is a strong focus on public protection.</p> <ul style="list-style-type: none"> • A range of CJ partners are involved in multi-agency processes including MAPPA (Multi-agency Public Protection Arrangements), MARAC (Multi-agency Risk Assessment Conferences) and MATAC (Multi-agency Tasking and Co-ordination). All of which create multi-agency risk management plans. • The MAPPA Strategic Oversight Group and MAPPA Unit operate across the 6 authorities of the previous NSCJA, enabling joint oversight, training initiatives and developments e.g. an event focussing on young perpetrators, annual development sessions and regular newsletters. • Renfrewshire Criminal Justice Social Work and K Division Police Scotland undertook a Level 1 MAPPA pilot, updating paperwork and risk management plans for the joint management of RSOs (Registered Sexual Offenders), the process is now embedded in practice. 	<p>Partners illustrate effective engagement and collaborative partnership working with the authorities responsible for the delivery of MAPPA</p> <p>Development of community justice workforce to work effectively across organisational/ professional/ geographical boundaries</p>	

		<ul style="list-style-type: none"> • Criminal justice social work staff are provided as trainers to deliver national multi-agency training in risk assessments, generic groupwork and programme provision. • The CJR Steering Group has begun exploring self-evaluation, with an initial development session identifying strengths and informing gaps. These sessions will be ongoing. • CJR were involved in 'Untold Stories', culminating in an event at Paisley Town Hall showcasing work of women subject to CPOs who participated in a film making course as part of their rehabilitation journey. • CJR hosted two regional multi-agency events focusing on early intervention and diversion within the North Strathclyde Sherifffdom. The Lead Officer and CJ Manager are now members of a COPFS led multi-agency group, considering how best to promote and utilise diversionary initiatives. • CJR commissioned a poster detailing the help available from Families Outside, this was published in PACE Youth theatre Summerfest brochure. As 1 above, 5000 copies of this booklet were distributed to children and families throughout Renfrewshire. 	<p>Services are planned for and delivered in a strategic and collaborative way</p> <p>Partners have leveraged resource for Community justice</p> <p>Development of community justice workforce to work effectively across organisational/ professional/ geographical boundaries</p> <p>Existence of joint working arrangements such as processes/ protocols to ensure access to services to address underlying needs</p>	
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		<ul style="list-style-type: none"> • Around 80 Renfrewshire staff including Social Workers, Prison Officers, Families First and Home link workers attended the “Out of the Shadows” training sessions provided by Families Outside. Around 18 Renfrewshire teachers attended the In Prison CPD Course facilitated by Families Outside and SPS. • Focus groups showed the importance of employment within desistance from offending, and the recognition of the lack of clear pathways for those with convictions in Renfrewshire. A successful multi-agency bid to the Scottish Government’s Employability Innovation and Integration Fund resulted in the ‘Just Learning-Skills for Employment’ Project. Improving opportunities to break the cycle of repeat convictions with a clear focus on skills training as part of the rehabilitation process. A committed steering group includes representatives from a range of relevant agencies. • CJR supports Active Communities in developing and promoting their new Renfrewshire Women’s Centre KAIROS based in Johnstone. KAIROS, funded through the Robertson Trust, seeks to be a safe, welcoming and respectful service offering a variety of opportunities and activities for women generally including those with convictions, and good connections to other local services. Strong links have been made with criminal justice social work. 	<p>Partners have identified and are overcoming structural barriers for people accessing services;</p> <p>Initiatives to facilitate access to services.</p>	
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		<ul style="list-style-type: none"> • CJS have established strong links with the Whole Systems Team, involved with clients up to the age of 20 years in relation to age appropriate assessments at bail and sentencing stages, and in delivering interventions for young people, ensuring effective transitions to adult services where required. • A referral pathway between NHS addiction services in prison and community exists for those on medication. A referral pathway to strengthen links with addiction services for those subject to community orders has been introduced, given the significant cross over between these service user groups. • The complement of services in Backsneddon Centre supports joint working and access to services. This includes the co-location of addiction, co-morbidity services and criminal justice staff, alongside 3rd sector Turnaround and Shine staff to support those on community orders and on release from custody. <p><i>This National outcome links to Our Key Local Priorities;</i></p> <ul style="list-style-type: none"> • <i>Employability</i> • <i>Homelessness for Prison Leavers</i> • <i>Gender Based Violence</i> • <i>Alternatives to Custody</i> 		
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3	Effective interventions are delivered to prevent and reduce the risk of further offending	<p>During 2017-2018 we have piloted ways of widening our use of other activity by providing more in-house opportunities to service users subject to unpaid work requirements of community payback orders. These have included :</p> <ol style="list-style-type: none"> 1. Introduction of a rolling programme 10 weekly sessions, each session was delivered by an external agency including; Turning Point Scotland, Venture Trust, Active Communities, and mental health services with the aim of highlighting the services available and sign-posting service users to relevant services. 2. Staff from Renfrewshire Council's Adult Learning Service provided several sessions on improving word and number skills. <p>Both of these projects were run as pilots and are currently under review and evaluation.</p> <ol style="list-style-type: none"> 3. Just Learning -Skills for employment- involvement with this service is Other Activity and have resulted in a number of individuals accessing the services of Invest Renfrewshire, these sessions have included CV building, disclosure letter writing and IT skills. Service users were referred to and participated in the Keys to Learning programme, specifically targeted to people with convictions in Renfrewshire with outcomes of education and employment. 	Use of "other activities requirement" in Community Payback Orders (CPOs)	
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		<p>4. Unpaid work are working with the Volunteer Development Organiser at Engage Renfrewshire to support third sector organisations to provide placement opportunities for those undertaking Unpaid Work on their order and beyond.</p> <p>Groupwork sessions for women in the womens' community justice service include interventions from a range of partners e.g. health services in relation to sexual health.</p> <p><u>Accredited interventions/groupwork programmes:</u></p> <p>A range of programmes are delivered to criminal justice service users. This includes accredited programmes such as Moving Forward Making Changes (MFMC) for sexual offenders. MFMC is being evaluated nationally. Constructs: Positive Steps to stop offending, for general offences. Up2U to address domestic violence, and Connections, a trauma informed programme for women.</p> <p>The Unpaid work squad for women was introduced in 2015 as a result of the high breach rate for women subject to unpaid work, significantly reducing breach whilst increasing the social skills and self-worth of women.</p> <p>Criminal justice actively involved in MAPPA, MARAC, MATAC. The North Strathclyde SOG is chaired by the Renfrewshire Community Justice Steering group chair.</p>	Effective risk management for public protection	
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	<p>Where individuals are convicted of offences resulting from their significant drug misuse, the joint DTTO/court Social Work team can ensure that service users are immediately linked into drug services and assessed for DTTO as soon as possible.</p> <p>Analysis of 48 service user CPO completion questionnaires completed during this time period demonstrated that:</p> <ul style="list-style-type: none"> • 88% believed that their Probation/CPO Supervision period helped them understand how they could keep out of trouble. Of those that were involved in groupwork, 59% rated groupwork as very helpful while 26% as quite helpful. • 44% responded that they received other forms of support during their probation/CPO period. This included alcohol issues 48%, housing support 29%, contact with the foodbank 29% and anxiety or stress reducing techniques 24%. • Of those that responded to the question, 26% stated they were not aware of the harm their offending had on their victims before their Probation/CPO started. Over half of respondents (53%) felt that the Probation/CPO had helped them to fully understand how their victim may have felt, while 26% said it mostly explained the impact on their victim. 	Quality of CPOs	
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	<ul style="list-style-type: none"> • 55% said that Probation/CPO had a positive effect on their life, while 29% said it had a very positive effect. However, 14% said it had a negative impact on their life, while 2% felt it had a very negative impact. • A range of responses were received for the question asking how Probation/CPO helped, with a number of participants stating that they gained a better understanding of the offence they committed and how it affected others, and that the period acted as a good deterrent as people wanted to stay out of trouble. • Respondents were asked to rate a range of aspects of the Probation/CPO service. Overall, the majority of respondents (ranging from 85-95%) felt that the services provided were 'Good' or 'Very Good'. However, approximately 11% rated the "<i>Ease of getting in touch</i>" with the service as 'Poor' or 'Very Poor'. <p>Since CPOs were introduced in 2011 there have been significant increases in Supervision Requirements and Unpaid Work Requirements imposed. By April 2017 there was a 45% increase in supervision requirements, 96% increase in unpaid work orders and 51% increase in unpaid work hours imposed. Further work is required to obtain the appropriate data and consider the impact of this increase on remand and short term custodial sentences, as this data is also not yet available.</p>	<p>Quality of CPOs and DTTOs</p> <p>Reduced use of custodial sentences and remand. Balance between community sentences relative to short custodial sentences under 1year; Proportion of people appearing from custody who are remanded.</p>	
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		<p>Statistics for Alcohol Brief Interventions are produced on an NHS Greater Glasgow and Clyde basis, and not broken down to criminal justice healthcare settings. Work is underway to consider extending ABI to wider criminal justice settings such as the initial unpaid work interview.</p> <p>688 Arrest Referrals to addiction services were made by criminal justice social work in 2017/18. Arrest Referral is offered to all appropriate individuals appearing from custody at Paisley Sheriff Court.</p> <p>A whole systems review of addictions service commenced in Renfrewshire in 2017/18, recommendations will be taken forward in 2018/19.</p> <p>Statistics are not available for all orders and are being finalised for the 2017/18 aggregate return. Fiscal Work orders imposed increased by 81% from 2016/17 to 2017/18, with hours completed increasing by 230%.</p> <p>As stated previously the Lead officer for Community Justice and Service Manager Criminal Justice are now attending a COPFS led meeting across North Strathclyde, which is considering the data to be provided for analysis to promote appropriate diversion.</p> <p>This information is not yet available for 2017/18. Current published information is for 2016/17.</p>	<p>The delivery of interventions targeted at problem drug and alcohol use [NHS Local Delivery Plan (LDP) Standard]</p> <p>Numbers of police recorded warnings, police diversion, fiscal measures, fiscal diversion, supervised bail, community sentences (including CPOs, DTTOs and RLOs)</p> <p>Number of short-term sentences under 1 year.</p>	
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		<p>The delivery of DTTO and arrest referral were merged with the Paisley Sheriff Court social work service in April 2015. This allows those appearing from custody to be interviewed in relation to a voluntary referral to addictions service (arrest referral). Where individuals are convicted and a CJSWR is requested, this enables an immediate link to drug treatment pending the DTTO assessment deferment. Since April 2015 DTTOs have increased by 42%.</p> <p><i>This National outcome links to Our Key Local Priorities;</i></p> <ul style="list-style-type: none"> • <i>Employability</i> • <i>Homelessness for Prison Leavers</i> • <i>Gender Based Violence</i> • <i>Alternatives to Custody</i> 	<p>Numbers of police recorded warnings, police diversion, fiscal measures, fiscal diversion, supervised bail, community sentences (including CPOs, DTTOs and RLOs)</p>	
4	<p>People have better access to the services they require, including welfare, health and well-being, housing and employability</p>	<p>A protocol exists in Renfrewshire with NHS addiction services within the Scottish Prison Service, to ensure that anyone released from custody on a script is seen by the drugs service in Renfrewshire on the day of release.</p> <p>A local pathway for those service users subject to MAPPA and licenses during this period ensures that they are referred for substance misuse assessment to the higher tier service.</p> <p>The Arrest Referral service has been combined with the bail interview undertaken by the court social work staff, to access as many individuals as possible, and ensure referral to appropriate services at a point of increased motivation.</p>	<p>Partners have identified and are overcoming structural barriers for people accessing services;</p> <p>Existence of joint working arrangements such as processes/protocols to ensure access to services to address underlying needs.</p>	

		<p>Since combining with the Paisley Sheriff Court Social Work Unit in 2015, the numbers seen has increased by 317%.</p> <p>A pathway has been developed to enable those in homeless accommodation with alcohol problems to be referred by the HALO (Homeless Addictions Liaison Officer) to Renfrewshire Council on Alcohol.</p> <p>Public Social Partnerships (PSPs) exist for those being released from custody, engaging with individuals in custody and onto release. These include national PSPs such as Shine for adult females, and local PSPs such as Moving Forward for young males and Low Moss PSP for adult males. These provide voluntary support for individuals in custody and on release to reduce barriers and aid improved social inclusion. Some staff are co-located within criminal justice services. Scottish Prison Service Throughcare Support Officers have aligned with the Low Moss PSP to increase access to the service.</p> <p>Just Learning has enabled a specific pathway into employability and training for those with convictions.</p> <p>The New Start Officer attends prison to undertake Housing Option Interviews to plan for housing on release. Housing support services assists individuals to manage their homes. Whilst Housing First ensures that support is available for those who require significant support to maintain a tenancy.</p>	<p>Initiatives to facilitate access to services</p>	
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		<p>The range of criminal justice programmes available to address general, sexual, domestic violence offences and trauma for women are referred to in 3 above. Whilst these are specific programmes, the content of them is tailored for the specific risk and needs of the individuals.</p> <p>Barnardo's connected Dads offers intervention to young fathers convicted of domestic violence.</p> <p>A weekly drop-in service within the Womens' Community Justice Service is focussed on the needs of the women who attend. The Womens' Unpaid Work squad was created to ensure that women could complete their placement in a safe environment whilst learning additional craft and social skills.</p> <p>Just Learning, the employability project also enables specific focus of the needs of the individual in relation to their needs for employment and training.</p> <p>The Housing First service run by Turning Point Scotland ensures specific support to those who have struggled to maintain tenancies and have presented as homeless regularly. Supporting them based on their assessed needs to achieve a permanent tenancy.</p> <p><i>This National outcome links to all our Key Local Priorities.</i></p>	<p>Targeted interventions have been tailored for and with an individual and had a successful impact on their risk of further offending.</p>	
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5	Life chances are improved through needs, including health, financial inclusion, housing and safety being addressed	<p>Case studies demonstrate that individuals subject to unpaid work have taken forward their learning beyond their order e.g. developed their own businesses using the skills learned, or gained confidence in volunteering that led to future employment.</p> <p>Individuals achieving support from Housing First have often been involved with the criminal justice system. Individuals who regularly presented as homeless have been able to maintain their own tenancies. This service is currently being evaluated.</p> <p>Client evaluations of the interventions identified in Section 4 highlight the effectiveness and impact on focused work with individual participants.</p> <p>Work is required to gain more detailed case studies to inform progress. We will develop a framework for ongoing evaluation of participants experience of interventions.</p> <p><i>This National outcome links to all our Key Local Priorities.</i></p>	Individual have made progress against the outcome	
6	People develop positive relationships and more opportunities to participate and contribute through education, employment and leisure activities	<p>Service users who have undertaken Keys to Learn within Just learning have completed their unpaid work hours and are seeking employment and college places. This service will be evaluated.</p> <p>The Untold Stories event demonstrated the progress made by women involved in the project. The mother of one of the women stood and spoke publicly about how proud she was of the extent to which her daughter had gained control of her life and future.</p>	Individual have made progress against the outcome	

		<p>Work is required to gain more detailed case studies to inform progress. We will develop a framework for ongoing evaluation of participants experience of interventions.</p> <p><i>This National outcome links to all our Key Local Priorities.</i></p>		
7	<p>Individuals resilience and capacity for change and self-management are enhanced</p>	<p>There are a number of interventions that enhance individuals' capacity for change and self-management. The introduction of Keys to Learn within Just learning recognised that those individuals who were not job ready required additional intervention to increase their self-esteem and motivation.</p> <p>Untold stories provided women with the opportunity to gain confidence and self-worth, to tell their story of their experience of the justice system, whilst developing their technological skills.</p> <p>Participating in the Womens' Unpaid Work Group has not only reduced the breach rates of women with significant issues but increased their self-worth and craft skills. The focus on the Paisley 2021 bid also increased social inclusion, allowing connection with the local community.</p> <p>The range of interventions offered by criminal justice social work, by PSP staff, by throughcare support officers, by Housing First all aim to support resilience and the capacity to change.</p>	<p>Individual have made progress against the outcome</p>	

		<p>Work is required to gain more detailed case studies to inform progress. We will develop a framework for ongoing evaluation of participants experience of interventions.</p> <p><i>This National outcome links to all our Key Local Priorities.</i></p>		
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SECTION B - Local Priorities

1. Local Priorities: *What* were your local priorities for 2017/18? (please list below)

Local Outcomes

- Prevention and earlier intervention
- Reduce offending and reoffending
- Increase awareness of Community Justice Renfrewshire and it's role

Key Priorities

1. **Employability** - We will develop the Renfrewshire Employability network and aim to hold a series of events with partners to identify opportunities for employment, volunteering, training and placements for people with convictions within Renfrewshire.
2. **Alternatives to custody** - We will work to gain a better understanding of alternatives and any barriers to their use.
3. **Homelessness for Prison Leavers** - We will develop initiatives to minimise the proportion of prison leavers presenting as homeless.
4. **Gender Based Violence** - We will work with this group to contribute to the development of a Gender Based Violence Strategy to reduce gender based violence in Renfrewshire through a consistent approach to addressing perpetrators behaviours.
5. **Support to Children and Families** - We will work with Families Outside to raise awareness of and improve support to families and children, and to educate staff to have better understanding of the impact of custody on family members.

2. Local Priorities: *How* did you identify each of your priorities?

A strategic needs assessment was carried out using data from a number of partner sources in order to identify local needs and inform our local priorities. Consultation was carried out with people with convictions from Renfrewshire in the form of focus groups involving those subject to community sentences and those in custody on varying sentence lengths, to gain the views of people who use our services and involve them in community justice planning and the improvement cycle.

1. **Employability** – This was raised as a key issue in Renfrewshire during consultation with people in prison and those serving community sentences. Almost all those interviewed cited joblessness and lack of money as a key factor in their offending. When asked what would help them not to re-offend, almost three-quarters of those being interviewed said training and assistance in gaining employment. A gap in specific service provision to assist people with convictions was also identified through economic development services in Renfrewshire and the need for a multi-agency approach was identified.
2. **Alternatives to custody** – At the time of planning the CJOIP alternatives to custody, were continuing to rise significantly, with supervision orders having increased by 61% since 2010/11 when CPOs were introduced and unpaid work hours by 93%. Diversionary activities such as Fiscal Work Orders has also just been rolled out nationally. Research carried out with people on Community Payback Orders in Renfrewshire highlighted positive results. All of those who took part felt that undertaking the order had not only had a positive effect on their lives, it had helped them to understand the impact on the victims of their offences. They were also able to cite a range of other services they had been able to access during the CPO, such as support with housing, mental and physical health issues and substance misuse. However prison numbers continued to be of concern. With the potential for an extension to the Presumption Against short Sentences it was important to consider how to improve the range of alternatives from diversion to CPO.
3. **Homelessness for Prison Leavers** – At the time of planning the CJOIP figures showed that Renfrewshire had the highest percentage in Scotland of homeless applications from people leaving prison. Homeless applications have been falling in Renfrewshire for several years for all groups of people except prison leavers – those applications have almost doubled in the last 10 years, due to the assertive outreach of housing services within the prison estate.
4. **Gender Based Violence** - At the time of planning the CJOIP Renfrewshire was above the national average for the number of incidents of gender based violence recorded by Police Scotland, and was 7th highest Council in Scotland. This is also the primary reason that children are referred to social work. There is a strong commitment to tackling this issue and Renfrewshire has a Gender Based Violence Strategy Group that is responsible for taking forward the national strategy “Equally Safe: Scotland’s strategy for preventing and eradicating violence against women and girls 2017 to 2020.”

The group also takes forward actions delegated from with the Safer and Stronger Renfrewshire Action Plan and other activity to support the agenda locally. Gender-based violence is a focus for a range of organisations locally.

5. **Support to Children and Families** – We recognise the significant impact of prison on the families of people in custody yet our needs assessment identified that Renfrewshire families rarely seek support from available services. CJR Steering Group members were also acutely aware of the links between ACEs and those who then entered the Justice system.

3. Local Priorities: *How* did you measure each priority?

1. **Employability** — The ‘Just Learning- Skills for Employment’ project is community justice in action, involving service user and multi-agency identification of the issue and potential solutions. Measurement related to the range of agencies supporting the project, it’s establishment and the number of referrals from commencement in January 2018, with outcomes in relation to involvement, completion of interventions such as Keys to Learn, and success in confidence, self-belief and individuals seeking employment or training.
2. **Alternatives to custody** – Statistics relating to work undertaken were already collected as a condition of criminal justice grant funding. However, an improved feedback process was developed for individuals subject to Community Payback Orders during this period, enabling feedback from those undertaking the range of community disposals and programmes, and feedback forms for beneficiaries of unpaid work were introduced during this year. We are working to develop measures to support anecdotal evidence and demonstrate improvement, including case studies. An evaluation process is underway for those completing Up2U. Participating in the COPFS meetings also allows for a greater analysis of diversionary activities, and the ability to monitor trends and issues.
3. **Homelessness for Prison Leavers** – The HL1 report is the formal method of measuring Homelessness, this statistical information is collated and sent to SG. The ‘Keys to Learn’ programme also provides qualitative data on individuals engagement.
4. **Gender Based Violence** – We will adopt the Equally Safe Performance Framework. Reports on the range of interventions provided by services are also provided to the Gender Based Violence Strategy Group.
5. **Support to Children and Families** – We considered how much information we disseminated publicly and to agencies, and the extent to which staff were supported to increase their awareness. In engaging and supporting Families Outside to increase referrals within Renfrewshire, data collection was agreed in advance to ensure that we could measure the outcome of increased awareness.

4. Local Priorities: *What* progress did you make in relation to each priority?

1. **Employability** – Our ‘Just Learning – Skills for Employment’ project was set up to create a robust employability pathway for people with convictions and to develop referral mechanisms to support them through effective partnership working to reduce re-offending. The project is progressing well, the Steering Group which includes key stakeholders is in place and meets monthly. A post of Skills & Training Coordinator was appointed to accelerate the progress of the project and to focus on delivering outputs and outcomes. Apex Scotland are also in post to support clients with disclosure letters and ensuring that the clients are aware of how and when to disclose convictions to an employer. Hanlon, Invest in Renfrewshire’s client tracking system has been updated to include the projects interventions to record progression of clients. A launch event was held in February 2018 attended by 65 practitioners across a wide range of agencies. Workshops gained information from staff on training requirements, this has been programmed into the training schedule for the project. Recruit with Conviction have been a key partner in supporting this work.

Over 40 clients registered on the programme who are gaining support in various areas. Some have accessed Sector Based Work Academies, CSCS training as well as gaining support through the pipeline with support with CV’s, cover letters etc. Glasgow Homelessness Network ran their “Keys to Learn” programme with 7 clients completing the course. Out of the 7 on the course 5 have applied for college (2 already accepted), 1 into employment and the remaining client will hopefully be entering a Training Scheme through Barnardo’s. Three of the 7 clients that took part in the course were referrals from Community Payback teams. The service user hours were recorded as other activity and at the end stated how rewarding it was and that it had given them the confidence and belief in themselves to apply for college courses and attend interviews.

During 2017/18 APEX staff were co-located within the Criminal Justice Fieldwork Team in Renfrewshire, enabling direct referrals to support service users subject to community orders or licences. 110 service users received a service during this time, assisted with letters of disclosure to potential employees, applications for training and college courses, and additional funding for forklift and HGV licences. This service has continued, incorporated into Just Learning.

2. **Alternatives to custody** – Targeted interventions at court have increased access to DTTO and Arrest Referral. We monitored the use of alternatives and maintained the range of existing services available. We gained feedback from service users subject to community-based services and commenced a beneficiary questionnaire for those receiving unpaid work. We continued to liaise with the community through a range of forums to inform work taking place and looked at how we can increase the range of personal placements available. We commenced Up2U, a perpetrator programme to address domestic violence for those subject to community sentences resulting from a domestic violence offence, scanning all criminal justice social work reports, assessing relevant individuals and offering this as an alternative to custody. We then worked with 30 individuals.

We also supported 12 partners of these men within the Womens' Community Justice Service, training staff within this team in undertaking appropriate partner risk assessments. We continue to support the range of Public Social Partnerships offering a range of voluntary, practical and emotional support to men and women within Renfrewshire prior to and on release from prison, to prevent further offending.

3. **Homelessness for Prison Leavers** – A Short life working group was set up, chaired by Housing Advice and Homeless Services included Housing Strategy & Housing Services to identify the barriers for people with convictions. For clients with alcohol misuse, a pathway was established for the HALO (Housing Addiction Liaison Officer) to facilitate/encourage prisoners on release to access RCA (Renfrewshire Council for Alcohol) services for assessment and potential intervention. The New Start Officer continues to attend prisons to undertake Housing Options interviews. Early signs of improvement have been seen with a small reduction on prison leavers presenting as homeless.
4. **Gender Based Violence** – CJR representatives regularly attend the Gender Based Violence Strategic Group to support ongoing work to challenge and address perpetrator behaviour. Input was provided to several development sessions to assist in the production of the Draft Renfrewshire Gender Based Violence Strategy. The Safe and Together model was rolled out to staff from a variety of agencies within Renfrewshire. The roll out of Up2U was also within this year, referred to under alternatives to custody above.
5. **Support to Children and Families** – We worked in partnership with Families Outside to provide training to a range of staff groups to highlight the issues facing children and families with a family member in prison. This included Criminal Justice staff, Families First Teams and Home link workers, and a tailored session for teachers taking place within HMP Low Moss which enabled them to gain better insight into the experiences of children attending visits.

CJR also commissioned 200 jointly branded posters and 1000 business cards to promote the work of Families Outside to Renfrewshire families. An information leaflet promoting the Families Outside Helpline was published in the PACE Youth theatre Summerfest brochure. 5000 copies were distributed throughout the Renfrewshire area to children and families and an email copy was sent to all registered school parents through our links with Education. We agreed data to be collected and then looked at the impact on Families Outside referrals, and whilst referrals remain low, they increased from 2 to 8 as a result of the awareness raising.

Around 80 Renfrewshire staff including Social Workers, Prison Officers, Families First and Home link workers attended the “Out of the Shadows” training sessions provided by Families Outside. Around 18 Renfrewshire teachers attended the In Prison CPD Course facilitated by Families Outside and SPS.

CJR invited Karyn McClusky, Chief Executive of Community Justice Scotland to attend as keynote speaker at the Renfrewshire Children's Services Conference to provide input on the link between Adverse Childhood Experiences and the Justice System. This was then followed up by her attendance at the Renfrewshire's Headteachers meeting where she promoted the integral role of the teacher in a child's development and the crucial support they can provide.

5. Local Priorities: *What* are the areas you need to make progress on going forward?

1. **Employability:** We need to ensure sustainable Pathways for those whose convictions impact on their employability, beyond the end of the project funding. We will take forward the plans with HMP Low Moss in relation to supporting individuals in custody to be skilled for employment within Renfrewshire, and educate and support the range of Renfrewshire employers to employ those with convictions.
2. **Alternatives to custody:** We need to continue to explore alternatives and any barriers and promote activities to divert appropriate individuals from prosecution. We need to develop services considering changing legislation around domestic violence, developments in electronic monitoring and the proposed extension to the Presumption Against Short Sentences. We will aim to create sufficient opportunities to provide high quality community-based disposals to the court.
3. **Homelessness for Prison Leavers:** The Housing Advice and Homeless Services will ensure that the New Start Officer will continue to liaise with Housing Services providing a Housing Options Service to prisoners. Wherever possible exploring ways to sustain current tenancies e.g. requesting consideration to Sublets, liaising with Housing Officers for possible rent arrear payment arrangements. Will continue to promote referrals into the Employment Pathway via the EIIF - Just Learning, establish a sub group with Housing Services to look at how to improve Guaranteed Rehousing for prison leavers and establish the barriers to housing directly from prison and look at ways on how to overcome them. We aim to continue to make progress on reducing homeless presentations from those leaving prison.
4. **Gender Based Violence:** We will finalise and take forward the gender based violence strategy in Renfrewshire. We will continue to support the range of services providing programmes to address behaviours and support partners and children affected, and processes to manage risk. We will continue to embed existing perpetrator programmes and look at alternative interventions available to the courts. We will consider outcomes from the evaluation of UP2U to inform the effective implementation of this perpetrator programme.

5. **Support to Children and Families:** We will continue to promote the services offered by Families Outside and look at opportunities to support children with a parent in custody. We will explore the opportunity to work with the Imagination Library to support family relationships and the quality of visits for children to their parents in prison.

SECTION C - Good Practice

Please outline *what went well* for you in terms of community justice in your area

2017/18 This was the first year of community justice in Renfrewshire. We have established a committed steering group, firmly embedded within Renfrewshire's Community Planning arrangements. We undertook extensive awareness raising about community justice, to increase public awareness, and provided awareness sessions to schools and social work staff on the impact of custody on children and families. We listened to service users who told us about the importance of employment and were successful in an employability bid which ensured the required resource to assess and develop education for staff and employers, and the pathways needed. We extended the range of community alternatives available to the courts, and began to explore greater use of diversionary processes to keep people from the criminal justice system, and we ensured that the New Start Officer was available to prisoners to plan in advance for housing on release. This was also the year of the Paisley City of Culture 2021 bid, and this saw criminal justice service users in custody and the community contributing to the work undertaken. Whilst the bid was unsuccessful, it enabled individuals who often feel excluded, to reconnect and feel a part of their communities.

SECTION D – Challenges

Please outline what were the challenges for your partnership/group in terms of community justice i your area *and* identify any you see going forward

This was the first year for community justice and thus agencies needed to understand their role, and the community to understand the change. Thus, the focus on awareness raising. A spotlight on re-offending meant that we needed to explore what information was currently available, and the challenge has been that information gathering by agencies was generally for existing purposes. National agencies would not always have information broken down by local authority areas, having focussed on CJAs for many years, and for local agencies the conviction status may have previously been less relevant and thus not recorded. Changing recording systems can be complex, expensive and therefore not a quick process. Also, statistics are often produced a few years in arrears. We need to be clear what information we are seeking and what it really tells us e.g. someone having a GP when they go into prison, does not ensure they have on release due to being possibly being housed in a different location.

Community justice has also begun at a significant time of other change, such as the early days of the HSCPs. A challenging financial climate means that resources remain a constraint, requiring individual practice agencies to achieve greater economy and efficiencies. This is likely to continue to be a problem and while a challenge, creates the opportunity for parties to work creatively to address these issues.

We plan to undertake evaluative work to understand the experiences and actions of individuals engaged in services.

SECTION E - Additional Information

Please add any additional information that you think appropriate in the context of your annual report

A public facing document has been produced to engage the Renfrewshire community in the work and actions of the partnership.

Community Justice Renfrewshire Annual Report 2017 to 2018

Contents

Foreword by Councillor Marie McGurk

Community Justice Renfrewshire

What we need to do

Key local priorities for 2017 to 2018

Next Steps

Foreword

The first year of the new model of community justice has been very exciting for us. Lead Officer support and an established Steering Group within Renfrewshire Community Planning Arrangements, has allowed us to focus specifically on offending in Renfrewshire on the 1 in 3 males and 1 in 10 females who have convictions, and who are finding that this creates barriers within their lives.

Before we wrote our 2017/18 plan, we spoke with the range of people affected: with victims, with people with convictions currently in prison or on court orders in the community, with families, and those in the community with prior convictions. We asked them about their experiences and what would help prevent further offending. We also asked those agencies and organisations that already work with people with convictions about their views. We examined statistics too, and from all of this we created 5 local priorities we wanted to take forward in 2017/18. We also looked at how we would achieve the outcomes that had been identified for all of Scotland.

In this first year there has been a range of innovative work progressed and a number of highlights achieved as a partnership.

Securing funding from the Employability, Innovation and Integration Fund enabled us to develop a tailored employability pipeline and establish links with local employers and existing employability resources.

In June 2018 the criminal justice social work service were successful at the inaugural Scottish Social Services Council Awards winning the category of making Research Real for the delivery of the Up2U programme. This programme provides a focused intervention for people who are abusive in their interpersonal relationships. This work is enhanced by the partnership to ensure partners and children are also supported.

During the Paisley bid for City of Culture 2021 close links were established between the learning centre at HMP Low moss and Paisley Museum culminating in an exhibition of the work of prisoners including paintings, poetry and music.

This report, and more detailed information available on our webpage, shows what we have achieved in our first year. We hope that you will take time to consider what we have done so far and our next steps to reduce further offending in Renfrewshire. We believe we have begun to make a difference.

Councillor Marie McGurk

Community Justice is protecting the community. As well as delivering justice for the victims of offending and making our communities feel safer, it's about working with people with convictions to give them the support and help they need to reduce the risk of re-offending

Community Justice Renfrewshire



What we know:

- People who commit offences must be held to account in a way that recognises the impact on victims of crime and is mindful of risks to the public. Prison remains appropriate for people who commit serious offences, but locking people up isn't always an effective way to stop re-offending.
- Community sentences are more successful than prison for most people in reducing re-offending, especially when compared to short term sentences.
- There are often complex underlying issues which may impact on a person's offending behaviour and by giving the right help at the right time, we can assist in preventing them from re-offending.
- Our communities include victims and witnesses of crime and their families, and people who have committed offences and their families; by listening to the whole community and encouraging people to take part in planning our services, interventions will be more effective.
- Helping people with convictions to find employment and stable housing will reduce a person's likelihood to re-offend, this benefits the whole community.
- Reintegrating those who have committed offences and helping them to realise their potential, will create a safer and fairer society for all.

What we have to do

The Community Justice (Scotland) Act 2016 is a law which means that statutory agencies must work together to plan their work to reduce re-offending, and report on how they are performing.

The National Strategy for Community Justice and Outcomes, Performance and Improvement Framework was published to help partners with this task. It explains the aims of community justice and provides national outcomes and indicators to measure achievement.

The Renfrewshire Community Justice Outcomes Improvement Plan (CJOIP) 2017 to 2018 was published on 1 April 2017 outlining key local priorities for the Renfrewshire area. This report shows actions and improvement in this period. A reporting template has been developed by Community Justice Scotland, it will measure achievement against both national and local outcomes and will be published alongside this report.

National Outcomes

What we deliver as partners

Communities improve their understanding and participation in community justice

Partners plan and deliver services in a more strategic and collaborative way

Effective interventions are delivered to prevent and reduce the risk of further offending

People have better access to the services they require, including welfare, health and wellbeing, housing and employability

Changes to Users

Life chances are improved through needs, including health, financial inclusion, housing and safety being addressed

People develop positive relationships and more opportunities to participate and contribute through education, employment and leisure activities

Individuals resilience and capacity for change and self-management are enhanced

Key Local Priorities

The key local priorities within the Renfrewshire CJOIP 2017 to 2018 were identified through our needs assessment, interaction with stakeholders and involved focus groups with people with convictions.

Our focus:

- Prevention and earlier intervention
- Reducing offending and re-offending
- Increasing awareness of Community Justice Renfrewshire and its role

Our Key Local Priorities:

- Employability
- Alternatives to custody
- Homelessness for Prison Leavers
- Gender Based Violence
- Support to children and families

Employability

In 2017 we said:

To improve employability, community justice partners, including Scottish Prison Service, criminal justice social work, SDS and third sector partners will work to ensure that gaining skills and training for employment are a part of the rehabilitation journey and access to the job market is fair for persons with convictions.

During 2017 to 2018 we:

Successfully bid for funding under the Employability Innovation and Integration Fund. This allowed us to commence our 'Just Learning – Skills for Employment Project'.

To date we have:

- Established a multi-agency steering group.
- Employed a Training and Skills Development Coordinator to lead on the project.
- Developed an effective referral pathway across key partners.
- Enhanced the current service user tracking system used by 'Invest in Renfrewshire' (Hanlon) to record our service user activities and progress.
- Linked project initiatives in Homeless Services to reduce repeat homelessness amongst people with convictions.
- Extended the funding of Apex Scotland posts to support service users with disclosure, ensuring they are aware of how and when they are required to disclose convictions to a potential employer.
- Run a multi-agency workshop facilitated by Recruit with Conviction for frontline employability staff working with service users who may have convictions, providing them with the opportunity to gain in-depth knowledge of disclosure requirements and give them confidence in advising on these issues.
- Began to tailor the employability pipeline to offer options and choices using existing provision and developed solutions to current gaps using 'Invest in Renfrewshire' resources, driven by the needs of our service users.
- Planned a range of workshops which target employers to consider recruitment of people with convictions.
- Established links between employment and training initiatives available within the Scottish Prison Service estate and local employers.

Is it working?...

Yes, it's early days, but the programme is proving extremely positive for service users and services alike. We have over 40 service users registered who are gaining support in various areas. Some have accessed our Sector Based Work Academies, construction qualifications training, as well as getting support and advice with CVs, cover letters and applications. Over 100 criminal justice service users have received support from APEX staff based in our social work office.

The creation of the Employability Steering Group has had a positive significant impact on the outcomes – the group are fully committed, meet monthly and take actions to ensure outcomes are achieved. Consideration is already underway as to how to sustain this within existing services and resources.

Here's some service user examples:

- 1. Mr A was placed in an unpaid work squad carrying out landscaping and gardening work, this included removing overgrown bushes; preparing the ground, planting trees and creating paths. He learned which tool to use for each job and through developing his skills was able to take up agency work as a gardener, this lead to Mr A starting his own landscaping business.*
- 2. Mr B attended the Employability – Just Learning skills for employment project. He has undertaken an IT course and has been praised for his determination and effort in applying his new knowledge. He is now applying for a place on the Keys to Learn programme and is looking forward to widening his opportunities.*
- 3. Ms C was placed in a charity shop, upon completing her unpaid work hours she continued to volunteer at the shop, she later stated that her participation had given her confidence and helped establish a routine which then helped her gain employment.*

Alternatives to custody

In 2017 we said:

We will work to gain a better understanding of alternatives and any barriers to their use.

During 2017-2018 we:

1. Gained and analysed feedback from those on community orders, to see how it assisted them, what went well, what support they received and what could be improved.
2. Took forward 'Untold Stories' an innovative ten-week film-making course involving service users attending our Women's Community Justice Centre.
3. Implemented an innovative perpetrator programme developed by Portsmouth City Council. Up2U was adapted in consultation and partnership with Renfrewshire Council for use within Criminal Justice Services. Partner support is also provided to victims.
4. Used other activity hours within unpaid work orders to address issues in peoples' lives that contribute to their offending, piloting additional interventions.
5. Participated in meetings led by the Procurator Fiscal Service to examine and increase our use of diversionary activities.

6. Supported Public Social Partnerships, both national and local, that work with men and women in custody and on release from short sentences to prevent their return to custody.
7. Participated in the Paisley Bid for City of Culture in 2021.

Is it working?...

- Service users gave us very useful feedback on their view of orders in 2017/18. Most said they understood their responsibilities, and 88% said it helped them understand how to keep out of trouble. Just under half said they received additional support such as assistance with addictions, housing, anxiety etc. Over half said they now understood the effect on their victims, and that the impact on their own lives was positive. 85% said that services were good or very good.
- The 'Untold Stories' course allowed participants to use this safe place to produce their own short films, reflecting their personal journey through the justice system. It concluded with a premier event where the women involved in the project had the opportunity to showcase their work to their families and friends along with relevant professionals. They were the drivers in the organisation of the event providing the opportunity for them to use skills gained throughout the project. Around 60 guests were in attendance who heard the message of community justice from those with lived experience of the system.
- The Women's Unpaid Work Squad created bags for the Paisley City of Culture bid, women within Untold Stories interviewed the Renfrewshire public about it, and HMP Low Moss Renfrewshire prisoners completed artwork, and poetry for a exhibition at Paisley museum. This all fostered a greater sense of belonging and feeling a part of society for our service users.
- Additional other activity enables individuals to address wider issues within their order which affect their offending behaviour, and links them into services and activities in wider society. To increase the use of other activity we piloted a rolling programme of other activity. On a weekly basis, representatives from a variety of organisations including APEX, Active Communities, Invest Renfrewshire, Turning Point Scotland, Venture Scotland and mental health organisations provided sessions to raise awareness of the wide range of resources available in the Community. This programme is currently under review.

We also arranged for workers from Renfrewshire Council's Adult Learning Team to attend the Unpaid Work Unit, they delivered sessions which help brush up on reading, writing and number skills and develop communication skills and self-esteem.

- Up2U provided the courts with a further intervention that could be used within a community order. It gave Sheriffs confidence that there was a programme based on up to date research that meant that those who were violent to partners would have to face up to and work to change their behaviour, and that partners would be supported.

What does the social work team delivering this programme say?

Up2U is an innovative cognitive behavioural programme designed for people who engage in domestically abusive behaviours. It engages perpetrators through individualised work whilst also supporting victims and promoting positive parenting. Renfrewshire's Criminal Justice Team recognised the benefits of the programme and worked with the programme's developer to redesign it for a Scottish criminal justice context.

All our Criminal Justice staff have undergone training to deliver the programme on a one-to-one basis and our female staff have also achieved the award in Domestic Abuse Advocacy to enhance their support to partners, victims of domestic abuse. Staff are at various stages of work with services users and delivery is very promising which is reflected in the fact there has been an extremely low fall out rate, which research shows has been hugely problematic in the delivery of previous domestic abuse programmes.

Between April 17 and March 18, the team received and screened 96 court report requests where domestic abuse was a feature. Following on from the screening, 30 individuals have community payback orders which include Up2U. The first completions are now taking place and this has provided an opportunity to analyse risk reduction and key outcomes. – The feedback from men completing the programme demonstrates its impact:

What do the service users say?

"It makes you think more about yourself and how you behave. It highlights your failings, I don't mean that in a negative sense, as I now know that I have jealousy and insecurity difficulties and I can now work towards addressing them. I benefitted from the discussion but also feel that the visual learning (flip charts etc) helped me understand and process things better. It is different when you see things written down and are able to make the connections."

"In future relationships, I am going to slow down and build trust. I also saw in the media recently about men controlling their partner's phones, social media. That was who I was; I don't want to be that man anymore."

The Renfrewshire approach was recognised nationally when the team won the Scottish Social Services Council award for Making Research Real in June 2017.

Homelessness for Prison Leavers

In 2017 we said:

We will develop initiatives to minimise the proportion of prison leavers presenting as homeless.

During 2017-2018 we:

1. Joined the Renfrewshire Homelessness Network, which includes partners from statutory housing and homeless services along with third sector agencies.
2. Secured funding for the 'Keys to Learn' programme and delivered the first course which included service users on Community Payback Orders.
3. Set up a short life working group chaired by Housing Advice and Homeless Services, which includes Housing Strategy & Housing Services, to identify the barriers for people with convictions.
4. Established a pathway for service users with alcohol misuse issues through the Housing Addiction Liaison Officer (HALO) who facilitates/encourages prisoners on release to access Renfrewshire Council, Alcohol services for assessment and support.

Is it working?...

Through the 'Just Learning' project, Glasgow Homelessness Network ran the first "Keys to Learn" programme. The course provides people with convictions from Renfrewshire who are affected by or at risk of homelessness or housing crisis, the opportunity to learn skills to help sustain a tenancy, along with building self-confidence, employability skills and allowing them to become part of their community. This course runs 3 days a week for 8 weeks. All 7 participants completed the course and have now moved on to further education, training or employment. Further courses will be taken forward under the Just Learning initiative.

Figures indicate that we are already seeing a reduction of prison leavers presenting as homeless.

Comment from the Co-ordinator about the success of the 'Keys to Learn Programme':

"7 clients completed the course. Out of the 7 on the course 5 have applied for college (2 already accepted), 1 into employment and the remaining client will hopefully be entering a Training Scheme through Barnardo's. Three of the 7 clients that were on Keys to Learn were referrals from the Community Pay Back team. The clients were awarded their hours for attending the course and stated at the end of the course how rewarding it was. It gave them the confidence and belief in themselves to apply for college courses and attend interviews for that course."

Gender Based Violence

In 2017 we said:

Community Justice Renfrewshire will work with this group to contribute to the development of a Gender Based Violence Strategy to reduce gender based violence in Renfrewshire through a consistent approach to addressing perpetrators behaviours.

During 2017-2018 we:

- Regularly attended the Gender Based Violence Strategic Group and have provided input to several development sessions to assist in setting the direction of a Gender Based Strategy for Renfrewshire.
- Embedded the Up2U perpetrator programme and support for victims within criminal justice services, thus supporting the roll out of the Safe and Together model in Renfrewshire across agencies.

Is it working?...

- Now that the Equally Safe Strategy along with the National Standards and Performance Framework have been published, we can finalise our draft strategy so we can reflect the measures contained in Equally Safe and begin to take forward our action plan.
- Our Community Justice Newsletter focussing on Gender Based Violence showed the range of agencies and organisations that work in Renfrewshire with perpetrators, families and victims. Processes such as MARAC (Multi-agency Risk Assessment Conferences) and MATAC (Multi-agency Tasking and Co-ordination) bring agencies together to manage risks around individuals, while the strategy group makes sure we are all working together to develop appropriate support services and programmes.

Quote from one of the representatives about MARAC (Multi-agency Risk Assessment Conference):

MARAC is administered by Community Safety, chaired by the DAIU and hosted by Women's Aid. In my 30 years in social work, it is truly the most multi-agency meeting I have ever attended. In addition to the above, there are representatives from mental health, addictions, education, health visiting/school nurse, Women and Children 1st, housing, ASSIST, Social Work reps from Criminal Justice and Adult services, Barnardo's. The focus is very much around looking at reducing risk to women and children where there is an assessed high risk of domestic abuse. Discussions and responses are compassionate. Some of the agencies attending have staff who are trained as Independent Domestic Abuse Advocates (IDAA) and able to carry out risk assessments. (ASSIST, Women and Children 1st, Women's Community Justice service, Barnardo's). Following sharing of information from each agency, actions are

suggested by the chair and agreed by agencies attending. Those attending have sufficient authority to be able to have action implemented within their agency. Noted by Community Safety, actions are forwarded timeously and new referrals forwarded for the next MARAC which is held faithfully every 4 weeks.

Although we often hear harrowing stories at MARAC, there is a strong emphasis on really making a difference collectively in terms of public protection.

Support to Children and Families

In 2017 we said:

We will work with Families Outside to raise awareness of and improve support to families and children and to educate staff to have better understanding of the impact of custody on family members.

During 2017-2018 we:

- Enabled 80 Renfrewshire staff members including Criminal Justice Social Workers, Health and Social Care Staff, Prison Officers, Families First Staff and Home link workers to attend “Out of the shadows” training sessions provided by Families Outside.
- Organised for 18 Renfrewshire teachers to attend HMP Low Moss to take part in the In Prison CPD Course facilitated by Families Outside and SPS
- Raised awareness of the support available to families in Renfrewshire by jointly branding posters and business cards with Families Outside containing information of help on offer and the helpline number.
- Commissioned a half page information leaflet promoting the Families Outside Helpline which was published in the PACE Youth theatre Summerfest brochure.
- Provided Renfrewshire Primary schools and Children’s and Families Social Workers with copies of the publication ‘My Diary’ produced by Families Outside.
- Invited the Chief Executive of Community Justice Scotland to speak at our Children’s Services conference about the consequence of Adverse Childhood Experiences.

Is it working?...

- The ‘Out of the shadows’ training was successful in raising awareness of the issues facing families when a significant person is sent to prison and increased staff members understanding of ways to support them, and of the role and referral route for Families Outside.

- The In-prison course provided the teachers with an opportunity to visit a prison and to enter the stories of children affected and provided practical ways in which teachers and school communities can help families affected.
- The branded posters and cards containing the Families Outside helpline number were distributed to schools, GP surgery's, social work offices and many other venues throughout Renfrewshire for display in their public areas. They were also handed out to families attending the custody court by social work staff.
- Five thousand copies of The PACE Youth theatre Summerfest brochure were printed and distributed to children and families throughout the Renfrewshire area and an email copy was sent to all registered school parents through our links with Education, thus significantly increasing the awareness of the service.
- Figures relating to the number of calls received to the Families Outside helpline were not previously broken down into local authority area. After working with them Families Outside now collect this information and ask callers how they became aware of the helpline and organisation. This will assist with future analysis.
- Figures on the number of referrals to the Families Outside Regional Support Coordinator indicate that we are already seeing a rise in the number of Renfrewshire families being referred for help and support through self-referrals or by a professional.
- By distributing the 'My Diary' publication to schools and social workers we have provided them with a resource to use with primary school aged children affected by parental imprisonment.
- Having the input from Community Justice Scotland at the Child Protection Conference provided the opportunity for staff to learn more about ACEs and their impact on the justice system, and the difference interventions with children can make on future outcomes.

Feedback from staff attending the CPD Course:

"I arrived early and, after going through security, I was asked to sit in the Waiting Room. It was just before visiting and there were lots of mothers/grandmothers with their children. This really hit home that this was normal life for some of these families. Going in to the visiting hall made this experience feel real too and I'd be able to speak to pupils about this if they were having to visit"

"Definitely eye-opening. My original perceptions changed after the visit and I am more aware of the support and approaches I could pass on"

"Very helpful course. I feel more confident taking this into my workplace"

"Incredible insight into what a child goes through when visiting a family member in prison"

Next Steps

We will continue progressing all the key local priorities from the Renfrewshire CJOIP 2017 to 2018. They will be programmed into the action log for the Renfrewshire CJOIP 2018 to 2021 to ensure developments continue to improve. Some remained key local priorities within the Renfrewshire CJOIP 2018 to 2021 and new actions will be assigned to advance theses priorities and successes further.

To hear more about our new plan or for more information on Community Justice Renfrewshire, please visit:
www.renfrewshire.gov.uk/communityjustice



Participation Statement

The Community Justice (Scotland) Act 2016 requires statutory partners involved in community justice to produce a participation statement detailing how they have involved third sector bodies and community bodies in community justice and the preparation of their Community Justice Outcomes Improvement Plan (CJOIP).

Community Justice Renfrewshire is committed to engaging with our communities, to empower them to contribute to our CJOIP and actions across all priority areas. In preparing the plan we carried out engagement activities which were attended by a number of our strategic partners and wider stakeholders, as outlined in the table below.

Participation, engagement and consultation for the development of the community justice plan will be ongoing. We will ensure that there is continued liaison and communication between statutory partners, non-statutory partners and third sector organisations. We will continue to engage with people in communities including victims and witnesses of crime, people with convictions and their families, in order to gather their views on how we can reduce reoffending in Renfrewshire, so that these can be reflected in our Community Justice Outcomes Improvement Plan for forthcoming years.

Stakeholder	Activities
Statutory Partners	<p>The Community Justice Renfrewshire (CJR) Steering Group was established in response to the Act and has responsibility for strategic oversight of the Renfrewshire CJOIP. Since its creation the group have held regular meetings, where they have worked in partnership to understand their role in the new model of community justice. The group have created branding and developed a clear message for community justice in Renfrewshire. Working together they have produced a communications strategy and have identified local issues and priorities for action contained within the CJOIP, based on a needs assessment from a range of data sources.</p> <p>CJR has representation on a number of strategic groups relating to Community Justice. This has raised awareness of community justice and its progress in Renfrewshire through reports and presentations. This has enabled the CJR Steering Group to keep updated on agendas, local issues and</p>

	<p>initiatives relating to Community Justice. Some of the groups include;</p> <ul style="list-style-type: none"> • MAPPA Strategic Oversight Group for the North Strathclyde area • Social Work Scotland and Scottish Prison Service Strategy Group • NHSGGC Community Justice Health Improvement Strategic group • Low Moss PSP Governance Group • Community Justice National Coordinators Steering Group • Community Justice Coordinators Steering Group • Community Justice Scotland Learning Development and innovation Working Group <p>Renfrewshire groups include;</p> <ul style="list-style-type: none"> • Community Safety and Public Protection Steering Group • Lead Officers Network • Child Protection Committee • Gender Based Violence Strategy Group • Alcohol and Drug Partnership Delivery Group. • Public and Community Protection Thematic Board • Adult Protection Committee • Homelessness Network • Children and Young People Thematic Board • Employability Innovation and Integration Fund Steering Group <p>The CJR Lead Officer is situated within Children's Services and is closely aligned with colleagues in Youth Justice and Child protection, this ensures that community justice is considered within their plans. CJR is firmly established within Renfrewshire's robust Community Planning arrangements and is represented on many of the groups related to community justice (as listed above). It reports to the Community Protection Chief Officers Group and the Housing and Planning Policy Board for oversight and governance by elected members.</p> <p>The CJR Steering Group have held an initial development session looking at the self-evaluation of community justice to identify strengths and inform any gaps, these have been worked into the action log which will be reviewed at Steering group meetings. These sessions will be ongoing.</p> <p>Briefing sessions have been provided to senior management and staff from a number of partner's organisations to raise awareness of CJR and consult with staff to inform local</p>
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	<p>priorities.</p> <p>CJR hosted two regional multi-agency events which focused on early intervention and diversion within the North Strathclyde Sheriffdom. The first of these half day sessions targeted services involved in early intervention and included Criminal Justice Social Work, Police Scotland, SCTS, COPFS, Fire and Rescue Service, Third Sector organizations, Youth Justice, Mental Health and Addiction Services. The aim of this session was to explore and create a better understanding of the community justice journey at the early intervention stage and gaining an understanding of “what works” at this stage.</p> <p>The second half day session was targeted at services that have a lead role in early intervention including: Criminal Justice Social Work, Police Scotland and Youth Justice. The purpose of this event was to gain a better understanding of the current diversion model (formal stage), and outline the potential scope for enhancing the more informal stage.</p> <p>The lead officer has attended a number of local and national events relating to Community Justice, reporting back to the CJR Steering Group and keeping them up to date through briefings and presentations.</p> <p>Throughout the consultation process, CJR attended all relevant Community Planning thematic boards and senior management meetings, including third sector meetings, in order to consult on the draft CJOIP and encourage and influence key stakeholders to get involved in the community justice agenda</p>
Voluntary Sector	<p>Partners from a number of voluntary sector agencies are represented on the Community Justice Renfrewshire Steering Group. These include;</p> <ul style="list-style-type: none"> • Victim Support Scotland • Apex Scotland • The Wise Group • Action for Children • Turning Point Scotland • Criminal Justice Voluntary Sector Forum • Engage Renfrewshire are also represented on the group as our local voluntary sector interface.
Other Organisations	<p>CJR has worked with Recruit with Conviction in taking forward opportunities to address employability issues for people with convictions in Renfrewshire. An employability network has</p>

	<p>been established to train and inform employability staff and local businesses on recruiting people with convictions. The first of these sessions took place in February 2017 with more taking place throughout 2018 as part of the 'Just Learning – Skills for Employment' programme, which was funded through the Scottish Government Employability Innovation and Integration Fund.</p> <p>CJR has worked in partnership with Families Outside to provide training to a number of staff to highlight the issues facing children and families with a family member in prison. This training was provided to Criminal Justice staff, Families First Teams and Home link workers with a tailored session for teachers taking place within HMP Low Moss which enabled them to gain better insight into the experiences of children attending visits. CJR also commissioned 200 jointly branded posters and 1000 business cards to promote the work of Families Outside to Renfrewshire families.</p>
Community Sector	<p>The lead officer has attended a number of public engagement events in order to raise awareness and involve the community in community justice. A stand was set up in each location which consisted of branded pop up signs with strap line in order to catch people's attention and encourage them to ask questions. A collection of merchandise and leaflets were also offered and on display in order to begin discussions and promote our work. This provided CJR with the opportunity to carryout baseline assessment on the public knowledge of community justice and to gather ideas and opinions on local priorities.</p> <p>A Community Justice page was set up on the Renfrewshire Council website providing information and linking members of the public to partner sites. The Consultation Draft CJOIP has also been published for public consultation requesting feedback on the plan.</p> <p>Awareness raising sessions took place in the public areas of Renfrewshire Council buildings with a branded stand, delivering leaflets and information to staff members, visitors and the public and benchmarking awareness of Community Justice.</p> <p>An information leaflet promoting CJR was published in the PACE Youth theatre Summerfest brochure. Five hundred copies were distributed throughout the Renfrewshire area and an email copy was sent to all registered school parents through our links with Education.</p>

	<p>Information Packs containing leaflets, branded merchandise and the newsletter were distributed to all Renfrewshire schools to be displayed in their public areas and were distributed to council buildings, police offices, Paisley Sheriff Court and GP surgeries within Renfrewshire for display in waiting areas in order to create visibility and awareness of CJR.</p> <p>Questions regarding awareness of community justice were included in Renfrewshire Council's public services panel. Questions on perception of local crime in the area as well as capturing views on priorities for work undertaken by CPO's help to inform service delivery plans.</p> <p>CJR took part in several Community Planning Consultation events. Attendees were a mix of members of the public, staff members from a number of partner agencies including third sector partners many of whom had been victims of crime and families of people with convictions. This provided opportunity for awareness raising and benchmarking.</p> <p>CJR has worked closely with The Robertson Trust and Active Communities in developing and promoting their women's centre which is situated in the Johnstone area of Renfrewshire. KAIROS aims to be a safe, welcoming and respectful place offering a variety of opportunities and activities, which is person centred and will have good connections to other local services. Strong links have been made with the Community Payback Units woman's group who have been attending and getting involved in several activities including a fashion show which has had a positive impact on confidence levels and the social skills of the group.</p>
Victims and witnesses	<p>Engagement with victims and witnesses is facilitated through Victim Support Scotland who is a CJR partner. They provide input and advice to the Steering Group on the key issues experienced by victims and witnesses, and the quality of support provided within Renfrewshire.</p> <p>The Consultation Draft CJOIP has been circulated to a wide range of partner agencies that represent victims and witnesses encouraging feedback from a victim's perspective.</p>
Service Users	<p>During the planning of the Renfrewshire CJOIP, consultation was carried out at different stages of the process. This included focus groups with people with convictions (many of whom were also victims) from Renfrewshire, in prison within HMP Low Moss and with people serving various</p>

	<p>Community Sentences. The approach to these sessions was informal, and provided the opportunity for service users to hear more about the new model of community justice, to give their views about services and encourage them to feel a part of CJR. The information provided at these sessions was programmed in to our needs assessment and helped inform local priorities for the Renfrewshire CJOIP.</p> <p>Clients undertaking unpaid work as part of their Community Payback Order and other rehabilitative programmes, routinely provide feedback on their experience of the service and impact it has made, these views will be considered in the ongoing improvement cycle of community justice.</p> <p>In July 2017 CJR were involved in the planning of the 'Untold Stories' premiere event held at Paisley Town Hall. This event showcased the work of women serving community payback orders who had participated in a film making course as part of their rehabilitation journey. The women participated in this program for a period of 8 weeks and were the key drivers in their learning experience, choosing which tasks suited their personal skillset to produce the films and worked with partners to organise the event. Over 50 persons attended including professionals, People with convictions and their families.</p>
General	<p>A CJR Newsletter was produced; the first issue published in April 2017 introducing CJR to stakeholders, staff and members of the public. Subsequent Issues have included a focus on Gender Based Violence and Employability, reflecting local outcomes. This has provided the opportunity to highlight community justice issues and showcase services available in Renfrewshire, whilst encouraging practitioner's participation. These are circulated amongst partners for dissemination amongst wider networks, and published on the Community Justice Webpage.</p>



To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Children's Services

Heading: Community Payback Order Annual Report 2016/17 and Update on Criminal Justice Social Work

1. Summary

- 1.1 Section 227ZM of the Criminal (Procedure) Scotland Act 1995 imposes a duty on local authorities to submit annual narrative reports on the operation of the Community Payback Orders. This report (Appendix 1) was submitted to Community Justice Scotland by 31 October 2017.
- 1.2 Local authorities are not permitted to publish their reports until the summary report previously prepared by the Scottish Government was laid in parliament. As this had not taken place local authorities were advised in May that a dispensation had been granted to enable them to publish their report.
- 1.3 The report provides statistics and information in relation to the operation of Community Payback Orders (CPOs), introduced in February 2011. It advises on the extent and range of work carried out with those subject to CPOs, with significant focus on the range of work carried out by those undertaking unpaid work in the community in Renfrewshire. It also informs of the links with wider council services and the community to inform types of work undertaken. The next CPO annual report for 2017/18 requires to be submitted to Community Justice Scotland in October 2018, it is anticipated that it will be available for publication around February 2019.
- 1.4 The CPO annual report illustrates the significant workload increases from April 2011 until March 2017 including 39% increase in supervision requirements, 102% increase in unpaid work orders imposed and 76% increase in hours. Statistics for 2017/18 are still to be finalised. This board report also advises of the range of work undertaken by criminal justice social work for example criminal justice throughcare, Drug Treatment and Testing Orders (DTTO), court services, womens' services and groupwork interventions with a range of service user groups.

- 1.5 This report also reflects the changes to the service in 2017/18 including the redesign of Pathways Partnership Project and the change in relation to the Forensic Community Mental Health Team (FCMHT) which moved to Renfrewshire HSCP management in April 2018.
- 1.6 This report is also forward looking. Further developments currently planned for early 2019 are likely to result in increased community orders. An extension of the Presumption Against Short Sentences (PASS) from 3 to 12 months, and greater use of electronic monitoring with social work support will result in less custodial sentences. While it is not possible to accurately predict the extent of further orders, it is anticipated that supervision and unpaid work will continue to be those most used, given the likely risk and needs in addition to the requirement for community visibility of the expectations placed on these individuals.
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2. Recommendations

- 2.1 The Communities, Housing and Planning Policy Board is asked to note:
- a) The content of the Community Payback Annual Report 2016/17
 - b) The criminal justice update.
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3. Background

- 3.1 Section 227ZM of the Criminal (Procedure) Scotland Act 1995 imposes a duty on local authorities to submit annual narrative reports on the operation of the Community Payback Orders. Until 2016/17 reports were provided to Scottish Government Justice Division. This report was the first to be submitted to Community Justice Scotland, and was submitted by 31 October 2017.
- 3.2 Once submitted nationally, a summary report was then prepared which was laid in parliament. Until this occurred local authorities were not permitted to publish their reports. However in May local authorities were advised that a dispensation had been granted to enable them to publish their report.
- 3.3 The Community Payback Annual Report (Appendix 1) reflects the statistics and work undertaken on CPOs within the financial year 2016/17. CPOs are the primary community based criminal justice orders and supervised by criminal justice social work, as officers of the court. They were introduced in 2011. The CPO annual report template was developed by government to provide consistency in reporting across Scotland and includes:

- **a description of the types of unpaid work projects and activities which have been carried out;**

Unpaid work undertakes a significant range of work within the community in Renfrewshire. In total 49,152 hours were undertaken which includes 47,370 hours of direct community work and 1782 hours of other activity. Service users work in a range of areas including charity shops, gardening and environmental work, gritting, and painting and decorating. We work closely

with partners in other parts of the council such as Communities Housing and Planning, and Environment and Infrastructure. Services are delivered to those unable to carry out the work themselves or to afford to pay for it to be undertaken.

- **the total number of unpaid work hours completed (not imposed) during the year;**

As stated 49,152 hours of unpaid work were undertaken, which includes 1782 hours of other activity to address reasons why individuals offend.

- **information that helps to demonstrate how communities benefit from unpaid work.**

The detail of the work undertaken illustrates that individuals, charities, the community generally, and the environment benefit from the range of work carried out.

- **quotes from people on CPOs and beneficiaries about the impact of the unpaid work on them and the community;**

The report contains quotes obtained by feedback questionnaires which illustrate how their experience of CPO has affected their behaviour. These include greater understanding of their behaviour, the impact on victims, providing them with routine and the ability to address behaviours such as their use of substances which contribute to their behaviours.

- **a description of the kinds of "other activity" carried out as part of unpaid work or other activity requirements;**

CPOs include the ability to undertake up to 30 of the hours imposed as Other Activity to address wider issues which impact on their behaviours. Whilst this can be in house groupwork services such as trauma based groups for women, it can also include interventions provided by wider services and organisations such as mental health, addictions and employability services. Whilst we attempt to encourage individuals to utilise these services as much as possible, ultimately it is voluntary and service users may prefer to undertake all their work in the community. Those subject to CPO supervision requirements also may have these imposed within supervision and thus cannot form part of the unpaid work order too.

- **a description of what activities were carried out to consult prescribed persons and organisations, and wider communities on the nature of unpaid work and other activities and how the consultation results helped determine which projects were undertaken;**

Renfrewshire undertakes consultation at a range of different forums on an ongoing basis, including Community Council meetings, the Greener Forum and Engage Renfrewshire which informs work undertaken, the general public can also request work directly which is then assessed as to suitability. It is important that this work whilst benefitting the community, also has a rehabilitative impact for the service user.

- **a description of the use by the courts of CPO requirements other than unpaid work.**

There are 9 potential CPO requirements. In Renfrewshire the majority are unpaid work and supervision, which compares nationally. Other requirements such as mental health or drug and alcohol treatment require diagnoses of mental ill health or substance dependency. Individuals can obtain general

counselling e.g. for problematic drinking, within their supervision requirement and other activity within the unpaid work requirement.

The report also informs as to the programme requirements that are available for individuals in relation to general offending, sexual offending, connections a trauma based service for women and Up2U to address domestic violence.

- **details of any issues affecting access to services which are provided by other partners and, where such issues have been identified, what work is underway to resolve them.**

The report reflects that Renfrewshire criminal justice service users have access to a wide range of services. A specific pathway was also established during this period to ensure alcohol assessment by the Integrated Alcohol Team for those subject to Multi-agency Public Protection Arrangements (MAPPA) or licence. Since then criminal justice has been on the working group of the whole systems review of addiction services in Renfrewshire, and work is in process to ensure that criminal justice staff are fully aware of developments and referral pathways within mental health services. Co-location of staff and positive working arrangements across Childrens' Services and the Health and Social Care Partnership ensures that there is resolution to any challenges which present.

- **any other relevant information**

The report refers to the APEX Scotland staff member, co-located within criminal justice services to enable support for employment, training and disclosure. Whilst criminal justice funding for this post ended in 2017, the post has been continued as part of the successful multi-agency bid from the Employability, Innovation and Integration Fund to support those with convictions into employment. The 2017/18 report will inform in relation to this in greater detail.

The CPO annual report reflects the significant rise in workload since 2011 when CPOs were introduced, until 31 March 2017. Supervision orders have increased by 39% since 2011. Unpaid work orders imposed by 102% and unpaid work hours by 76%, creating significant additional demands on the service. Statistics for 2017/18 are still to be finalised. The 2017/18 CPO annual report is due to be submitted to Justice Scotland by 31 October 2018. It is anticipated that it will be February 2019 before this report can be published. This report will be brought to the board at this time.

- 3.4 This report focuses on CPOs, however Criminal Justice also supervise a wider range of orders and undertake Criminal Justice Social Work reports to assist the Sheriff with sentencing, through assessment of risk and need and suitable options. For those serving custodial sentences of over 4 years, or where there is some form of post release supervision imposed at the point of imprisonment, criminal justice staff oversee these individuals during the course of their custodial sentence, plan for their release and then manage them in the community. Criminal justice also provides a social work service to Paisley Sheriff Court, managing the range of issues that individuals present with, provide bail reports, and manage any issues which present for those appearing at court. This service is also combined with Drug Treatment and

Testing Orders, which manage those who's offending relates to significant levels of drug misuse.

- 3.8 In 2016/17 Renfrewshire implemented Up2U, a domestic abuse programme, detailed in the report. Since then in April 2018 councils were invited to bid for funding to implement the Caledonian System. This system, which includes offence focussed intervention for perpetrators of gender based violence, and support to partners and children was initially rolled out in 2011 following requests for bids. At that time Renfrewshire was part of a North Strathclyde Community Justice Authority bid, however this was unsuccessful. The 2018 Renfrewshire bid would allow the employment of additional staff within the fieldwork service, the Womens' Community Justice Service and Pathways Partnership Project. It would build upon rather than replacing Up2U which can be delivered individually and to a wider range of individuals, thus extending the range of potential options available to the courts. The outcome of the bid is anticipated in mid August.
- 3.9 Renfrewshire also manages the Pathways Partnership Project which works with sexual offenders. This project is currently being redesigned to reflect changes in provision.
- 3.9 In April 2018 the Forensic Community Mental Health Team, previously provided by East Renfrewshire Council for Renfrewshire and Inverclyde Councils became managed by mental health services within Renfrewshire HSCP. This service manages those subject to both mental health and criminal justice legislation where their offending is deemed to have resulted from their mental ill health. Close working relationships exist across services for the management of these individuals.
- 3.10 Pending developments include an extension to the Presumption Against Short Sentences (PASS). Currently Sheriffs should not sentence individuals to prison sentences of 3 months or less without stating clearly in court why they have not considered a community sentence. In 2015 the Scottish government consulted on an extension to PASS to 12 months, this was supported. There are also developments planned to increase the use of electronic monitoring nationally with service user support incorporated as part of the sentence. Both developments will result in an increase in community sentences, however it is not possible to accurately predict the extent. It is anticipated that supervision and unpaid work would continue to be the disposals most utilised by the court to ensure appropriate support, action to address behaviours and that reparation is visible to the community. These are anticipated to be introduced in early 2019.

Implications of the Report

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

3. Community Planning –

Safer and Stronger -

Criminal justice staff work with people with convictions to address offending behaviour, undertake reparative work to repay the community against which they have offended, and support rehabilitation, with the aim of reducing recidivism and thus promoting safer communities. The creation of the Womens' Community Justice Centre and developments in unpaid work are already actions within the Safer and Stronger action plan, and the roll of unpaid work service users in contributing to wider actions within the Safer and Stronger and Greener Community Plans. Renfrewshire leads on the new model of community justice, employing the Lead Officer post and ensuring it meets its role as a statutory community justice partner. Community Justice Renfrewshire is an established thematic group within the Community Planning Structure.

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 for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. Health & Safety

None.

9. Procurement

None.

10. Risk

None

11. Privacy Impact

None.

12. Cosla Policy Position

None.

List of Background Papers
None

AS/DH
9 August 2018

Author: Dorothy Hawthorn, Head of Service Childcare and Criminal Justice, 0141 618 6827.

COMMUNITY PAYBACK ORDER ANNUAL REPORT

FINANCIAL YEAR: 2016/17

LOCAL AUTHORITY: Renfrewshire Council



Types of unpaid work projects and activities which have been carried out; the total number of unpaid work hours completed during the year; and information and examples that help to demonstrate how communities benefit from unpaid work.

The number of unpaid work hours imposed by the courts has increased by 76% since 2010/11 when CPOs were introduced. This continues to include hours imposed through Community Service Orders, or Unpaid Work requirements of Probation Orders for those convicted of offences prior to 1 February 2011, however those hours are reducing each year, this year it also includes Fiscal Work Orders which were rolled out in 2015. (1140 hours).

The total number of unpaid work and other activity hours carried out in 2016/17 was 49,152 hours, whilst this is a small decrease of less than 2% since 2015/16, it represents an increase of 43% since 2012/13, the first full year of CPOs. The following table illustrates the hours and range of activities within the community which service users undertake:

Unpaid work	Hours worked
Induction/exit interview/meeting	1050.9
UW - Charity Shop	3692.0
UW - Gardening/Environmental	32013.0
UW - Gritting	27.0
UW - Joinery	1885.9
UW - Litter Collection	798.0
UW - Painting and Decorating	6514.8
UW - Residential/Day Centre	154.3
UW - Womens Work Squad	1234.1
Total	47370*

*note that this table does not include other activity hours completed as part of the unpaid work hours imposed, these are included later.

The pool of Community Payback Supervisors continues to be enhanced through the ongoing recruitment of Sessional Community Payback Supervisors who have been utilised to boost the resilience of the service. The use of Sessional Supervisors allows a greater degree of flexibility and ensures that the service is able to adapt to the increase in number of orders being imposed and the addition of Fiscal Work Orders which are increasing annually. Increasing numbers of service users requiring to undertake work at weekends has meant that two supervisor posts one Friday/Saturday and one Sunday/ Monday were filled to provide a service to those who attend at weekends.

The service has continued to communicate and engage with a network of community organisations to identify meaningful community projects which make a difference to the residents of Renfrewshire and improve the environment. This includes investing in the ongoing development and nurturing of strong partnership work with our

partners in other council services such as education, wardens service, housing, community safety and planning as well as the police, voluntary and statutory partner organisations.

There continues to be ongoing investment in staffing with the development of process and procedural guidance for all roles, and significant investment in staff training.

Work projects continue to be undertaken at the request of local communities and careful consultation is undertaken with regard to the structure and design of the projects undertaken. The service has assisted with maintenance and remedial work, but in general the community are encouraged to take ownership and responsibility to ensure the sustainability and continued success of projects. Where possible efforts are made to promote activities which will afford service users the opportunity to develop skills and enhance employability.

Networking with local businesses has also yielded donations from B&Q, Crown Paints, ROAR and Platform 13 in the form of decorating materials and expertise to assist with community arts initiatives, most notably in Paisley's West End.

PAINTING AND DECORATING:

The team has undertaken variety of painting and decorating tasks for individuals across the Renfrewshire community. Strong links continue with local housing offices and voluntary organisations. This includes work at the homes of vulnerable individuals including the elderly. We also worked closely with the refugee resettlement team on painting properties for refugee families coming into the area.

JOINERY:

The workshop has continued this year to host open days to promote the high quality garden furniture it creates which is available for sale to individuals and local community organisations. The photos below show some of the furniture and goods that we make. One of the pictures below is a finished planter, which was made from recycled bed slats from left over commonwealth games furniture.



GENERAL:

Kilbarchan Smile Weekend Litter Pick Event:

The unpaid work team contributed in many ways to this event. They cut back foliage at the old petrol station which gave the volunteers space to build raised beds for seasonal fruit and vegetables. One local commented "what a difference to the area in such a short time...I used to work at the petrol station...[it's] great to see something being turned from such an eyesore to being maintained"

Work squads also cleared and dismantled areas used for drinking and anti-social behaviour, painted the old gas works wall and carried out essential garden maintenance in the Green Bridge area.

Refugee support:

The team continued to assist with the resettlement of Syrian refugees in Renfrewshire i.e. garden clearance, painting and decorating of accommodation in advance of their arrival. The Joinery team were asked to build benches which were for the gardens of the flats, both the families and the team were very pleased with these.

West End Project

The team have been working on an ongoing basis in partnership with local community council, ROAR (Reaching Older Adults in Renfrewshire) and members of the community across a number of areas which have been identified as neglected and run down. Within this period they began to paint a large snakes and ladders board on a patch of concrete, this is now used by local children and the opening event was highlighted in the Paisley Daily Express.

Oakshaw cemetery, meeting house lane

Work continues on Oakshaw cemetery, this is one of the oldest cemeteries in Paisley and had become completely overgrown. The gardening team have undertaken considerable work reinstating the paths and graves. This project is being linked to Paisley 2021 City of Culture bid which highlights Paisley's cultural history with an emphasis on the cotton industry and mill town background.

Commonwealth furniture

The team received information that furniture from the Commonwealth games athlete's village was in storage and at risk of being discarded. The team transported a large quantity of furniture to Paisley where our joiner undertook quality control, repair and restoration work prior to distribution of the beds, wardrobes and bedside cabinets to those in need across Renfrewshire. Working in partnership with colleagues across Renfrewshire HSCP, childrens' services i.e. education and social work, and housing to identify potential beneficiaries. This commenced in 2015/16 however we continued to be able to access the furniture, and the squads working within the joinery workshop have used some of the bed slats to make small planters.

Brediland Allotment

This is a longstanding and ongoing project, the squad attends the allotments on a weekly basis turning the soil, preparing for planting, sowing seeds, cultivating plants. The squad assists plot holders, when they have problems maintaining their plot due to illness or disability. The produce from the allotment is donated to the Trussell trust

for distribution across Renfrewshire's food banks. The squad ethically source seeds and cuttings from a number of partners including the Royal Horticultural society. Following the sad news of the death of the allotment organiser his allotment was donated to the service.

Lamont Gardens and Sutherland Street allotments

At both of these allotments the team provides assistance to the plot holders, whilst also working on the allotment, growing vegetables which are donated to food banks and bedding plants which are used to enhance Paisley's West End.

Lochwinnoch Community Gardens

The teams have been working within the allotments and gardens and offering support with gardening. We continue to work closely with the local community of Lochwinnoch.

Reilly Road – Tree Planting

We worked along with Peter Livingstone at the site in Bishopton, who also has an allotment at Lochwinnoch, to plant 10000 trees at the site in Reilly Road.



Charity Shop Uplifts – Sue Ryder, Cancer Research and Barnardos

These are ongoing jobs that are carried out twice weekly. Goods are picked up from the charity shops that they can no longer use, some of it we can use and recycle and the rest is disposed off. Many of our projects have benefitted from these recycled goods, the furniture is then passed onto those in need.





Disability Resource Centre (DRC)

The joinery squad attends the DRC one day per week, support and assistance is given to the centre within the grounds and the gardens. Painting is also carried out when required. A squad will go down to the DRC when they are available and pick up the garden waste which is left at the back of the centre and this is disposed of at a local recycling centre.

Paisley Partners town centre management

Partnership working is ongoing with Paisley Town Centre Initiative which was established to meet certain criteria around cleanliness, safety and well being. Paisley partners are an organisation supported by the council and funded in part by local businesses to improve the overall appearance of the shopping centres across Renfrewshire and in particular Paisley town centre. As part of the regeneration of town centres the team are in the early stages of planning a number of murals on metal shutters in the town centre, in particular targeting closed shops which are was impacted by graffiti, and again linking the images to the Paisley Historical Weaver history.

Partners

The service continues to be involved with the authorities Purple flag and the Paisley

City of Culture 2021 bid teams promoting and improving the Centre of Paisley through the various maintenance and improvement tasks undertaken. Both initiatives aim to contribute to the improved profile and public perception of both Paisley town centre and those individuals undertaking unpaid work by raising the service's profile in the area.

We had been asked by Paisley First to help clear out one of the shops which is situated on Paisley High Street, used for the Paisley 2021 bid. It would be used as an information centre and would also sell merchandise from small local businesses.

Gallowhill initiative

Where targeted multi-agency initiatives are undertaken the unpaid work service will assist where possible. In Gallowhill the team participated in cutting back the large overgrown hedges which improved the garden areas and increased general visibility within the area. The initiative involved scoping, with residents, what was required within the area.

Personal Placements

A number of personal placement opportunities are offered to service users who are risk assessed as suitable. These include working in charity shops, city farms, resource centres and voluntary agencies across Renfrewshire.

Assistance at gala days/schools/churches

There is ongoing assistance to set up and clear up as required at local gala days in both Johnstone and Renfrew and Bridge of Weir. A squad also attends after the event to carry out litter picking.

The painting team have continued to engage with colleagues from education undertaking exterior fence painting for a number of primary schools, assisting those with disabilities throughout Renfrewshire, and also services to the community e.g. painting youth centres, church fences, sheltered housing, Disability Resource Centre etc.

WOMENS UNPAID WORK SQUAD:

In November 2014 the Womens Unpaid Worksquad was created. This recognised that many women in the criminal justice systems are victims not only of circumstances and life events, but also often victims of crime, including domestic abuse, sexual abuse and coercion by others. The crossover between victim and service user, an appreciation of the anxiety associated with the squad placements plus a recognition that on occasion they may be the only female in a squad of five with a male supervisor, was considered to impact on the high levels of female non compliance with Community Payback Orders.

It was recognised that for these women there was a need for a more holistic approach, to view the women in the context of their complex individual needs. The development of the Women's Squad was seen as an opportunity to meet some of these requirements. Women's compliance with orders has improved in Renfrewshire as a result. This relates to the work undertaken by both the Womens' Community Justice Centre and the Unpaid Work Squad.

As an outlet to selling the work produced the women have promoted their products

internally through organising a stall within the councils office, this quickly expanded to attending larger organised events including Sma' Shot day in Abbey Close, as well as Unpaid work open days.

Conclusion

The team has undertaken a number of high quality low cost environmental projects which have enhanced safety improved the aesthetics in communities throughout Renfrewshire. As a result of this work service users have gained meaningful skills and disciplines which promote their social inclusion and reduce reoffending.

Much of the work is ongoing, or where it ends services will often make contact for further work at a later date.

Quotes from offenders and beneficiaries about the impact of the unpaid work on them and/or the community.

Quotes from Beneficiaries:

A sheltered housing officer, emailed to let the team know that the new tenant and her family were "delighted with the decorating job...they would definitely recommend [the Unpaid Work Team] to any other new residents."

A local nursery class has been able to move forward with their plans to enhance the outdoor space for the children after the unpaid work squads painted the nursery gates.

Indicators of success have been evidenced in the number of letters of thanks, along with the high level of beneficiary requests for unpaid work. This demonstrates an increasing awareness of the service.

The following comments gained from recipients as a result of questionnaires illustrates the benefits experienced by beneficiaries:

Housing Officer: " The back courts were in a very bad condition and unusable for all our properties ...the work carried out by the [unpaid work team] was excellent. The gardens were all cut back and excessive bushes removed and can now be used by all the residents"

Sheltered Housing Officer: "the guys did a great job of clearing an area of bushes and weeds for us over the past couple of days. I have had positive comments from the tenants here. Thanks for your help"

Family member: " I wanted to thank your team, for the great work they are doing in our community. My father was so pleased when he saw how nice his front entrance is, the young men were polite and very pleasant to speak with"

Head of Centre, Pre-5 Centre "(I) wanted to thank you for sending the team to dismantle the sand pit in the Nursery, they were very quick and efficient. The (supervisor) was very good at supervising the team"

Housing Officer: “ just a big thanks for the quick response...for a sofa uplift. [the] contractors [went] into the [customer's] flat this morning, and he will now get the new heating system installed in his flat. Otherwise, he could have been left without heating/ hot water.”

Quotes from Service Users undertaking unpaid work:

Quotes from service user feedback questionnaires are included below:

“Helped me understand that violence is worthless when greater can be achieved when engaging my brain.”

“Helped me learn not to get into trouble. Good meeting new people.”

“Helped me get into a routine.”

“It helped me focus on alcohol abuse which would not be tolerated on CPO and also helped me with advice to prevent reoffending.”

“Knowing that I did wrong and the affect it caused to the victim.”

A new customer feedback process was introduced and piloted at a number of focus groups in 2016/17, the information is in the process of being aggregated.

Types of "other activity" carried out as part of the unpaid work or other activity requirement.

The table below illustrates the range of other activity services available to service users within Renfrewshire, meeting wider needs where service users do not have specific Community Payback Order requirements requiring them to access wider services. A range of interventions are considered suitable to meet the other activity hours. All attempts are made to maximise this use.

Other activity	Hours worked
OA - Alcohol Counselling	478
OA - Anger Control	38.0
OA - Apex Employability	1.5
OA - Apex Training	94.0
OA - CAU Employability	106.3
OA - CAU Individual Work	204.5
OA - CAU Lifeskills	61.5
OA - CAU Womens Group	97.0
OA - Drug Counselling	257.0
OA - Health Issues	23.0
OA - Mental Health	223.7
OA - Money Matters	4.0
OA - Moving On	160.5

OA - Offending Behaviour	32.0	
OA - Victim Awareness	1.5	
Total hours worked	1782	

Other activity includes interventions provided by a range of addiction services e.g. Alcohol Problems Clinic, Integrated Alcohol Team, Renfrewshire Council on Alcohol, and Renfrewshire Drugs Service.

To meet wider needs of the service users, the Criminal Justice Groupwork Service also provides other activity and employability groupwork. These groups are run in partnership with staff from Turning Point Scotland Turnaround community service who are co-located within the unit, and assistance from a staff member from Women and Children First, (a service managed though Childrens' Services in Renfrewshire). The involvement of the Women and Children First staff member has improved links with this service, as women then know a staff member and are then more likely to access the range of available wider services.

Other activity groups are gender specific and cover a range of activities including health improvement, addiction issues, social skills, welfare benefits, employability etc; and utilise wider services/agencies such as health improvement, adult literacy and the Advice Works (welfare benefits) service to provide a range of educational interventions relevant to service user needs.

The Womens Community Justice Service established in early 2014 has also added further individual, groupwork and drop-in availability to women.

Individual other activity interventions are also available to service users where required by Turnaround, Women and Children First and Womens Community Justice Service staff.

We are in the process of redesigning the other activity groupwork, to create an 8 week rolling programme of 2 hour sessions, these will be run at the unpaid work unit. Sessions will focus on a range of topics including employability, making changes and setting goals, drugs and alcohol awareness, healthy relationships for men/women. Sessions will be delivered by a range of partner agencies including Invest in Renfrewshire and Skills Development Scotland.

<p>Activities carried out to consult prescribed persons and organisations, pursuant to section 227ZL of the 1995 Act, and wider communities on the nature of unpaid work and other activities and how the consultation results helped determine which projects were undertaken.</p> <p>In 2016/17 Renfrewshire continued to built upon its previous consultation with relevant individuals and groups such as the Sheriff Principal, attendance at Conferences and Community Councils, as well as the general public within Renfrewshire.</p> <p>Consultation takes place on an ongoing basis at a range of different levels, with</p>

direct referrals from the general public, to regular discussions with Elected Members, and Community Councils, to official requests from the Paisley Panel. The manager and co-ordinators of the service liaise regularly with key groups, attending Community Council meetings, the Greener Forum, Engage Renfrew, RAMH, and Invest in Renfrewshire. There they can provide presentations on work undertaken and obtain suggestions for additional work.

The unpaid work open days held also raise awareness of the service across the council, advertising and allowing wider staff and members of the public to see what we do.

The significant consultation undertaken means that the public are more aware of the work that can be undertaken, and has lead to the varied work undertaken to assist the residents of Renfrewshire whilst aiding the rehabilitation of the service user.

Use by the courts of CPO requirements other than unpaid work, for example what, and in what way, different requirements are being used for those whose offending is driven by drug, alcohol and mental health issues; or how requirements such as programme or conduct are being used to address offending behaviour.

The table below illustrates the use of different requirements for Renfrewshire service users in 2016/17.

REQUIREMENT	Male	Female	Unknown	Total
Supervision requirement	262	51	1	314
Compensation requirement	11	4	0	15
Unpaid work or other activity requirement	404	34	0	438
Programme requirement	12	5	0	17
Residence requirement	0	0	0	0
Mental health treatment requirement	1	0	0	1
Drug treatment requirement	0	3	0	3
Alcohol treatment requirement	10	3	0	13
Conduct requirement	10	3	0	13

Supervision and unpaid work continue to be the requirements most imposed. The significant growth in orders imposed peaked last year, however when Community Service Orders and Probation Orders with a condition of Unpaid Work are included in the figures there was an increase of 39% supervision and 102% unpaid work requirements since CPOs were introduced in 2010/11.

Conduct requirements are used to impose internet restrictions on service users convicted of accessing indecent images of children. They also impose attendance at addiction services e.g. where the service user requires general addiction counselling as opposed to there being a dependency which might require a specific addiction requirement. Renfrewshire's policy is to not to recommend general alcohol

counselling as a conduct requirement in line with the national CPO Guidance 2010, which states that this can be included within the supervision requirement, however there remain instances where the courts impose this as a specific conduct requirement.

Whilst this appears a low number of service users with addiction issues many of those who are not dependent drinkers or in receipt of methadone will already be voluntarily attending such services when court assessments are completed, Such attendance would therefore not be imposed within the order, or this expectation would be included within the supervision requirement. Discussion have taken place and pathways created with addiction colleagues to ensure that higher risk service users have access to the higher tier services as appropriate.

Where individuals have convictions for serious offences related to their drug use all attempts are made to assess for Drug Treatment and Testing Orders. DTTO was combined with the Paisley Sheriff Court team in April 2015 and court staff will direct all appropriate criminal justice social work reports to the court/DTTO team to ensure that as early and responsive a service as possible can be provided.

Programme requirements:

Programme requirements include attendance at Constucts for males, the Moving Forward Making Changes Sexual Offender Groupwork Programme and groupwork for female service users within the Womens' Community Justice Service.

Given the significant levels of domestic violence within Renfrewshire, in the absence of a national approach, we recognised the need to find a programme to address such behaviours which could be delivered on an individual basis. In 2015 we scoped the availability of such programmes across the UK, and at the end of 2015 and beginning of 2016 we trained staff to deliver Up2U.

Creating Healthy Relationships (Up2U):

This is an innovative programme developed by Portsmouth City Council for people who use domestically abusive behaviours in their intimate partner relationships. The programme is evidence based and has been developed in consultation with the support of a Quality Assurance Group consisting of representatives from Victim Support Services, Mental Health, Children's Services, Substance Misuse Services and Health. It is based on research and practice successfully used in rehabilitation, motivational interviewing and attachment theory.

Up2U recognises that people use domestic abuse for different underlying reasons ranging from childhood trauma and emotional deregulation, learned behaviour, attitudes that support gender differentials, poor conflict resolution to the use of power and control resulting in different typologies of domestic abusers. Therefore Up2U is an assessment led intervention programme responding to individual need, risk and responsivity by offering tailored packages that include:

- Length of programme can range from 6 sessions to 40 sessions, with the option of extended sessions where risk and need indicate;
- Intensity of delivery - for very high risk individuals sessions can be delivered

two times per week;

- Modules and sessions delivered to each individual will be matched to their typology and need.

To address the high level of dropout rates and low completion rates of many Domestic Abuse Perpetrator Programmes, Up2U uses motivational interviewing techniques to engage individuals, working with their resistance to build strong therapeutic relationships to optimise their commitment to the programme.

As Up2U is a needs based intervention, the programme can be tailored to work with both males and females from the age of 16 and can be delivered to people who use domestically abusive behaviours in same sex relationships.

When someone is accepted onto Up2U support is offered to their partner/ex-partner to ensure ongoing safety. Work commenced in 2015/16 to identify appropriate partner agencies to support this work.

Training was completed within criminal justice social work staff in 2015/16, and a screening process was developed to ensure that all appropriate service users are assessed at the CJSWR stage. It is not recommended as a specific programme requirement, as further assessment is required following sentence, thus is contained within the supervision requirement. 2016/17 has seen the implementation of this programme within Renfrewshire and it will form part of the Renfrewshire's Gender Based Violence Strategy which is currently being developed.

In 2016/17 Renfrewshire's Up2U provision was entered into inaugural Scottish Social Services Award, under the category making research and evidence real.

Where individuals are screened at the CJSWR stage, young males with children would also be referred to Connected Dads, a Barnardos service which works with young fathers under 25 where there are domestic violence concerns.

Moving Forward making Changes (MFMC, a Sexual Offending Groupwork Programme):

This programme is provided by Renfrewshire to Renfrewshire, East Renfrewshire and Inverclyde service users by the Pathways Partnership Project, a Renfrewshire service. Assessments regarding suitability are undertaken at the Criminal Justice Social Work report stage, and programme requirements recommended for suitable individuals.

The Moving Forward, Making Changes (MFMC) programme received full accreditation in June 2014 from the Scottish Advisory Panel on Offender Rehabilitation (SAPOR).

MFMC replaces the previous Community Sex Offender Groupwork Programme (CSOGP) and the Scottish Prison Service Good Lives Programme. The MFMC programme has been developed specifically for use in both custody and community settings.

MFMC has been designed for the treatment of adult men convicted of a sexual

offence, or a non-sexual offence which is considered to contain a sexual element, and have been assessed as presenting a medium to high risk of re-offending using validated risk assessment tools. The programme's overall aim is to work with men convicted of sexual offences to assist them to lead satisfying lives which do not involve harming others, reducing their risk of re-offending in the process.

MFMC is run as a groupwork programme, however Pathways also undertakes individual work with service users. For some service users this is in addition to groupwork to assist reinforcement of the programme, for others they undertake MFMC on an individual basis or due to not meeting criteria for the group or their being subject to orders of insufficient length. Others have individual work due to their denial.

The Womens' Community Justice Service:

Following the recommendations from the Commission on Women Offenders published in April 2012, Renfrewshire redesigned its service to create a specific service for females with convictions, with access to criminal justice group and individual support, and on site addiction services. The majority of the service, was based on a reorganisation of existing resources, and built upon the existing individual and group work services offered to women within Backsneddon Centre.

The manager of the groupwork service has become a Womens' Service Co-ordinator, co-ordinating the staff group. Staff consists of a range of social work and 3rd sector staff including: the existing groupwork staff; Social Workers transferred from the fieldwork team to supervise statutory orders; the co-located Turnaround community staff; and the Shine Public Social Partnership worker who provides services for Renfrewshire and East Renfrewshire 3 days per week. All of the 3rd sector posts are employed by Turning Point Scotland. The service is co-located with addiction services including co-morbidity services and includes access to a Psychologist.

There is also assistance provided from Women and Children First, a Renfrewshire service financed by wider local authority social work which enables service users to progress to involvement with this service. There they are provided with a range of interventions particularly for those at risk of domestic violence, and their children within the Renfrewshire Reconnect Programme (based on the Cedar Project).

Whilst the team supervise statutory orders, the aim was for greater focus on women subject to diversionary measures, support for bail and thus prevention of remand, as well as enabling additional focus on service provision to women released from short sentences. Co-ordinating a range of professionals ensured utilisation of the skills and experience of the range of staff, enabling allocation to the most appropriate individual within the service. Women now have access to a range of group work provision and a drop-in half day, as well as individual work and crisis support from the range of staff involved.

The service also commenced the Connections Programme, a groupwork programme which originated in Aberdeen Social Work services, this programme includes Cognitive Behavioural therapy and change theory and assists with trauma.

Any issues affecting access to services which are provided by other partners (e.g. drug and alcohol services) and, where such issues have been identified, what work is underway to resolve them.

Renfrewshire service users have access to a wide range of services. Prior to the commencement of Community Payback Orders there was consultation with mental health and addiction colleagues to ensure their understanding of the expectations of wider interventions with criminal justice service users. While 2015/16 has seen a redesign within the Council, with the creation of Renfrewshire Health and Social Care Partnership, and Childrens' Services consisting of education, children and families social work and criminal justice; processes are in place to ensure opportunities for discussion regarding service availability e.g. The Head of Service and Services Manager for Criminal Justice are representatives of the Alcohol and Drug Partnership (ADP) Network meeting which oversees the provision of addiction services in Renfrewshire and reports to the ADP.

Criminal Justice Groupwork Services, Throughcare, and the Womens Community Justice Service are co-located within one building with positive working relationships enabling access to appropriate HSCP services. The co-location of the Turnaround, Turning Point Scotland community staff within the criminal justice service also assists access to wider 3rd sector services, including the Turnaround Residential Unit located in Renfrewshire.

Renfrewshire HSCP identified funding for 2016/17 for a specific staff member within addiction services to support the Womens Community Justice Service, and take forward appropriate trauma work alongside colleagues in criminal justice.

Any other relevant information. This might include details of work which is carried out with offenders on CPOs to address their offending behaviour but which does not fall into the category of a specific requirement.

Whilst Renfrewshire has developed services for female service users, other activity groupwork to meet a range of needs, and taken forward Up2U as included above, all will relate to one of the requirements.

2015/16 has seen the creation of a 6 month full time APEX Labyrinth Service staff member, co-located within criminal justice services to provide direct interventions to service users, assisting with the range of issues for a person with convictions when seeking employment.

COMPLETED BY: Allison Scott, Criminal Justice Services Manager

DATE: 16.10.17

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To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Communities, Housing and Planning

Heading: Draft Renfrewshire Common Housing Allocation Policy and Update on the Housing (Scotland) Act 2014

1. Summary

- 1.1 Renfrewshire Council's current Housing Allocation Policy was implemented in 2007. A review of the policy has been carried out and a revised draft policy has been prepared in partnership with the four local housing associations – Bridgewater, Linstone, Paisley and Williamsburgh. It is proposed that the Council and the four local housing associations will all adopt the same housing allocation policy to make it easier for applicants to access social rented housing across Renfrewshire.
 - 1.2 The draft Renfrewshire Common Allocation Policy was developed for the Council by external consultants working alongside officers from the Council and housing associations over several years. It takes account of legislative changes introduced by the Housing (Scotland) Act 2014 and good practice guidance.
 - 1.3 This report seeks approval to consult with tenants, housing applicants and other stakeholders on the draft common housing allocation policy. A further report will be presented to the Policy Board in early 2019 to advise Members of consultation feedback and with a proposed finalised policy for approval.
 - 1.4 The report also explains that some provisions contained in Housing (Scotland) Act 2014 will come into force in 2019. The provisions which relate to the allocation of housing by social landlords are taken account of in the draft common housing allocation policy. Some other provisions relate to Scottish Secure Tenancies and Short Scottish Secure Tenancies. The Director of Communities, Housing and Planning will write to all Council tenants advising them of changes to their tenancy rights.
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2. Recommendations

2.1 It is recommended that the Policy Board:

- (i) authorises the Director of Communities, Housing and Planning Services to carry out consultation on the Draft Renfrewshire Common Housing Allocation Policy which is attached to this report;
 - (ii) agrees that the Director of Communities, Housing and Planning presents a further report to the Policy Board in early 2019 providing feedback on the consultation and presenting the finalised policy for approval; and
 - (iii) notes that the Director of Communities, Housing and Planning will write to all tenants with a Scottish Secure Tenancy or a Short Scottish Secure Tenancy notifying them of changes to their tenancy agreement as explained in section 5 of this report.
-

3. Background

- 3.1 The Council's current housing allocation policy was introduced in 2007. It is based on a 'group plus priority' system. Applicants' needs are assessed and are placed in one of the following five groups: Group 1 Homelessness; Group 2 Mobility; Group 3 Housing Need; Group 4 Exchanges; Group 5 General. Within these groups, applicants are given a level of priority that reflects the level of their housing need. Available housing is allocated according to targets set for each group. Each group is given a target percentage of overall lettings for the year which takes account of the profile of housing and applicants' need. The targets are not rigid and are reviewed regularly, taking account of need and demand.
- 3.2 The Council's current policy is over ten years old and requires updating to reflect the provisions of the Housing (Scotland) Act 2014 and good practice guidance.
- 3.3 Renfrewshire Council's Local Housing Strategy 2016-2021 includes a commitment to develop a common housing allocation policy in order to simplify and improve access to social rented housing in Renfrewshire for housing applicants. At the moment, the Council and the four local housing associations all have different allocation policies which can be confusing for applicants. This draft common policy is the outcome of very positive joint working by the Council and its housing association partners over several years to develop a policy which meets legislative duties and has a clear focus on meeting housing need, but is also sufficiently flexible to take account of differences in social landlords' housing stock across Renfrewshire.

4. Draft Renfrewshire Common Housing Allocation Policy

4.1 The Draft Renfrewshire Common Housing Allocation Policy has been developed to give priority to people in the greatest housing need. In line with housing legislation, reasonable preference will be given to:

- People who are homeless or threatened with homelessness
- People living in unsatisfactory housing conditions
- Tenants of social housing landlords who are considered to be under-occupying their current home.

4.2 As previously reported to the Policy Board on 7 November 2017, in addition to giving reasonable preference to the three groups identified above, the main provisions in the Housing (Scotland) Act 2014 with respect to housing allocations are:

- The requirement to consult with housing applicants, tenants and tenant organisations on changes to the policy for prioritising applicants for housing allocations
- The ability of social landlords to take property ownership into account in some circumstances
- Setting out the circumstances when a landlord can suspend an applicant from receiving an offer of housing.

4.3 It is anticipated that most of the provisions of the Act relating to social rented housing will come into force on 1 May 2019. The Draft Renfrewshire Common Housing Allocation Policy takes account of these new provisions.

4.4 The draft common policy is similar to the Council's current policy in a number of key respects:

- It is a needs based policy
- It is a group plus priority system
- There are 5 groups and 3 levels of priority – 'A' critical; 'B' urgent; 'C' moderate need
- The group structure is linear rather than hierarchical, with targets set for the percentage of all lets to each group in the year. (Each social landlord will set their own targets for lets to each group)
- Applicants are selected for available properties in order of priority (then date order) from each group in line with targets.

4.5 Under the draft new common policy, applicants would be placed into one of the following five groups based on their circumstances. Depending on the group applicants are placed in, a level of priority may also be awarded, as shown below. Where an applicant has more than one type of housing need, an applicant may be awarded an additional level of priority (a 'plus' award).

Statutory Homeless Group	Mobility Group (general and transfer applicants)	General Applicants Group (not landlord's own tenants)	Transfer Applicants Group - with housing need	Transfer Applicants Group - no housing need
Statutory homeless	A critical need	A critical need	A critical need	Based on date of application
	B urgent need	B urgent need	B urgent need	
	C moderate need	C moderate need	C moderate need	
	D no need	D no need		

4.6 The key changes for the Council would be:

- The new policy would introduce 'cumulative need'. As with the current policy, applications may be awarded a level of priority within each group from A (critical need) to C (moderate housing need). However, the proposed common policy would take account of circumstances where an applicant has more than one type of need and may award a 'plus' priority – ie priority A+ or B+ or C+;
- Changes to the Group structure. At the moment Group 3 (Housing Need) includes both waiting list and Council transfer applicants. Under the proposed new policy, existing Council tenants applying for a transfer would be held in a different group from general (waiting list) applicants. The only group this does not apply to is the mobility group, which would include both Council transfer tenants and general (waiting list) applicants;
- Some changes to the level of priority awarded to individual applicants based on an assessment of their circumstances;
- The same allocation policy would be used by the Council and four local housing associations.

4.7 Officers from ICT have been involved in the development of the draft common policy. Testing has been carried out to ensure that the new policy can be effectively implemented within a reasonable timescale and within existing resources.

4.8 The main advantages of the proposed common allocation policy are:

- It meets new legislative requirements;
- It introduces a common approach for housing allocations across the Council and four local housing associations;
- Increased recognition of applicants needs;
- A Group structure which is more straightforward for applicants – with Council tenants applying for a transfer held in different groups from general (waiting list) applicants.

4.9 It is proposed that consultation is carried out during autumn 2018 and that a further report is presented to the Policy Board in early 2019. Tenants, tenant organisations, housing applicants and other stakeholders will be consulted on the draft common policy. Some of the consultation sessions will be arranged jointly by the Council and the local housing associations.

- 4.10 The draft common allocation policy includes sheltered housing. This applies only to the Council, Bridgewater Housing Association and Linstone Housing Association, as the two other local housing associations do not have any sheltered housing. In terms of the assessment of need for sheltered housing, priority levels A, B and C (and cumulative need where appropriate), may be awarded.

5. Housing (Scotland) Act 2014 – other changes

- 5.1 Other provisions in the 2014 Act include changes to the rights tenants have under Scottish Secure Tenancies and Short Scottish Secure Tenancies. This includes:
- changes to subletting, assignation (passing a tenancy to someone else), joint tenancies and succession (where, under certain circumstances, someone can take over a Scottish Secure Tenancy on the death of a tenant)
 - grounds for ending a Scottish Secure Tenancy or Short Scottish Secure Tenancy following conviction for serious antisocial behaviour
 - recovery of possession of adapted properties which are not occupied by anyone who needs the adaptations
 - circumstances where a Scottish Secure Tenancy can be converted to a Short Scottish Secure Tenancy (which has fewer rights and has a fixed duration).
- 5.2 As previously noted by the Policy Board in November 2017, Communities, Housing and Planning Services' operational procedures will be updated to take account of these other changes contained in the 2014 Act.
- 5.3 The provisions in the Act relating to joint tenancy, assignation, subletting and succession will come into force on 1 November 2019. Local authorities are required to advise all tenants in writing of changes to their rights under the terms of their tenancy agreement by 1 November 2018. This is to allow tenants sufficient time to satisfy new notification and residency requirements with respect to joint tenancy, assignation, subletting and succession.

Implications of the Report

1. **Financial** –None. Staff resource requirements and ICT amendments will be delivered within existing resources and programmes.
2. **HR & Organisational Development** – None
3. **Community Planning** –

Children and Young People – Greater access to homes that meet applicants needs

Community Care, Health & Well-being – Tenant/resident involvement in policy development can help to create more stable communities.

Empowering our Communities - Improving and maintaining sustainable neighbourhoods.

Safer and Stronger – Increasing resident satisfaction with neighbourhoods and communities.

4. **Legal** – The draft common policy has been prepared to meet legislative requirements.
5. **Property/Assets** – None
6. **Information Technology** The OHMS Housing Management System will require development to implement the new policy. Officers from ICT have been fully involved in the development of the draft common policy.
7. **Equality & Human Rights**
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required, following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health and Safety** - None
9. **Procurement** – None
10. **Risk** – None
11. **Privacy Impact** – None at this stage.
12. **Cosla Policy Position** – not applicable

List of Background Papers

- (i) Report to the Communities, Housing and Planning Policy Board on 7 November 2018, 'Housing (Scotland) Act 2014: Part 2 Social Housing'

The foregoing background papers will be retained within Development & Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting.

Attachment: Draft Renfrewshire Common Housing Allocation Policy

FC/LM

26 July 2018

Contact: The contact officer within the service is Lesley Muirhead, Planning and Housing Manager, 0141 618 7835, email: lesley.muirhead@renfrewshire.gov.uk



Renfrewshire Common Housing Allocation Policy

August 2018



Date approved	XXX
Date implemented	XXX
Date to be reviewed	XXX

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1. Introduction

1.1 About this policy

The Renfrewshire Common Allocation Policy (the policy) has been developed in partnership between Renfrewshire Council, Bridgewater Housing Association, Linstone Housing Association, Paisley Housing Association and Williamsburgh Housing Association.

This policy is a public document and will be made available on each of our websites. Copies will also be available from our offices.

It sets out an agreed, common approach that partner landlords will use to allocate homes that become available for let. By allocating, we mean the process of selecting people from our housing list, offering them a house and, if they accept, signing a tenancy agreement with them.

This policy is based on a group plus priority approach and has a clear focus on meeting housing need. It replaces all previous allocation policies of the partner landlords. We will review the policy every 3 years, unless changes to legislation, regulation or the results of our performance monitoring require otherwise.

1.2 The partner landlords

Summary information on each of the four landlords that operate the policy is set out below. Further information about each landlord, including where they have properties and how many properties usually become available for let, can be accessed on each landlord's own website or by visiting one of their offices.

Renfrewshire Council is the largest social rented sector landlord in the area with around 12,500 properties across Renfrewshire. These include general needs housing, housing for older people and sheltered housing properties.

Bridgewater Housing Association has around 800 properties in Erskine. These include general needs, sheltered and extra care housing.

Linstone Housing Association has over 1,500 properties located mainly in Linwood and Johnstone with the remainder spread throughout Paisley, Renfrew and

villages throughout Renfrewshire. Their properties include general needs housing and housing for older people.

Paisley Housing Association has around 1,200 properties, the majority of which are for general needs. The properties are in Foxbar, Glenburn, and in the South, West and Town Centre of Paisley.

Williamsburgh Housing Association has around 1,600 properties. The majority are general needs but they also have some amenity properties and homes for wheelchair users. Their properties are in Paisley East, West and North, Renfrew and Johnstone.

A number of other social landlords provide housing in Renfrewshire. Further information on these landlords can be found in the housing section of the Renfrewshire Council website at www.renfrewshire.gov.uk and in Appendix 1 of this document.

1.3 Our policy aims

We are committed to providing high quality, affordable housing that meets housing needs. When allocating properties, we will aim to:

- Make sure we offer people accommodation that meets their needs.
- Maximise housing options.
- Make best use of the properties that are available for let.
- Help build sustainable communities by creating successful and sustainable tenancies.
- Work to provide excellent customer services to those seeking housing in Renfrewshire.
- Meet all our legal obligations and operate under the principles set out in the Scottish Social Housing Charter.

We will do this by taking an approach to allocating homes that:

- Is fair, open and transparent.
- Takes a consistent approach to decision-making.
- Promotes equality.
- Treats all applicants with respect, including respecting the confidentiality of information given to us.

1.4 Equality and diversity

We are committed to preventing discrimination and providing equal opportunities for everyone who applies to us for housing. In applying this policy, we will not discriminate against any individual, household or group on grounds of race, gender, sex, marital status/civil partnership, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief, language, social origin, disability, age or other personal attribute.

We will make this policy available in alternative formats such as large print or Braille on request. Translation services for other languages can also be made available. Where practical, we will arrange for an interpreter if you speak a language other than English. We can also provide a British Sign Language interpreter if required.

1.5 Confidentiality and data protection

Any information given to us as part of the application process will be processed in compliance with Data Protection legislation.

You can ask to look at the information held on your record. If you wish to do this, you should make a written request to the relevant landlord. We will respond within one calendar month.

We will not keep your personal information longer than is needed.

1.6 Law, good practice and the Scottish Housing Charter

This policy has been developed to be compliant with housing and other relevant legislation. A list of the laws which have been taken into account are set out in Appendix 2.

The policy also takes account of good practice guidance from the Scottish Government and the Scottish Housing Regulator. This includes the standards set out in the Scottish Social Housing Charter. Further information can be found on

the Scottish Government's website at:

<http://www.gov.scot/Publications/2012/03/2602>

1.7 Developing and reviewing this policy

We will consult with housing applicants, tenants, registered tenant organisations and others when developing and making changes to this policy.

We will review this policy every three years, or earlier if required in light of changes in the law or good practice guidance.

2. Making an application

2.1 Who can apply?

Each of us operates our own separate housing list. You can get information on how to join each landlord's list by contacting them directly. Contact information for each of us is included in Appendix 1.

Anyone aged 16 years or over is entitled to apply and be placed on any of the lists, provided they are eligible to receive an offer of housing.

You can make a joint application with another person or people who want to live with you, even if you are not living in the same household at the moment.

2.2 Information and advice for applicants

We recognise the importance of offering high quality information and advice to those applying for housing in Renfrewshire. Someone making an application may be invited to attend an interview with the landlord to whom they are applying.

We will provide information on:

- How we will process your application.
- How long it will take to process and decide on your application.
- Affordability, including the average cost of renting a property.

Some landlords may also be able to discuss other housing options with you. In many areas of Renfrewshire, the demand for housing is considerably higher than the supply. We may not be able to make everyone an offer of housing or people might have a long wait. This is most likely to be the case if you have no or low-level housing need and you are looking to be housed in one of the areas for which demand is higher and the number of properties becoming available is low.

However, in areas in which demand is lower and more properties become available, you may have a greater chance of being made an offer. We will give you realistic advice about the likelihood of being re-housed based on the choices you have made. We will also provide information on opportunities to find housing with other local providers.

If you cannot call into the office of the landlord(s) to which you have applied because you have health or mobility problems, a member of staff will visit you at home or arrange a telephone interview. If you live outwith Renfrewshire, or we are not able to visit for some other reason, we will send you an application by post.

2.3 Information provided by applicants

It is important for us to have accurate and up-to-date information on your circumstances. If you fail to provide the necessary information to support your application, this may mean that your application cannot be fully assessed. We will ask you to provide any required information and will re-assess your application once that information has been received. If we do not receive the information we have asked for within 30 days of us asking for it, your application may be cancelled.

If you deliberately provide false or misleading information, or withhold information, your application may be suspended. Any offer of housing that has been made may be withdrawn and if a tenancy has been granted on the basis of false information, your landlord could take action to end the tenancy.

You must tell us if your circumstances change as this could affect your housing application. Changes of circumstances might include you moving to a new house, someone moving into or out of your current home or someone having a baby. Changes such as these could affect the size of property you require and how your housing need is assessed. It is important to contact each of the landlords you have applied to and tell them about the changes.

2.4 Persons who are subject to Immigration Control

The law covering asylum and immigration is complex and applies differently to the Council and the housing association partners.

If you could be affected by the legislation, you must tell us. We may be unable to assist but may be able to provide details to you of agencies who can help you.

2.5 Applications from staff, elected members or committee members

Applications made by staff, elected members or management committee members will be accepted onto the housing list in the same way as other applicants. We will comply with all relevant legislation, regulatory guidance and best practice in dealing with any of these applications.

To make sure that no-one benefits from a personal connection, applicants will be asked and required to declare whether they are related to a member of staff, management committee member or elected member for the landlord to which they are applying. Further information will be set out in the housing application form.

3. Assessing what size of home you need

3.1 Number of bedrooms

We will work out the number of bedrooms that you require based on who will be living with you. Although we want to give you as much choice as possible, we need to balance this with making best use of the properties that become available. We also want to work with you to make sure your choices are affordable.

Our starting point will be to assess the number of bedrooms required as follows:

- Couples/partners share one bedroom.
- Other adults or single parents have one bedroom.
- Two children of the same sex under the age of 16 share one bedroom.
- Two children under the age of 10, regardless of their sex, share one bedroom.
- Children of different sexes will need a bedroom each once they reach 10 years old, unless there is another child in the household of the same sex with whom they could share a bedroom.
- No more than two people should share a bedroom.
- Where applicants or other members of the household are pregnant, we will include their unborn child/children when working out the number of bedrooms required from 3 months before the due date.

Household size	House size
Single person	1 bedroom or bedsit
Couple/partners	1 bedroom
Couple/partners or single parent with 1 child	2 bedrooms
Couple/partners or single parent with 2 children	2 or 3 bedrooms (depending on the age and sex of the children)
Couple/partners or single parent with 3 children	3 or 4 bedrooms (depending on the age and sex of the children)
Couple/partners or single parent with 4 children	3 or 4 bedrooms (depending on the age and sex of the children)
Couple/partners or single parent with 5 or 6 children	4 bedrooms (depending on the age and sex of the children)

The type and size of properties becoming available will vary depending on the stock of each landlord. In particular, some landlords may have properties with smaller bedrooms.

Some partners have properties with bedrooms which they have classed as single bedrooms. If a bedroom has been classed as a single bedroom, any offer made by the landlord will be based on only one person occupying that bedroom.

We will aim to make good use of each property becoming available by offering it to a household which needs a property of that size. However, if there is limited interest in a property amongst those needing a property of that size, we may consider making offers to other households.

In certain circumstances, when offering a property, landlords may choose to make offers of properties of one bedroom more than the applicant requires. This would be for high priority applicants, where Renfrewshire Council requires to fulfil their statutory duty. This would only be done where the applicant has indicated that they would accept a property that has one more bedroom than they require.

We also recognise that some applicants may prefer that children do not share bedrooms. You can request that the bedroom requirement be assessed based on children aged 10 or over having their own bedroom. However, we would only consider you for a property with the higher number of bedrooms if there is no other household in housing need and requiring a property of that size. If you did decide you would prefer to have the additional bedroom, this bedroom would not be taken into account when assessing any priority based on overcrowding.

There is a very limited supply of larger properties. If you need a property with 4 or more bedrooms we will work with you to make sure that your area choices maximise your chance of being made an offer. However, given our stock limitations and lack of suitable supply of appropriately sized homes, we may in some circumstances have to make an offer of a property that will reduce a household's overcrowding or under occupying, but may not fully meet their accommodation requirements. This will only be done under exceptional circumstances to improve a household's overall housing situation.

3.2 Child residence, contact and access arrangements

For parents, guardians and kinship carers with formal residency rights and overnight contact orders or overnight access arrangements that are shared on an equal basis (child staying overnight an average of at least 3 nights a week at each home), a child may be entitled to a bedroom within each home in accordance with our bedroom entitlement.

Where a child or children stay less than an average of 3 nights a week at the home, one additional bedroom more than required by the rest of the household may be provided. This will be irrespective of the number of children for whom the home will not be their principal home. This bedroom would not be taken into account when assessing any priority based on overcrowding.

In exceptional circumstances, a senior officer may exercise discretion in deciding upon the size of a home a household requires.

3.3 Other reasons for additional bedrooms

We understand that there may be other circumstances which can affect the number of bedrooms you need. The Department of Work and Pensions regulations covering the UK Government's Under-Occupancy charges also recognise certain circumstances under which you may require an extra bedroom. We will discuss this with you on a case-by-case basis.

You may be entitled to an additional bedroom under the following circumstances:

- If there is a ***health, care or mobility reason*** for needing an additional bedroom. For example, for a carer (or team of carers) that provides someone in the household with overnight care or if a long-term condition (such as dementia) makes it difficult for a couple to share a room. This bedroom entitlement would be used to assess any priority based on overcrowding.
- If someone in the household is, or wishes to be, a ***kinship carer for a child or children*** but those children are not yet living in the household. This bedroom entitlement would be used to assess any priority based on overcrowding.

- If someone in the household is ***caring for a foster child*** or has been accepted as a foster carer but has no child living with them, as long as the period without a child does not exceed 12 months. If someone has applied to foster and have been approved in principle, pending suitable housing, they could be listed as looking for a property with an additional bedroom. However, we would not make an offer of a property with an additional bedroom until their application to foster has been approved by Renfrewshire Council or any other fostering agency. This bedroom entitlement would be used to assess any priority based on overcrowding.
- If someone in the household is ***adopting a child*** or has been approved in principle pending suitable housing, they could be listed as looking for a property with an additional bedroom. However, we would not make an offer of a property with an additional bedroom until their application to adopt has been approved by Renfrewshire Council or any other adoption agency. This bedroom entitlement would be used to assess any priority based on overcrowding.

4. The housing list and how applications are prioritised

This policy has been developed to give priority to those in the greatest housing need and all applications will be assessed and given priority in accordance with this policy.

4.1 Factors we must take into account

There are certain factors which the law states we must consider when deciding to whom we offer any homes that become available. Housing legislation states that we must give reasonable preference to:

- People who are homeless or threatened with homelessness and who have unmet housing needs.
- People living under unsatisfactory housing conditions and who have unmet housing needs.
- Social housing tenants who the landlord allocating a property considers are under-occupying their current home.

These reasonable preference categories have been considered in the development of this policy.

4.2 Unmet housing needs

The Housing (Scotland) Act 2014 sets out the categories of applicant to whom social landlords must give reasonable preference if they have unmet housing needs. This means that landlords should consider whether applicants have housing needs which cannot be met through other housing options which are available. Landlords should consider what those other options might be and whether they are accessible to the applicant.

The Housing (Scotland) Act 2014 removes the prohibition on taking ownership of property into account in allocating social housing. This means that if you or someone else on your application owns land or property, or previously owned land or property, we may take this into account when deciding on your priority for social housing. This applies to existing tenants as well as new applicants.

4.3 Factors we cannot consider

There are also certain factors which the law states we cannot consider when allocating housing. These are:

- How long an applicant has lived in the area.
- Any debt relating to a house of which the applicant was not a tenant.
- Any rent or other debt the applicant built up on a previous tenancy which has now been paid.
- Any amount which still needs to be paid where:
 - The amount owed is not more than 1/12th of the yearly amount due (or which was paid) by the applicant to the landlord for the tenancy; or
 - The applicant has an agreement in place with the landlord to repay the money, has made payments in line with the arrangement for at least three continuous months, and is continuing to make these payments.
- Any outstanding debts (including missed Council Tax payments) which do not relate to the tenancy of a house.
- The age of the applicant, as long as he or she is 16 or over except when allocating:
 - Houses which have been designed or substantially adapted for a particular age group; or
 - Houses for people who are, or will be, receiving housing support services for people of a particular age group.
- The income of the applicant and his or her family.

4.4 Our group system

Our housing list is divided into five groups. Your application will be assessed based on your circumstances and will then be placed into one of those groups.

Homelessness: Applicants will be placed in this group if the Council has found them to be unintentionally homeless.

Mobility Group: Applicants will be placed in this group if they require a home which is suitable for someone needing an adapted or accessible property. All

applicants, including those who are already a tenant of the landlord they are applying to but are looking for a move, will be placed in this group

General Applicants Group: Applicants will be placed in this group if they have been assessed as having a housing need but are not a tenant of the landlord to which they have applied. This group includes but is not restricted to: owner-occupiers, tenants of private landlords, people living 'care of' and tenants of social landlords other than the one to which they are applying.

Transfer Applicant Group (with housing need): Applicants will be placed in this group if they have been assessed as having a housing need, are a tenant of the landlord to which they have applied, and they do not need an adapted or accessible property (in which case they will be placed in the Mobility Group).

Transfer Applicant Group (no housing need): Applicants will be placed in this group if they are assessed as not being in housing need, are a tenant of the landlord to which they have applied, and they do not need an adapted or accessible property (in which case they will be placed in the Mobility Group).

Depending on the group your application has been placed in, we may also award a level of priority to your application. We use four levels of priority, with Priority A being for those in the most urgent need. If you have more than one type of housing need you will be awarded an additional level of priority. We refer to this as a 'plus' award. Our approach is set out in the table below.

Statutory Homeless	Level of Priority	Mobility Group (general and transfer applicants)	General Applicants Group (not landlord's own tenant)	Transfer Applicants Group (with housing need)	Transfer Applicants Group (no housing need)
No other award required	Priority A: Critical Need Priority A +: Critical Need and one or more other need (Priority A to C)	<ul style="list-style-type: none"> Requires a mobility property Critical health and social care, mobility, domestic abuse, harassment, insecure accommodation, leaving institutions or specialist accommodation, overcrowding or below tolerable standard. + award: another of the above or one or more of the B or C awards below. 	<ul style="list-style-type: none"> Critical health and social care, domestic abuse, harassment, insecure accommodation, leaving institutions or specialist accommodation, overcrowding or below tolerable standard. + award: another of the above or one or more of the B or C awards below. 	<ul style="list-style-type: none"> Critical health and social care, domestic abuse, harassment or overcrowding. + award: another of the above or one or more of the B or C awards below. 	No need based award possible Based on date of application
	Priority B: Urgent need Priority B +: Urgent Need and one or more other need (Priority B or C)	<ul style="list-style-type: none"> Requires a mobility property Urgent health and social care, mobility, social, community or family support, harassment, overcrowding, under-occupying or relationship breakdown. + award: another of the above or one or more of the C awards below. 	<ul style="list-style-type: none"> Urgent health and social care, social, community or family support, harassment, overcrowding, under-occupying, relationship breakdown. + award: another of the above or one or more of the C awards below. 	<ul style="list-style-type: none"> Urgent health and social care, social, community or family support, harassment, overcrowding, under-occupying, or relationship breakdown. + award: another of the above or one or more of the C awards below. 	
	Priority C: Moderate need Priority C+: Two or more moderate housing needs	<ul style="list-style-type: none"> Requires a mobility property Moderate health and social care, mobility, social, community or family support, insecure accommodation, leaving institutions or specialist accommodation, overcrowding, under-occupying, take up or stay in employment. + award: another of the above. 	<ul style="list-style-type: none"> Moderate health and social care, social, community or family support, insecure accommodation, leaving institutions or specialist accommodation, overcrowding, under-occupying, take up or stay in employment. + award: another of the above. 	<ul style="list-style-type: none"> Moderate health and social care, social, community or family support, overcrowding, under-occupying, take up or stay in employment. + award: another of the above. 	
	Priority D: No housing need	<ul style="list-style-type: none"> Lives in a property that meets their mobility needs. Would need to be rehoused into a mobility property. No housing need. 	<ul style="list-style-type: none"> No housing need. 	<i>(Placed in Transfer with no housing need group)</i>	

4.5 Responding to critical housing need

Our policy is designed to allow us to respond to critical housing need. We are committed to ensuring that people in critical housing need are rehoused as quickly as possible.

If you receive an A+ or A priority you have been assessed as having very serious housing needs and we will work with you to make sure we can make you a reasonable offer of housing which meets your needs.

However, we will not expect you to be unnecessarily restrictive in the types of housing or areas for which you will be considered. In particular, if a flat or maisonette would meet your needs we may offer you a property of that type and would consider that to be a reasonable offer. We will also ask you to be flexible about the areas in which you would consider being housed. If we have not been able to make you an offer in one of your areas of choice within 28 days of receiving your A+ or A priority, we may ask you to consider adjoining areas.

If we make you an offer of housing which you refuse, we will invite you to a housing options and information interview to discuss the best way of ensuring we are able to help you.

4.6 Health and Social Care Priority

Health and Social Care Priority is awarded by the Health and Social Care Panel. This Panel assesses the housing and/or support needs of people with specific requirements, to allow them to live in the community. Applicants, or members of their household, who have housing or support needs, will have their circumstances referred to the Panel. The Panel is made up of Renfrewshire Council officers, health professionals and local housing associations.

Applicants will include those who:

- Have received or are receiving, treatment for serious health issues. This may include physical disability (not covered by a mobility award), post-traumatic stress disorder and other related conditions.
- Have a learning disability.
- Have mental health needs.

- Have medical needs not addressed by the mobility priority.
- Have any other significant health and social care needs not covered elsewhere in this policy.
- In particular circumstances, victims of crime may also be eligible.

A referral will be made on behalf of applicants with a health and social care need by appropriate Renfrewshire Council services, housing associations, support workers or health professionals.

The Panel considers each case that has been referred to them in order to provide appropriate housing and/or support. This is intended to help applicants keep their tenancy longer-term, taking account of things like:

- The applicant's wider support network.
- Their ability to use community facilities.
- Particular needs outlined by the agency that referred them.

The Panel will decide the type and location of suitable accommodation and award a priority appropriate to requirements. We will make offers in line with the Panel's decision to grant increased priority awards.

The Panel is one of a range of options we have to help people with particular needs to live in the community. As a result, the Panel may not always be the most appropriate option.

If more than one person in an applicant's household has a Health and Social Care award, we will only take account of the highest priority when allocating housing but will take into account the needs of those with the awards.

4.7 Critical housing needs (Priority A)

The following housing needs will be awarded an A priority:

Can be awarded to Mobility, General Applicants and Transfer with Housing Need Group

Health and social care A: To be given an A award by the Health and Social Care Panel, you will have critical health or social care needs, other than mobility needs,

which are not met by your current housing situation and which are impacting on your well-being. The Panel will make an A award to people whose needs are critical. This can include where current accommodation makes it impossible to carry out day to day tasks.

See point 4.6 for more information about the Health and Social Care Panel.

Domestic abuse A: We use the Scottish Government's definition of domestic abuse as gender-based abuse which can be perpetrated by partners or ex-partners and can include physical abuse, sexual abuse and mental and emotional abuse. If you give domestic abuse as the reason for applying for a house, we may seek information to support your case, including from Police Scotland, but will not contact the person that is responsible for the abuse.

Harassment A: You are experiencing harassment that is specifically targeted at you, in or around your current accommodation and you are not safe in your current accommodation. Harassment can take many forms including intimidating, threatening or aggressive behaviour, both verbal and physical, and can involve attacks on property as well as people. Harassment is often premeditated and reoccurring. The A level priority will, unless in exceptional circumstances, require a recommendation from Police Scotland that a move is required to ensure your safety.

Overcrowding A: Your current home has three or more bedrooms fewer than the number you need. We will calculate the number of bedrooms you are short by comparing the number you have and the number we have assessed you as needing. If members of the household applying to live together are currently living in different properties, we will assess overcrowding against the home which comes closest to meeting the combined household's needs.

Can be awarded to Mobility Group only

Mobility A: Your current accommodation makes it impossible for you or a member of your household to perform day-to-day tasks or poses a danger to life because it does not meet your or their mobility needs. If you receive a mobility award your application will be placed into the Mobility Group. The assessment process will include a recommendation of suitable house types or adaptations needed in the house to meet your mobility needs and we will only make offers in line with this recommendation.

Can be awarded to Mobility and General Applicants only

Insecure accommodation A: If you have a definite date, within two months, when you will lose your accommodation through no fault of your own. For example, you are losing accommodation which is linked to your employment or have been issued with a Court Notice to leave your private rented or owned accommodation within two months (such as a Notice to Leave or Mortgage Repossession papers).

Leaving institutions or specialist accommodation A: You are leaving the armed forces, hospital, long-term residential care, supported accommodation or accommodation provided by Renfrewshire Council as a corporate parent, and have a date to leave but have nowhere to live when you leave.

Property below tolerable standard A: You are living in a property which is below tolerable standard according to the definition as set out in the Housing (Scotland) Act 1987 (as amended by the Housing (Scotland) Act 2001). Being below tolerable standard will include things such as not having a sink with a supply of both hot and cold water or not having an effective system for getting rid of waste water. The full definition is contained in Appendix 3. Renfrewshire Council must confirm in writing that a house is below the tolerable standard for this to be applied.

4.8 Urgent housing needs (Priority B)

The following housing needs will be awarded a B priority:

Can be awarded to Mobility, General Applicants and Transfer with Need Group

Health and social care B: To be given a B award by the Health and Social Care Panel, you will have urgent health or social care needs, other than mobility needs, which are not met by your current housing and which are impacting on your well-being. The Panel will make a B award to people whose needs are urgent and this can include where current accommodation makes it difficult to carry out day to day tasks.

See point 4.6 for more information about the Health and Social Care Panel.

Social, community or family support B: You need to move to be closer to a family member to give or receive essential support to carry out day-to-day tasks and the support you give or receive is necessary to allow you or your family member to live independently. You would receive this award if it is not possible or reasonable for you to give or receive the support where you currently live and you are looking

to move to within a reasonable distance of the person giving or needing the support.

Harassment B: You are experiencing harassment that is specifically targeted at you, in or around your current accommodation, but you are safe in your current accommodation. Or you fear violence, and this fear is justified. Harassment can take many forms including intimidating, threatening or aggressive behaviour, both verbal and physical, and can involve attacks on property as well as people. Harassment is often premeditated and reoccurring. The B level priority will usually require a recommendation from Police Scotland that a move is required to ensure your safety.

Overcrowding B: Your current home has two bedrooms fewer than the number you need. We will calculate the number of bedrooms you are short by comparing the number you have and the number we have assessed you as needing. If members of the household applying to live together are currently living in different properties, we will assess overcrowding against the home which comes closest to meeting the combined household's needs.

Under-occupying B: You live in a social rented property and your current home has two or more bedrooms more than you need. We will calculate how many extra bedrooms you have by comparing the number in your current home and the number we have assessed you as needing. You will only receive this level of priority if you are looking to move to a property that has two or more fewer bedrooms than you currently have.

Relationship breakdown B: If the relationship between you and a partner with whom you live has broken down, you are still living together and you wish to move to another property. The priority will only be awarded to the household wishing to move out of the current home.

Can be awarded to Mobility Group only

Mobility B: Your current accommodation severely restricts your or a member of your household's ability to carry out day-to-day tasks because it does not meet your or their mobility needs. If you receive a mobility award your application will be placed into the Mobility Group. The assessment process will include a recommendation of suitable house types or adaptations needed in the house to meet your mobility needs and we will only make offers in line with this recommendation.

4.9 Moderate housing needs (Priority C)

The following housing needs will be awarded a C priority:

Can be awarded to Mobility, General Applicants and Transfer with Housing Need Group

Health and Social Care C: To be given a C award by the Health and Social Care Panel, you will have health or social care needs, other than mobility needs, which are not met by your current housing and are impacting on your well-being. The Panel will make a C award to people who have health or social care needs, which can include where current accommodation makes carrying out day to day tasks less easy.

See point 4.6. for more information about the Health and Social Care Panel.

Social, community or family support C: You need to move to be closer to a family member to give or receive support to carry out day-to-day tasks and the support you give or receive is necessary to allow you or your family member to live independently. You would receive this award if it is difficult for you to give or receive the support where you currently live and you are looking to move to within a reasonable distance of the person giving or needing the support.

Overcrowding C: Your current home has one bedroom fewer than the number you need. We will calculate the number of bedrooms you are short by comparing the number you have and the number we have assessed you as needing. If members of the household applying to live together are currently living in different properties, we will assess overcrowding against the home which comes closest to meeting the combined household's needs.

Under-occupying C: You live in a social rented property and your current home has one bedroom more than you need. We will calculate how many extra bedrooms you have by comparing the number in your current home and the number we have assessed you as needing. You will only receive under occupation priority if you are looking to move to a smaller property.

Take up or stay in employment C: If you need to move so you can keep your job or you have an offer of employment and need to move to take up the offer. We will only make this award if the move you are looking for will mean you live closer to your place of employment and/or to suitable public transport links.

Can be awarded to Mobility Group only

Mobility C: Your current accommodation does not fully meet your mobility needs and moving will improve your ability to carry out day-to-day tasks. If you receive a mobility award your application will be placed into the Mobility Group. The assessment process will include a recommendation of suitable house types or adaptations needed in the house to meet your mobility needs and we will only make offers in line with this recommendation.

Can be awarded to Mobility and General Applicants only

Insecure accommodation C: You have no home of your own and are living in accommodation you have no right to occupy but you do not have a date when you will have to leave.

Leaving institutions or specialist accommodation C: You will be leaving the armed forces, hospital, long-term residential care or supported accommodation and will have nowhere to live when you leave but you do not have a date when you will have to leave. Also, if you are leaving prison and irrespective of whether you have a date to leave or not.

4.10 No assessed housing needs (Priority D)

This means that you do not have any of the housing needs set out above. However, you are looking to move to another property. This might be because you would like to live in a different area or you would like a property of a different type.

You may already live in one of our properties, you could be a tenant of another social rented sector landlord or you might not have a social rented sector tenancy but would like one.

4.11 Further information on Statutory Homelessness Group

Your application will be placed in this group by Renfrewshire Council if you have made a homelessness application to the Council and the Council has found you to be unintentionally homeless.

The Council's Housing Advice and Homeless Services Team assess homeless applications. Under Part II of the Housing (Scotland) Act 1987, as amended by the Housing (Scotland) Act 2001 and the Homelessness etc. (Scotland) Act 2003, the Council must assess applicants who are homeless or threatened with homelessness. If you are assessed as being unintentionally homeless, or unintentionally threatened with homelessness, the Council must give you advice and support, provide temporary accommodation if necessary, and find you permanent accommodation.

Offers of permanent accommodation could be made by the Council or one of the housing associations. The housing association landlords have a duty to assist Renfrewshire Council in securing permanent homes for households experiencing Statutory Homelessness.

When offering accommodation to statutory homeless applicants, we will take account of what housing is available, and where relevant how close housing is to schools, family support and your place of work.

Homeless legislation states that if you are deemed to be unintentionally homeless, Renfrewshire Council has a duty to make you at least one reasonable offer of housing. We may make up to two reasonable offers. In deciding what is a reasonable offer, the Council will take account of the factors listed in the Homelessness Code of Guidance. If you refuse both these offers, you may lose your homeless priority. Where you had a pre-existing application for housing registered with Renfrewshire Council and you are able to update your current circumstances following your homeless priority being lost, Renfrewshire Council will reassess your application and your application will be moved into the most appropriate group for your assessed need. If you did not have a pre-existing application, you can apply at any time and be placed on our housing list.

Homeless applicants have the right to appeal against these decisions, under the homelessness procedures, and Renfrewshire Council will write to you to tell you

how to appeal. You can get details of the appeals procedure from the Housing Advice and Homeless Services Team (please see the contact details at the end of this document).

4.12 Further information on Mobility Group

Your application will be placed in this group if you, or a member of the household you are applying with, requires a home which is suitable for someone needing an adapted or accessible property. You may be an existing tenant of the landlord you are applying to.

We aim to make best use of the properties which become available for let and when certain types of property become available we will aim to offer them to households who need a property of that particular type. This will apply to all properties which were built for or have already been adapted to meet the needs of someone with mobility problems or a disability.

We will normally only offer adapted properties and properties with wheelchair access to applicants who need the facilities they contain. If an empty property has been 'substantially adapted' to meet the needs of a person with certain disabilities, we will try to match this property to an applicant within the mobility group with similar needs.

By 'substantially adapted', we mean it has the following adaptations such as:

- Doorways widened for wheelchairs to fit through
- Internal vertical lift
- Ramp (inside or outside, or both)
- Wet floor area
- Changed heights and positions of kitchen units.

If you live in a mobility property which meets your needs, your application would also be placed in this group. However, you would not receive priority based on needing a mobility property.

4.13 Young people with experience of the care system

Renfrewshire Council has corporate parent responsibilities for young people who have experience of the care system. The Council will work closely with any care

experienced young person looking for housing. We will support them to complete a housing application and will work with them to find them a home which meets their needs.

4.14 Exceptions to the policy, including special lets & management transfers

There may be exceptional cases where one of the landlords considers it appropriate to make an allocation outwith the terms of this policy. It is not possible to predict all the exceptional circumstances that may arise but these could include:

- Where new build properties will help meet housing needs that we have otherwise been unable to address.
- Where you are living in a property which has been specially adapted, no-one currently living in the house needs the adaptations but someone else on the housing list does.
- Where a landlord needs to make a management transfer in the event of an emergency.
- To free up a property of a type that is in very short supply and which is needed to meet an urgent housing need.
- Where a landlord makes an exceptional allocation to someone who does not qualify to succeed to a tenancy.
- Where two households both of which live in a social rented property wish to move together into a new home and both of their current properties would be available to be relet.
- Where the landlord and tenant agree that due to exceptional circumstances the tenant has to terminate their tenancy, but they will be looking to be rehoused within 2 years.
- If another agency, such as Police Scotland, asks for assistance.
- As part of a regeneration or similar programme or if a tenant's current home is subject to a closing order or is to be demolished, or part of a Housing Renewal Area, for example.

Due to the exceptional nature of these lets, the numbers involved will be very low and will be clearly documented for audit purposes. A senior officer must authorise any special lets or management transfers.

4.15 Mutual exchange

If you rent your home from another local authority or housing association and you would like to swap homes with another tenant from any of these landlords, you can apply in writing to exchange your home. Anyone who has a Secure Tenancy can apply. Your landlord can only refuse permission if it is reasonable to do so. You must not exchange homes until you have written permission from your landlord and the landlord of the tenant you want to exchange with.

Each of the landlords has a separate policy that sets out the rules that apply if one of their tenants wants to take part in a mutual exchange. These rules are available on request.

4.16 Sheltered housing

In addition to our general needs housing, three of us (Bridgewater Housing Association, Linstone Housing Association and Renfrewshire Council) also provide sheltered housing.

In general, sheltered housing is open to applicants aged 60 or over. If you are interested in applying for sheltered housing, you should complete the relevant section on the housing application form for the landlord(s) to which you are applying.

When assessing your application, we will consider whether you would benefit from the particular services available within our sheltered housing and award priority accordingly. The services available may vary between landlords and further information on their sheltered housing policies and assessment process can be obtained from each of the landlords concerned. Please see Appendix 10 for further information on Sheltered Housing.

5. How we allocate housing

5.1 Allocation targets

We will allocate housing according to targets for the proportion of lets to each group. Allocation targets are set to ensure that those in housing need receive an equitable share of allocations. Each of the landlords will set and publish their own annual allocation targets.

Renfrewshire Council will set a target for the proportion of their lets which will be made to those in the Homeless Group. However, the lets made by the housing association partners to this group are covered by a separate agreement with Renfrewshire Council.

Landlords may choose to set a target for lets to the Transfer Applicants with no housing need group, but are not required to do so.

In addition to setting an overall target for the Mobility Group, landlords may choose, but would not be required, to consider the proportion of Mobility Group lets going to transfer or general needs applicants.

The targets will be reviewed each year and each of the landlords will report on the percentage of lets made to each group and on any changes to the targets for the next year.

5.2 Nominations and referrals

The Council has nomination agreements with other social housing landlords which have housing in Renfrewshire. This includes the four housing association landlords that will be using this policy. If you have joined the Council's housing list, and have agreed to be nominated to a housing association, you may be referred to a housing association landlord for an offer of housing.

The Council and the housing associations also have an agreement covering offers of housing to households who are statutorily homeless. These arrangements are in line with Section 5 of the Housing (Scotland) Act 2001. The Council and housing association landlords agree on an annual percentage of empty properties that will receive Section 5 referrals. These lets are those made to applicants in the Homeless Group.

5.3 How we allocate our properties

When a property becomes available for re-let, we will check if it is suitable for someone with mobility needs. If so, it will normally be offered to Mobility Group applicants first.

With all other lets, we will decide to which of the remaining groups we will allocate to. This decision will take account of our letting targets along with the number and profile of applicants in each group and the types and level of housing need they have.

We will always aim to make an offer to applicants looking for a property of that type and in that location. We will then take account of overall level of priority. If more than one applicant has the same priority, the first offer will be made to the applicant who has held that level of priority the longest. The date on which the level of priority is awarded is known as the eligible date. If you have no assessed housing need, the eligible date will be the date on which that assessment was made.

If your circumstances change and your level of priority increases, the eligible date for your application will change to the date on which the new, higher level priority is awarded. However, if your level of priority decreases, we will continue to use the eligible date for application before the change of circumstances.

If we are making an offer to applicants with no level of priority under this policy, including to Transfer Applicants with no housing need, we will make allocations based on your eligible date.

5.4 Number of offers

We aim to work with applicants to help them make the best choices. We make offers based on your housing needs and preferences after contacting you to confirm that the details we hold on your application form are accurate. This is good practice as it allows us to reduce inappropriate offers and ensures that your application details are as up-to-date and accurate as they can be. We may make up to two offers of housing.

Offers will be made on the basis of what is considered to be reasonable for your household to occupy. In deciding what is reasonable, we will take account of your choices and preferences, balanced against the supply of suitable properties and

the urgency of your need for housing. If you have been placed in priority band A or A+ you will have a very urgent need to be housed. In order to make you an offer as quickly as possible, we may need to make you an offer of housing in an adjoining area or of another property type to those you have chosen. We will consider such an offer to be a reasonable offer of housing.

If you refuse a first reasonable offer of housing from one of us, that landlord may invite you to a housing information and advice interview to discuss your choices. We would not normally make any further offers until that interview has taken place. After receiving this housing advice, if you refuse a further reasonable offer from that landlord within the next 12 months they may suspend you from their list for up to 6 months.

Statutory homeless applicants may also receive up to two reasonable offers from Renfrewshire Council. If the applicant declines a second reasonable offer, their application will be removed from the Homeless Group and cancelled. If the applicant still wishes to be considered for housing and they had a previous housing application registered they will be required to update it to allow reassessment. Where no previous application exists, the applicant can complete a new application for housing. They will then be placed into whichever of the Mobility or General Housing Needs Groups is appropriate. Their level of priority will be assessed based on their current housing circumstances. They will then be entitled to receive up to a further two reasonable offers from Renfrewshire Council or the landlord they apply to, based on the process for all other applicants explained in the paragraph above.

If you are suspended from one of our lists, the landlord concerned will not make you any more offers until that suspension is removed. Further information on suspensions is provided in Section 6 of this policy.

5.5 Tenancy agreements

If you accept an offer of housing, you will generally be offered a Scottish Secure Tenancy.

In some cases, under the Housing (Scotland) Act 2001, a Short Scottish Secure Tenancy will be offered. We can only use a Short Scottish Secure Tenancy in very specific circumstances. These include if:

- You, a household member, or a visitor, has been involved in antisocial behaviour in or near your house within the last three years. In this case, we will give you a Short Scottish Secure Tenancy for a minimum period of 12 months to allow sufficient time for any support services offered to help address the antisocial behaviour. We may extend the Short Scottish Secure Tenancy by an additional six months if required.
- Your current home with us is scheduled for development and we need you to move to allow us to get the work done.
- You are a homeowner who cannot occupy their home on a short-term basis. For example, if you need to move out while repairs are carried out to make the home safe.

If we offer you a Short Scottish Secure Tenancy, we will serve you with a notice which will set out why you are being offered a Short Scottish Secure Tenancy and the period for which the tenancy is being offered.

If you would like further information on the use of Short Scottish Secure Tenancies, please contact the landlord to whom you are applying.

5.6 Joint tenancies

You can make a joint application with someone who is staying with you or someone you intend to stay with you.

If you are offered housing, you can choose to have a joint tenancy. This will mean that both of you have similar legal rights.

5.7 Specially designed or adapted properties

There may be exceptional circumstances where a property designed for someone with special needs, or which has undergone major adaptations, becomes available but there is no-one on our housing list who needs a property of that size and design or who can make good use of the adaptations that have been carried out.

Rather than leaving the property empty, we reserve the right to offer the property on a Scottish Secure Tenancy to an applicant who does not need a property with the special features available. However, we would expect them to agree to move to another suitable property provided by us, if someone requires the specially designed or adapted property at a later time.

If we were offering someone a property on this basis, we would make this arrangement clear to the applicant at the offer stage. If the applicant preferred not to accept the offer, the offer would not count against their entitlement to two reasonable offers.

6. Application status

6.1 Reviewing applications

It is important for us to have up-to-date and accurate information about those looking for housing and you should tell us about any relevant changes to your circumstances.

We will review all applications at least a once a year. The date of this review is based on the date you registered your housing application with the landlord(s).

As part of this review, we will ask you to advise us within 10 working days if you wish to remain on the housing list. If no response is received, we will send a further letter. If we still receive no response your application may be removed from the housing list. If you contact us within a further 6 weeks of your application being removed, your application can be reinstated.

Applicants who have had their application cancelled have the right to appeal against this decision. We will reinstate a cancelled application up to 6 months after the date we cancelled it, if the applicant can give good reasons for not replying to the review. However, applicants who contact us more than 6 months after the date of cancellation will need to fill in a new form and will not be entitled to have their application backdated to the date of the original application.

You will be able to make a new application to any of the landlords at any time and join one or more of the housing lists. If you join one of our lists, your application date will be the date on which you joined the list again.

6.2 Deferring your application

You may wish to apply for housing but not be considered for offers in the immediate future. We appreciate that there may be times when a move is not right for you, for example, because you are not well or cannot afford to move at this time. If this is the case, you can ask to have your application placed on hold until a future date. This means that we will not make offers of housing until you ask us to.

We will check whether you wish your application to stay on hold, when we review your housing application. Alternatively, you can contact us at any time to tell us that you want to be actively considered for offers of housing.

We will accept housing applications from asylum seekers and others subject to immigration control. However, we will defer these applications until the applicant has received a positive decision about the applicant's leave to remain from UK Visas and Immigration.

6.3 Suspension from housing lists

A suspension is a period of time during which an applicant for housing or an existing tenant applying to move to another property will not be considered for an offer of housing.

Although we will aim to suspend as few applicants as possible, there may be occasions when suspending an application is necessary. Before suspending your application, we will consider:

- Whether there are other options available to us, such as offering further information and advice or proactively managing the problem that makes suspension a possibility?
- Whether suspending your application would be proportionate and if so for how long?
- Whether we have sufficient, robust evidence to justify our decision to suspend your application?
- The consequences of suspending your application for you and other members of your household?

If your application is suspended, you will receive a letter detailing why we have taken that decision, the length of the suspension and the date(s) on which the suspension will be reviewed. The letter will also tell you if the suspension is under the statutory powers to suspend set out in the Housing (Scotland) Act 2014.

The letter will set out any action you can take to have the suspension removed before the review date. Although we may reduce the length of the suspension, we will never increase the length of the suspension.

You are entitled to appeal our decision and further information on how to make an appeal will be set out in the letter sent to you. The appeals process will be in line with that set out in Section 8 of this policy.

If you make a new application, including a new transfer application, and we decide to suspend your application at the application stage, we would do so under the statutory powers to suspend set out in the Housing (Scotland) Act 2014. These new powers allow us to suspend an application for a period from the date of application. If you are eligible to join our housing list, your application will still be placed on the housing list, but you will not receive any offers of housing while the suspension remains in place.

Renfrewshire Council will not use the statutory powers set out in the Housing (Scotland) Act 2014 to suspend any new applicant who has been found to be statutorily homeless. However, once two reasonable offers of housing have been made to the statutory homeless applicant, the applicant will no longer have a statutory homeless priority and may be suspended under the circumstances set out below.

The circumstances which may result in an application being suspended are the same for new applicants and those already on the housing list. They are:

Rent arrears and other tenancy related debt

- Where there are significant, outstanding and unresolved social rented sector tenancy-related debts and until such debts are either cleared, fall below 1/12th of the annual rent charge, or an agreement has been set up and adhered to for a period of at least 3 months. The suspension would be removed as soon as the necessary conditions have been met.

Antisocial Behaviour

- The applicant has:
 - acted in an antisocial manner in relation to another person residing in, visiting or otherwise engaged in lawful activity in the locality of a house occupied by the person, or
 - pursued a course of conduct amounting to harassment of such other person, or a course of conduct which is otherwise antisocial conduct in relation to such other person, or

- acted in an antisocial manner, or pursued a course of conduct which is antisocial conduct, in relation to an employee of the social landlord in the course of making the application.
- We may consider antisocial behaviour from up to 3 years previously, or longer in exceptional circumstances. Suspension under this category will be to a maximum of 6 months but there will not be a set time limit and applicants will be notified individually of timescales. Timescales will be reviewed in the event of a change of the applicant's circumstances.

Previous Convictions

- The applicant has been, or has resided with a person who has been, convicted of:
 - using a house or allowing it to be used for immoral or illegal purposes, or
 - an offence punishable by imprisonment which was committed in, or in the locality of, a house occupied by the person.
- We may consider convictions from up to 3 years previously. Suspension under this category will be to a maximum of 6 months but there will not be a set time limit and applicants will be notified individually of timescales. Timescales will be reviewed in the event of a change of the applicant's circumstances.

Order for Recovery of Possession

- An order for recovery of possession has been made against the applicant. This could apply to orders within the previous 3 years and made under Scottish housing legislation and housing legislation for other parts of the UK. Suspension will be to a maximum of 6 months.

Abandoning a tenancy or neglecting a let property

- Where the applicant has previously had a property repossessed by a social landlord because the property had been abandoned, or where a court has ordered recovery of possession due to the deterioration of the condition of the property or furniture provided for the tenant's use.
- We may consider repossessions from up to 3 years previously. Suspension under this category will be to a maximum of 6 months but there will not be a set time limit and applicants will be notified individually of timescales.

Timescales will be reviewed in the event of a change of the applicant's circumstances.

Making a false statement in an application for housing

- Where deliberately false or misleading information has been provided by the applicant, suspension will be for 6 months.

Applicants who have refused two offers of housing

- When an applicant refuses two reasonable offers of housing. In this case, the applicant will be suspended for up to 6 months, unless the applicant's housing circumstances worsen during the suspension period, in which case the application will be reassessed.

7. Other Information

7.1 Local Lettings Initiatives

A Local Lettings Initiative can be a useful way of helping to create sustainable communities and there may be occasions when one or more of the landlords will develop and implement such an Initiative. An Initiative might be designed to boost demand in a particular area or to help us make lets which promote a balanced community.

Any Initiative will apply only to a geographically defined area and any changes made to this policy will be designed to meet specific local aims. Any Initiative will have clear outcomes and will be supported by evidence as to why it is required.

As part of the development process, we will consult with the local community and key external partners. The Initiative will be compliant with all the relevant legislation, will be published in the same way as this policy and will include:

- An explanation of why the Initiative is needed and the evidence that has been used to inform the decision to introduce it.
- Clear and specific aims and objectives.
- The time period for which the Initiative is expected to remain in place.
- An effective monitoring framework to make sure the aim of the Initiative is being met and there are no unforeseen consequences. This will include criteria that will be used for deciding whether to curtail or extend the time period for which the Initiative will run. The Initiative will be reviewed regularly to ensure it is still required.

7.2 Other lettings approaches

We are committed to continually improving access to housing for people who apply to us. In the future, one or more of the landlords may wish to consider taking an alternative approach to letting some of their properties. An example might be piloting a Choice Based lettings approach.

If any landlord is considering using an alternative approach (outwith that set out in this policy) they will consult with their tenants, applicants and other key

stakeholders as part of the development process. Any plans will be published and the landlord will also monitor and report on their performance.

8. Appeals and complaints

8.1 Appeals

We will always aim to give you an excellent service, but we recognise that you may disagree with some of our decisions and may wish to make an appeal. Each of the landlords operates its own appeals policy. Information on this will be available on their website or from their office(s).

You can get information from your landlord or the landlord you have applied to about making an appeal. We also offer interpreting and translation services if English is not your first language. We can also provide a British Sign Language interpreter if required.

When you make an application for housing, you have the right to appeal against:

- The priority we have awarded to your application.
- Whether an offer we have made you is reasonable.
- A decision to suspend you from receiving offers.
- A decision to cancel your application.
- Any other decision we make which you believe has not been dealt with in accordance with this policy.

The arrangements for statutory homeless applicants are set out in the Housing (Scotland) Act 1987 as amended. Further information on appealing a statutory homelessness decision can be found in the Scottish Government's Code of Guidance on Homelessness which can be found at:

<https://beta.gov.scot/publications/code-guidance-homelessness/>

If you are appealing a suspension which has been made using the statutory powers to suspend set out in the Housing (Scotland) Act 2014 you have a right of appeal to the sheriff, by summary application. Further information on the summary applications rules can be found on the Scottish Court Services website at: <https://www.scotcourts.gov.uk/taking-action/summary-applications>

8.2 Making a complaint

If you are not satisfied with the service you have received from us, you can make a complaint. Each landlord has its own complaints policy and process. If you wish to make a complaint you should contact the landlord involved. They will also publish information on their website about their complaints process. Contact details are provided at Appendix 1.

If you make a complaint to a landlord but are not satisfied with the outcome, you can refer your case to the Scottish Public Services Ombudsman. Each of our complaints policies will explain each step of the process, including how you can appeal to the Scottish Public Services Ombudsman. The Ombudsman is a government-based organisation which can review your case, if you have already been through a landlord's complaints procedures and you feel they have not dealt with your complaint fairly.

If you feel that your landlord has done, or failed to do something that puts the interests of its tenants at risk, you can also refer your case to the Scottish Housing Regulator. The Scottish Housing Regulator's website provides information about significant performance failures and what you should do and how to raise your concerns with them. You can find this information at:

www.scottishhousingregulator.gov.uk

9. Assessing our performance

9.1 Reporting on our performance

We will monitor the implementation of this policy to make sure it is meeting our aims, is effective, non-discriminatory and promotes equal opportunities.

Each of us will collect information and report every year on:

- The number of new applicants added to our housing list.
- The number of applicants on our housing list by group.
- The number of offers made to each group.
- The housing needs of applicants and of those to whom we have offered housing.
- The average time to re-let a property.
- The percentage of tenancy offers refused.
- The number of suspensions from the housing list.
- The number of appeals or complaints we receive and how these have been dealt with.

Some of the partners monitor and report their performance against their equal opportunities commitments. The information these partners use to monitor equal opportunities will include: details of the background, age, sex and disability of the people applying to us for housing, compared to the ethnic background, age, sex, and disability of the people we offered housing to, and the ethnic background, age, sex and disability of the general population within Renfrewshire.

We will report on our performance to the Scottish Housing Regulator and to our elected members or management committee.

9.2 Reviewing this policy

We will keep this policy under review. If the monitoring of our performance suggests areas in which the policy needs to be improved, we may amend the policy if required. If any changes to be made are substantive, we will consult with tenants, applicants and other key stakeholders before making these changes.

We will undertake a full review of this policy every three years, or earlier if required by changes to legislation or guidance.

APPENDIX 1 - Common Allocation Policy Partners

Renfrewshire Council, Development and Housing Services www.renfrewshire.gov.uk

Paisley:

Customer Service Centre, Renfrewshire House, Cotton Street, Paisley, PA1 1AN.

Opening hours: Monday to Thursday 8.45am to 4.45pm and Friday 8.45am to 3.55pm.

Telephone: 0300 300 0222

Johnstone:

Customer Service Centre, Johnstone Town Hall, 25 Church Street, Johnstone, PA5 8FA.

Opening hours: Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm.

Telephone: 0300 300 0222

Renfrew:

Customer Service Centre, 14 Renfield Street, Renfrew, PA4 8RN.

Opening hours: Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm.

Telephone: 0300 300 0222

Housing Advice & Homeless service:

15 Abercorn Street, Paisley, PA3 4AA.

Telephone during office hours 03003000222

Telephone outwith office hours 08001214466

Bridgewater Housing Association www.bridgewaterha.org.uk

Head office: 1st Floor Bridgewater Shoppingpaiseleyha.org.uk Centre, Erskine, PA8 7AA.

Opening hours: Monday to Friday – 9.00am – 12.00pm and 1.00pm – 4.00pm.

Telephone: 0141 812 2237

Linstone Housing Association www.linstone.co.uk

Head office: 17 Bridge Street, Linwood, PA3 3DB.

Opening hours: Monday, Tuesday, Thursday and Friday 9.00am – 4.30pm, Wednesday 1.30pm – 6.00pm.

Telephone: 01505 382383

Paisley Housing Association www.paisleyha.org.uk

Head office: 64 Espedair Street, Paisley, PA2 6RW.

Opening hours: Monday to Thursday 9.00am – 5.00pm and Friday 9.00am – 4.00pm.

Telephone: 0141 889 7105

Williamsburgh Housing Association www.williamsburghha.co.uk

Head office: Ralston House, Cyril Street, Paisley, PA1 1RW.

Opening hours: Monday to Friday 9.00am – 12.30pm and 1.30pm – 5.00pm.

Telephone: 0141 887 8613

Other social landlords providing housing in Renfrewshire:

Cairn Housing Association - housing for older people.

www.cairnha.com

Head office: Bellevue House, 22 Hopetoun Street, Edinburgh, EH7 4GH.

Telephone: 0800 990 3405

Ferguslie Park Housing Association - housing for general need and also older and disabled people.

www.fpha.co.uk

Head Office: The Tannahill Centre, 76 Blackstoun Rd, Paisley PA3 1NT.

Telephone: 0141 887 4053

Hanover Housing Association - housing for older people. www.hanover.scot

Head office: Western Area Office, 345 Govan Road, Glasgow, G51 2SE.

Telephone: 0141 553 6300

Horizon Housing Association - housing for general needs and also older and disabled people.

www.horizonhousing.org

Head office: Leving House, Fairburn Place, Livingston, EH54 6TN.

Telephone: 01506 424140

Lorretto Housing Association - housing for general need and also older and disabled people.

www.lorettoha.co.uk

Head office: 2nd Floor Lipton House, 170 Crown Street, Glasgow, G5 9XD.

Telephone: 0141 420 7950

Blackwood Housing Association - housing for general need and also older and disabled people.

www.blackwoodgroup.org.uk

Head office: Suite 102 Pentagon Business Centre, 36 Washington Street, Glasgow, G3 8AZ.

Telephone: 0141 221 1606

Sanctuary Housing Association - housing for general need and supported accommodation.

www.sanctuary-group.co.uk

Head office: 7 Freelands Drive, Priesthill, Glasgow, G53 6PG.

Telephone: 0141 876 4900

APPENDIX 2 - Complying with legislation and good practice

This policy has been developed to meet the legal requirements set out in the following legislation:

- Housing (Scotland) Act 2014
- Equality Act 2010
- Housing (Scotland) Act 2010
- Housing (Scotland) Act 2006
- Homelessness etc. (Scotland) Act 2003
- Housing (Scotland) Act 2001
- Human Rights Act 1998
- Data Protection Legislation
- The Civil Partnership Act 2005
- Housing (Scotland) Act 1987
- Matrimonial Homes (Family Protection) (Scotland) Act 1981

This policy has been developed in line with good practice from the Scottish Government, the Scottish Housing Regulator, the Scottish Federation of Housing Associations and the Chartered Institute of Housing.

Scottish Social Housing Charter

The Scottish Housing Regulator (SHR) is the independent regulator for landlord services provided by local authorities and Registered Social Landlords (RSLs) and statutory homelessness services provided by local authorities. All the partners are required to provide information to, and are regulated by, the SHR. The SHR uses the outcomes and standards in the Scottish Social Housing Charter (SSHC) to assess the performance of social landlords.

The particular SSHC outcomes that have been considered in the development of this policy are:

Outcome 1: Every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services.

Outcome 2: Tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides

Outcome 7: People looking for housing get information that helps them make informed choices and decisions about the range of housing options available to them.

Outcome 8: Tenants and people on housing lists can review their housing options.

Outcome 9: People at risk of losing their homes get advice on preventing homelessness.

Outcome 10: People looking for housing find it easy to apply for the widest choice of social housing available and get the information they need on how the landlord allocates homes and their prospects of being housed.

APPENDIX 3 - Below tolerable standard

The tolerable standard is set out in the Housing (Scotland) Act 1987 as amended by the Housing (Scotland) Act 2001

A house will, for the purposes of the Act, meet the tolerable standard if the house:

- a) is structurally stable
- b) is substantially free from rising or penetrating damp
- c) has satisfactory provision for natural and artificial lighting, for ventilation and for heating
- d) has an adequate piped supply of wholesome water available within the house
- e) has a sink provided with an adequate supply of both hot and cold water within the house
- f) has a water closet or waterless closet available for the exclusive use of the occupants of the house and suitably located within the house
- g) has a fixed bath or shower and a wash-hand basin, all with a satisfactory supply of hot and cold water suitably located within the house
- h) has an effective system for the drainage and disposal of foul and surface water
- i) has satisfactory facilities for the cooking of food within the house
- j) has satisfactory access to all external doors and outbuildings

APPENDIX 4 - Succeeding to a tenancy

The legal provisions relating to succession of a Scottish Secure Tenancy are contained within the Housing (Scotland) Act 2001, as amended by the Housing (Scotland) Act 2014.

Succession can arise only on the death of the tenant and where there is a relevant qualifying person. Only two rounds of succession to a tenancy are allowed in law. After a second succession, the tenancy will terminate.

If a tenant dies, the tenancy will pass to a qualified person in order of priority, as follows.

- *First priority:* the first priority goes to a tenant's surviving husband, wife or civil partner (living in the property as their only or principal home at the time of the tenant's death), or partner (as long as the house has been their only or principal home for the twelve months before the tenant died and we have been notified of this), or a joint tenant. (a civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple).
- *Second priority:* if no-one in the above category qualifies or chooses to succeed, the second priority goes to a member of the tenant's family aged 16 or over, as long as the home was their only or principal home for the 12 months prior to the death of the tenant.
- *Third priority:* if no-one in the above categories qualify or choose not to succeed, the third priority goes to a carer who is providing, or who has provided care for the tenant or a member of the tenant's family. The carer must be aged 16 or over and have given up his or her previous only or principal home for the 12 months prior to the death of the tenant (and we have been notified of this), to be qualified to succeed.
- **In all cases**, the house of the tenant who has died must have been the only or principal home for the qualifying person, (with the exception of the person's spouse, civil partner or joint tenant). This is subject to meeting the 12 month prior notification of residency and notification requirements. If there is no qualified person, the tenancy terminates, unless there are exceptional circumstances to consider.

Where there is more than one qualifying person within the levels of priority, for example family members, it is for them to decide who will succeed, failing which the landlord will make the decision.

The Housing (Scotland) Act 2014 stipulates that the qualifying person or the tenant must have notified the landlord that the person wishing to succeed the tenancy is living in the house and that it is their only or principal home. The 12 month notice period does not start until that notice of residency has been given.

In all cases, the house of the tenant who has died must have been the only or main home for the qualifying person and they must have notified the landlord that they reside there at least 12 months before the tenant's death.

If a house has been designed or substantially adapted for the use of a person with special needs to use, only their husband, wife or civil partner (living in the property as their only or main home at the time of the tenant's death), or partner (as long as the house has been the partner's only or main home for the twelve months before the tenant died), joint tenant or a person with special needs can succeed to the tenancy.

Other people who would otherwise be qualified to succeed have a right to alternative suitable accommodation. When deciding whether accommodation is reasonably suitable to the needs of the applicant and the applicant's family, we will take into account the following:

- a. How close it is to the place of work (including a school or college) of the applicant and of members of the applicant's family, compared with the existing house.
- b. What accommodation the applicant and the applicant's family requires.
- c. The character (property type) of the accommodation offered, compared to the existing house.
- d. The conditions on which the accommodation is offered to the applicant, compared with the conditions of the existing tenancy.
- e. If the landlord provided any furniture to use under the existing tenancy, whether furniture will be provided under the new tenancy.
- f. Any special needs of the applicant or the applicant's family.

APPENDIX 5 - Assigning a Tenancy

The legal provisions relating to assignation of a Scottish Secure Tenancy are contained within the Housing (Scotland) Act 2001, as amended by the Housing (Scotland) Act 2014.

A tenant may assign (transfer) their tenancy to another person as long as they get their landlord's permission in writing. Applications should be made in writing to your local housing office.

In terms of the residency, the Housing (Scotland) Act 2014 stipulates that:

- The house must have been the tenant's only or principal home during the 12 months immediately before the tenant applies for written permission to pass their tenancy to someone else; and
- The person the tenant wishes to pass their tenancy to must have lived at the property as their only or principal home for the 12 months before they apply; and
- The tenant, joint tenant or person they wish to assign their tenancy to must have notified the landlord that the person they wish to assign the tenancy to is living in the house. The 12-month period does not start unless the landlord has notified that the person is living in the property as their only or principal home.

We will not unreasonably withhold permission, unless there are justified reasons for this. We will deal with all applications individually.

Examples for refusing an application are listed below

- Where the landlord would not give the person the tenant wishes to pass the tenancy to reasonable preference under their allocations policy.
- Where, in the landlord's opinion, the assignation would result in their home being under occupied.
- A Notice of Proceedings for Possession has been served on the tenant warning that we may evict them.

- We have a court order to evict the tenant.
- The tenant still needs to carry out some repairs which they are responsible for.
- It appears to the landlord that the tenant is to receive a payment for the assignation
- The planned move would result in overcrowding.
- The property is much larger than the person who wants to take over the tenancy needs (up to one bedroom more than would be offered under the allocation policy).
- There are plans to carry out work on the house or building.
- The accommodation is designed or significantly adapted for a person with special needs, and the person who the property is to be transferred to, including family members, does not have any special needs.

APPENDIX 6 - Joint tenancy

A council tenant can apply for a joint tenancy with one or more other people.

Applications for a joint tenancy should be made in writing to your local housing office.

Joint tenants will be jointly and severally liable for their responsibilities under the tenancy, including paying rent. All joint tenants must live in the property as their only or main home.

In terms of the residency of the prospective joint tenant, the Housing (Scotland) Act 2014 stipulates that:

- The proposed joint tenant must have lived at the property as their only or principal home for the 12 months before the tenant applied for them to become a joint tenant; and
- The tenant, joint tenant or proposed joint tenant must have notified the landlord that the person they wish to become a joint tenant with is living in the house. The 12-month period does not start unless the landlord has been told that the person is living in the property as their only or principal home.

The 12-month period applies to anyone wanting to be a joint tenant including the tenant's spouse, civil partner or co-habiting partner.

We will not unreasonably withhold permission for a joint tenancy, unless there are justified reasons for this.

We will deal with all applications individually.

Examples for refusing a joint tenancy are listed below:

- Where one of the future tenants owes a lot of rent or has any other tenancy-related debt.
- Where one of the future tenants has been evicted for antisocial behaviour or an interim or full antisocial behaviour order has been made against them.

- Where one of the future tenants refuses to give up their interest in another tenancy.
- Where a notice of proceedings for recovery of possession has been issued.
- Where the 12 month residency and notification period has not been met.
- Where the application may result in overcrowding.

APPENDIX 7 - Mutual Exchange

Council tenants have the right to exchange their tenancy with another secure tenant, as long as they get their landlord's permission in writing. Applications should be made to your local housing office.

We will not unreasonably withhold permission, unless there are justified reasons for this. We will deal with all applications individually.

Examples for refusing an exchange are listed below:

- The tenant is under a court order giving us possession of the property.
- Notice of proceedings for possession have been issued for any of the following reasons:
 - The rent has not been paid or the conditions set out in the lease have been broken.
 - A nuisance is being caused to neighbours by anyone living in the property, or anyone concerned is using it for immoral or illegal purposes.
 - Anyone living in the house has damaged it or has damaged shared areas.
 - Anyone living in the house has damaged our furnishings.
- The accommodation is larger than the tenant's family need.
- The accommodation is not suitable to the needs of the tenant's family.
- The accommodation was provided as a result of the tenant's employment with the council.
- The accommodation was designed or significantly adapted for a physically disabled person or someone with particular housing needs, and if the exchange was allowed there would no longer be a disabled person or someone who needed this type of property living in the property.
- We consider that the exchange could result in overcrowding or under-occupation.

If we do not let the applicant know the outcome of the request within one month, they can assume we have agreed to their request.

If we refuse a request for a mutual exchange, the applicant has the right to appeal against our decision.

APPENDIX 8 - Recovery of Adapted Properties

Schedule 2, paragraphs 11 and 12 of the Housing (Scotland) Act 2001, outlines that where social landlords let an adapted or property designed for special needs and the person who required the adaptations moves out or dies, landlords have the right to seek recovery of this property where we subsequently require it for an applicant who needs the adaptations.

The remaining tenant or household member would, where appropriate, be offered alternative suitable housing. In accordance with existing practice, the tenant(s) is advised of this in advance of accepting the property. The decision to recover a property under these circumstances, is made on a case by case basis by the landlord.

The Housing (Scotland) Act 2014 amends paragraphs 11 and 12 of schedule 2 of the Housing (Scotland) Act 2001, which only allowed recovery of possession of an adapted property where there was no longer an occupier who required the adaptation. The 2014 Act has amended the 2001 Act, removing the words “no longer”. This means that landlords can seek to recover a property where no occupier required the adaptation in the first place and where the property is subsequently required for a person who needs the adaptation.

This is noted in our Common Allocation Policy at Section 5.7.

Application

The 2014 Act provides landlords with the flexibility to make better use of adapted properties as short-term temporary accommodation, where at the point of adaptation there is nobody requiring the adapted property.

Renfrewshire Council and our partner landlords will always seek to make the best match to available properties and will endeavour to re-let properties to applicants who require the adaptations offered by available properties. We recognise that some properties will be more challenging to let and that there may be circumstances where we cannot match an applicant to adapted properties and therefore we may require to let to someone requiring mainstream accommodation.

Under these circumstances, we reserve the right to decide at the point of allocation, if we would choose to let this property as a Short Scottish Secure Tenancy; where there are grounds to do so, or as a Scottish Secure Tenancy and retaining the right to recover the property at a later date where required.

The prospective tenant would be advised that we may seek to re-house them in suitable alternative accommodation, at a future date should another applicant later require their adapted home, to allow them to fully consider their position prior to accepting the tenancy. The tenant would also be advised that this may restrict any future mutual exchange application they may make, where the person they wish to exchange with does not have a requirement for an adapted home.

This will be decided on a case by case basis by the landlord.

Suitability of alternative accommodation is determined according to the Housing (Scotland) Act 2001. Where the tenant does not accept the offer of alternative accommodation, the offer will still be deemed to be suitable unless the tenant can satisfy the court that it was reasonable to refuse it. We will make up to two reasonable offers of alternative accommodation, in accordance with our Common Allocation Policy.

Where the existing tenant refuses to move voluntarily after receiving up to two reasonable offers of suitable accommodation, the landlord can seek repossession of the property.

Where a Short Scottish Secure Tenancy is applied, we have no requirement to provide alternative accommodation at the end of the tenancy term.

We recognise the importance of tenancy sustainment and provision of settled accommodation and would therefore not seek to recover an adapted property after a period of 12 months has elapsed from the tenant's date of entry.

Date in force

The changes introduced by the Housing (Scotland) Act 2014 in relation to the Recovery of Properties Designed or Adapted for Special Needs, comes into force on 1st May 2019 and this policy assumes the same date.

In accordance with the Housing (Scotland) Act 2014, only properties let on or after this date to applicants who do not require the adaptations in the first place, will be subject to this policy. It cannot be applied retrospectively. However the terms of schedule 2, paragraphs 11 and 12 of the Housing (Scotland) Act 2001 continue to remain in force from their original date and does not change the approach to tenancies that pre-existed this date.

APPENDIX 9 - Statutory Definition of Overcrowding (section 136 and 137 of the Housing (Scotland) Act 1987)

A house is overcrowded when the number of persons sleeping in the house is such as to contravene:-

(a) the room standard

(b) the space standard

Section 136 the room standard:

(1) The room standard is contravened when the number of persons sleeping in a house and the number of rooms available as sleeping accommodation is such that two persons of opposite sexes who are not living together as husband and wife must sleep in the same room.

(2) For this purpose:

(a) children under the age of 10 shall be left out of account, and

(b) a room is available as sleeping accommodation if it is of a type normally used in the locality either as a bedroom or as a living room.

Section 137 the space standard:

(1) The space standard is contravened when the number of persons sleeping in a house is in excess of the permitted number, having regard to the number and floor area of the rooms of the house available as sleeping accommodation.

(2) For this purpose:

(a) no account shall be taken of a child under the age of one and a child aged one or over but under 10 shall be reckoned as one-half of a unit, and

(b) a room is available as sleeping accommodation if it is of a type normally used in the locality either as a living room or as a bedroom.

(3) The permitted number of persons in relation to a house is whichever is the less of:

(a) the number specified in Table 1 in relation to the number of rooms in the house available as sleeping accommodation, and

(b) the aggregate for all such rooms in the house of the numbers specified in column 2 of Table 2 in relation to each room of the floor area specified in column 1.

No account shall be taken for the purposes of either table of a room having a floor area of less than 50 square feet.

(4) The Secretary of State may prescribe the manner in which the floor area of a room is to be ascertained for the purposes of this section; and the regulations may provide for the exclusion from computation, or the bringing into computation at a reduced figure, of floor space in a part of the room which is of less than a specified height.

(5) Regulations under subsection (4) shall be made by statutory instrument, which shall be subject to annulment in pursuance of a resolution of either House of Parliament.

(6) A certificate of the local authority stating the number and floor areas of the rooms in a house, and that the floor areas have been ascertained in the prescribed manner, is evidence for the purposes of legal proceedings of the facts stated in it.

Table 1

Number of rooms	Number of persons
1	2
2	3
3	5
4	7.5
5+	2 for each room

Table 2

Floor area of room	Number of persons
110 sq. ft. or more	2
90 sq. ft. or more but less than 110 sq. ft.	1½
70 sq. ft. or more but less than 90 sq. ft.	1
50 sq. ft. or more but less than 70 sq. ft.	½

**Renfrewshire Council
Linstone Housing Association
Bridgewater Housing Association**

Renfrewshire Common Sheltered Housing Allocation Policy



10. Contents

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1.0 Introduction

1.1 What is sheltered housing?

Sheltered housing aims to meet the needs of people generally aged 60 years and over, who wish to live independently in their own homes with support and who would benefit from this type of housing. These self-contained properties offer tenants the safety of living in a secure environment, whilst also enabling people to retain their independent lifestyle.

Sheltered housing tenants benefit from a housing support service which is delivered by sheltered housing officers/housing support officers who are based in the developments at certain times or days during the week. The level of service varies amongst the partner landlords, from some complexes having staff based there 7 days a week to less intensive staffing arrangements. You can find out more about this by contacting the landlord for the development(s) you are interested in. Our housing staff will complete a personal support plan with you which will help identify the level of support you need to live at home. This may require support from other agencies or voluntary organisations.

Our staff understand people's individual needs and work to enable older people to live independently and be actively engaged within the wider community. Many of our sheltered complexes have a communal lounge where social activities take place and tenants are able to participate if they wish to do so.

This is a common sheltered allocation policy and as such there may be some differences in the sheltered accommodation provided by each of the partner landlords. It is recommended that you view the website of the landlord you wish to be housed by, or visit their office, to access further information about their sheltered housing provision. Both Linstone and Bridgewater Housing Associations provide very sheltered housing and/or extra care housing, which is dealt with separately from this policy and any enquiries about this should be directed to them.

1.2 About this policy

The Renfrewshire Common Sheltered Allocation Policy is underpinned by Renfrewshire's Common Housing Allocation Policy, specifying the common

approach to allocating the properties of the six participating landlords in Renfrewshire. You should refer to this policy for additional detail about how we allocate our housing, including sheltered housing.

With this as its foundations, the Renfrewshire Sheltered Allocation Policy was developed in partnership with Renfrewshire Council, Linstone Housing Association and Bridgewater Housing Association. In developing this policy we have consulted with applicants, tenants, Registered Tenant Organisations, residents, representatives of community groups and other key stakeholders.

This policy is a public document and is available on each of our websites. Copies are also available from our offices. If you require this document in large print, audio or Braille, or in another language, please contact the landlord that you are applying to for sheltered housing.

The policy sets out an agreed, common approach that partner landlords will use as their framework to assess and allocate sheltered homes that become available for let. By allocating, we mean the process of selecting people from our housing list, offering them a house and if they accept, signing a tenancy agreement with them.

This policy is based on a priority approach and has a clear focus on meeting the need for sheltered housing. It replaces all previous sheltered housing allocation policies of partner landlords. We will review this policy every 3 years, or sooner where changes to legislation, regulation or the results of our performance monitoring require otherwise.

1.3 The partner landlords

Summary information on each of the partner landlords that operate this policy is set out later in this document. Further information about each landlord, including where they have sheltered housing properties and how many properties usually become available for let, can be accessed on each landlord's own website or by visiting one of their offices.

Renfrewshire Council is the largest social rented sector landlord in the area with around 12,500 properties across Renfrewshire. Of this, over 300 are sheltered properties based in Paisley, Renfrew, Johnstone and Elderslie. Most flats are located on the ground floor, though sheltered housing is also provided on the first

and second floors at some complexes – with lifts available in most cases. In addition, some of our sheltered flats are suitable for wheelchair users and all are accessible for people with mobility problems. All our sheltered complexes have a communal lounge where social activities take place.

Linstone Housing Association has around 1500 properties located mainly in Linwood and Johnstone, with a small number in Paisley. Of this, 48 are sheltered properties, with 17 based in Paisley and 31 in Johnstone.

Bridgewater Housing Association is the largest provider of social housing in Erskine, with around 850 properties. Of these, 95 are sheltered, comprising 70 one bedroom flats, 17 two bedroom flats and 8 two bedroom bungalows which are suitable for wheelchair users. The flats are mostly located on the ground and first floor. Social activities are held in Community Houses.

Please refer to the final page of this document for contact details for each of the partner landlords.

1.4 Our policy aims

We are committed to the provision of high quality, affordable sheltered housing that meets both people's housing needs and housing support needs. When allocating sheltered properties we will aim to:

- have consistency of approach across Renfrewshire Council, Bridgewater Housing Association and Linstone Housing Association in how we deal with sheltered housing applications.
- work in partnership to provide excellent customer service to those seeking sheltered housing in Renfrewshire.
- make sure we offer people accommodation that meets their needs.
- make best use of the properties that are available to let.
- give people as much choice as possible.
- help people live independently
- offer a safe, secure environment.
- offer support and social activities.
- reduce isolation.
- meet all our legal obligations and operate under the principles set out in the Scottish Social Housing Charter.

We will do this by taking an approach to allocating homes that:

- is fair, open and transparent.
- takes a consistent approach to decision-making.
- promotes equality.
- treats all applicants with respect, including respecting the confidentiality of information given to us.

1.5 Customer service standards

We want to ensure that you are satisfied with the quality of service you receive throughout the housing application and allocation process. We will aim to:

- Deliver services in a professional and welcoming manner and treat all applicants equally and with courtesy and respect.
- Deal efficiently with all housing applications and process them in a timely manner.
- Provide high quality information and advice.
- Handle all information provided to us with due care and in line with the requirements of Data Protection legislation.
- Assist with any particular requirements you may have, including by communicating and providing information in ways that meet your needs.

1.6 Equality and diversity

We are committed to preventing discrimination and providing equal opportunities for everyone who applies to us for housing. In applying this policy, we will not discriminate against any individual, household or group on grounds of race, gender, sex, marital status/civil partnership, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief, language, social origin, disability, age or other personal attribute.

We will aim to make this policy available in alternative formats such as large print or Braille on request. Translation services for other languages can also be made available. Where practical, we will arrange for an interpreter if you speak a language other than English, or a British Sign Language interpreter.

1.7 Confidentiality and data protection

Any information given to us as part of the application process will be processed in compliance with Data Protection legislation. You can ask to look at the information held on your record. If you wish to do this, you should make a written request to the relevant landlord. We will respond within one calendar month. We will not keep your personal information longer than is needed.

1.8 Law, good practice and the Scottish Housing Charter

This policy has been developed to be compliant with housing and other relevant legislation. A list of the laws which have been taken into account are set out in Appendix 2. The policy also takes account of good practice guidance from the Scottish Government and the Scottish Housing Regulator. This includes the standards set out in the Scottish Social Housing Charter. Further information is included within the Common Allocation Policy appendices, or can be found on the Scottish Government's website at

<http://www.gov.scot/Publications/2012/03/2602>

2.0 Making an application

2.1 Who can apply?

Each of the partners operates a separate housing list. You can get information on how to join each landlord's list by contacting them directly. Contact information for each landlord is included in Section 8 of this document.

Sheltered housing is designed for older people and therefore we hold a separate waiting list for applicants seeking this type of housing. To apply for sheltered housing, applicants must generally be 60 years of age or over and be able to live independently with support and/or personal care. If you apply as a couple or with another household member, both applicants will usually be aged 60 years or over.

2.2 Information and advice for applicants

When applying to Renfrewshire Council for sheltered housing, you must also have a general housing application form registered with them to allow your sheltered housing application to be processed. However, this is not the case for Linstone Housing Association and Bridgewater Housing Association.

We recognise the importance of offering high quality information and advice to those applying for housing in Renfrewshire. Anyone making a new application for housing may be invited to attend an interview with the landlord they are applying to.

At your interview, we will provide information which may include:

- How we will process your application
- How long it will take to process and decide on your application
- Affordability, including the average cost of renting a property and any service charge you may be liable to pay.
- Housing options available to you, that takes into account the information you provided to us.

We will ask you to complete a short questionnaire that asks questions about your personal, social and support needs as well as other supporting information, to allow us to determine if sheltered housing would meet your housing needs.

In many areas of Renfrewshire the demand for housing is considerably higher than the supply. This means that you may have a long wait for housing depending on the areas you choose. This is most likely to be the case if you have no or lower-level need for sheltered housing. However there are other areas in which demand is lower and you may have a greater chance of being made an offer. We will give you realistic advice about the likelihood of being re-housed based on the choices you have made. We will also provide information on opportunities to find housing with other local providers.

2.2.1 Additional assistance

If you cannot call into the office of one of the landlords to which you have applied because you have health or mobility problems, a member of staff will visit you at home or arrange a telephone interview. Please let us know if you require this service.

If you live outwith our boundaries, or we are not able to visit for some other reason, we will send you an application through the post.

2.3 Information provided by applicants

It is important for us to have accurate and up-to-date information on your circumstances. If you fail to provide the necessary information to support your application, this may mean that your application cannot be fully assessed. We will ask you to provide any required information and will re-assess your application once that information has been received. If we do not receive the information we have asked for within 30 days of us asking for it, your application may be cancelled.

If you deliberately provide false or misleading information, or withhold information, your application may be suspended. Any offer of housing that has been made may be withdrawn and if a tenancy has been granted on the basis of false information, your landlord could take action to end the tenancy.

You must tell us if your circumstances change as this could affect your housing application. Changes of circumstances might include you moving to a new house, someone moving into or out of your current home or a change to your health and social care needs. Changes such as these could affect the size of property you require and how your housing need is assessed. It is important to contact each of the landlords you have applied to and tell them about the changes.

2.4 Persons who are subject to Immigration Control

The law covering asylum and immigration is complex and applies differently to the Council and the housing association partners. If you could be affected by the legislation, you must tell us. We may be unable to assist but may be able to provide details to you of agencies who can help you.

2.5 Applications from staff, elected members or committee members

Applications made by staff, elected members or management committee members will be accepted onto the housing list in the same way as other applicants. We will comply with all relevant legislation, regulatory guidance and best practice in dealing with any of these applications.

To make sure that no-one benefits from a personal connection, applicants will be asked and will be required to declare whether they are related to a member of staff, management committee or elected member for the landlord to which they are applying. Further information will be set out in each landlord's housing application form.

3.0 Assessing the size of house you need

3.1 Number of bedrooms

Sheltered housing sizes can range from 0 bedroom (bedsit), to 1 and 2 bedroom properties. We will work out the number of bedrooms that you require based on who will be living with you, taking account of any health, care or mobility reason for needing an additional bedroom.

Further information on bedroom size requirements can be found in Section 3 of our Common Allocation Policy.

4.0 The sheltered housing list and how we prioritise applications

This policy has been developed to give priority to those in greatest need for sheltered housing and we aim to make best use of the properties that become available for let given the nature of this type of housing and particular type of services on offer.

In addition to any priority awarded for sheltered housing, Renfrewshire Council will also give you a priority on their general housing waiting list which will be

different from this. This means that with Renfrewshire Council you may also receive an offer of general, non-sheltered housing unless you tell them that you only wish sheltered housing.

Applications received from a landlord's own tenants, will be treated in the same way as all other applications. This ensures that those in most need of sheltered housing receive an offer first in most instances. However, where there are particular circumstances that require a person to move to another sheltered property, we will consider these on a case by case basis. To meet local needs, some partners to this policy may operate a separate sheltered transfer list for existing sheltered tenants who wish to transfer to another sheltered property owned by their current landlord. Please contact the landlord you are applying to for further information about their list.

4.1 Factors we must take into account

There are certain factors which the law states we must consider when deciding to whom we offer any homes that become available. Housing legislation states that we must give reasonable preference to:

- People who are homeless or threatened with homelessness and who have unmet housing needs.
- People living under unsatisfactory housing conditions and who have unmet housing needs.
- Social housing tenants who the landlord allocating a property considers are under-occupying their current home.

These reasonable preference categories have been considered in the development of this policy.

4.2 Unmet housing needs

The Housing (Scotland) Act 2014 sets out the categories of applicant to whom social landlords must give reasonable preference if they have unmet housing needs. This means that landlords should consider whether applicants have housing needs which cannot be met through other housing options which are available. Landlords should consider what those other options might be and whether they are accessible to the applicant.

The Housing (Scotland) Act 2014 removes the prohibition on taking ownership of property into account in allocating social housing. This means that if you or someone else on your application owns land or property, or previously owned land or property, we may take this into account when deciding on your priority for social housing. This applies to existing tenants as well as new applicants.

4.3 Factors we cannot consider

There are also certain factors which the law states we cannot consider when allocating housing. These are:

- How long an applicant has lived in the area.
- Any debt relating to a house which the applicant was not a tenant of.
- Any rent or other debt the applicant built up on a previous tenancy which has now been paid.
- Any amount which still needs to be paid where:
 - The amount owed is not more than 1/12th of the yearly amount due (or which was paid) by the applicant to the landlord for the tenancy; or
 - The applicant has an agreement in place with the landlord to repay the money, has made payments in line with the arrangement for at least three months, and is continuing to make these payments.
- Any outstanding debts (including missed Council Tax payments) which do not relate to the tenancy of a house.
- The age of the applicant, as long as he or she is 16 or over except when allocating:
 - Houses which have been designed or substantially adapted for a particular age group; or
 - Houses for people who are, or will be, receiving housing support services for people of a particular age group.
- The income of the applicant and his or her family.

4.4 Our sheltered housing priorities

Sheltered housing is generally for applicants who are over 60 years of age and we award a sheltered housing priority to those who it is felt would benefit from a move to a sheltered housing environment and whose needs would be best met in this setting. In instances where an applicant is outwith this age criteria but through exceptional circumstances would benefit from a move to sheltered housing, we may award a priority for sheltered housing. This would be done on a case by case basis making best use of our stock.

However, there may be instances where it is concluded that an applicant's needs are too great to be met in sheltered housing and that alternative, more intensive housing and support is required. In these cases we would recommend alternative routes to settled accommodation and support offered by other organisations, or adaptations to your current home.

Where a joint application for housing is made we will assess both parties and their award will be based on the applicant with the highest assessed need for sheltered housing.

Our sheltered housing policy recognises those in greatest need for sheltered housing who would benefit from a move to this type of setting.

For sheltered housing we focus on your level of social contact, any health issues you may have, or any difficulties you may have in getting out and about and using local facilities and how this affects your wellbeing, which is different from how we consider an application for mainstream housing. This ensures that we cover the aspects of your life that would benefit from a move to sheltered housing. As such, priority is given as follows:

Category A – Critical

The applicant is experiencing one or more of the following:

- Experiencing acute social isolation with little or no contact with family/friends. This could include:
 - Someone with very little or no contact with family/friends.

- Someone who is unable to access social activities within the community or they cannot be accessed by the applicant because of their circumstances i.e. too far away or require support to access which is not available.
- Applicant is housebound and unable to leave property due to mobility issues and/or cannot access upper floors of their home.
- Applicant is in hospital and cannot return home because their current home is unsuitable to meet their needs and cannot be reasonably adapted.
- There has been a history of falls which may or may not have resulted in hospitalisation.

Category B – Urgent

The Applicant is experiencing one or more of the following:

- Experiencing significant social isolation with only some contact with family/friends. This could include:
 - Someone with limited contact with family or friends.
 - Someone who is able to access social activities within the community, but requires support to do so and this is not always available
- Applicant requires support to get in and out of property but has restricted access also within the property due to mobility issues i.e. unable to access upper floors of their home, without support/stair lift
- Applicant is in hospital and will be discharged; however there is a risk to them due to location/accessibility and it cannot be reasonably adapted to meet their long term needs.
- The applicant's circumstances puts them in a high risk category for falls

Category C – Moderate

The applicant is experiencing one or more of the following:

- Experiencing minor social isolation, but has sufficient contact with family/friends, however would benefit from a move to sheltered housing.

- Applicant does not require support to get in/out and around property but circumstances indicate that they may experience difficulties within the next 12 months.
- Applicant could be at risk due to location/accessibility of their current property and it cannot be reasonably adapted to meet their long term needs.

4.4.1 No assessed sheltered housing needs (Priority D)

If you are awarded sheltered priority D, this means that you do not have an assessed need for sheltered housing but are within the sheltered housing age-range and are looking to move to a sheltered property.

4.5 Additional housing need

In addition to the assessment of need for sheltered housing, we will also assess any additional housing needs you may have. If you have another housing need you will be awarded an additional level of priority. This combined with your sheltered priority is referred to as a 'plus' award.

This will only be given to applicants with an assessed need for sheltered housing with an A, B or C sheltered priority. Full details of what may be additional housing need is set out at 4.6 – 4.8.

Level of Priority	Overall Need
Priority A: Critical Need Priority A +: Critical Need and one or more other need (Priority A to C)	<ul style="list-style-type: none">• Requires a sheltered property and:• Critical health and social care, domestic abuse, harassment, insecure accommodation, leaving institutions or specialist accommodation, or below tolerable standard.• + award: another of the above or one or more of the B or C awards below.
Priority B: Urgent need Priority B +: Urgent Need and one or more other need (Priority B or C)	<ul style="list-style-type: none">• Requires a sheltered property and:• Urgent health and social care, social, community or family support, harassment, overcrowding, under-occupying or relationship breakdown.• + award: another of the above or one or more of the C awards below.
Priority C: Moderate need Priority C+: Two or more moderate housing needs	<ul style="list-style-type: none">• Requires a sheltered property and:• Moderate health and social care, social, community or family support, insecure accommodation, leaving institutions or specialist accommodation, overcrowding, under-occupying, take up or stay in employment.• + award: another of the above.

4.6 Critical housing needs

The following housing needs attract an A priority. If you have one of these housing needs, this will be considered in deciding your final priority for sheltered housing and may result in a 'plus' award:

Health and social care needs A:

To be granted an A award by the Health and Social Care Panel, you will have critical health or social care needs, other than mobility needs, which are not met by your current housing situation and which impact on your well-being. Please see the Common Allocation Policy for a full description for this award.

Domestic abuse A: We use the Scottish Government's definition of domestic abuse as gender-based abuse which can be perpetrated by partners or ex-partners and can include physical abuse, sexual abuse and mental and emotional abuse. If you give domestic abuse as the reason for applying for a house, we may seek information to support your case, including from Police Scotland, but will not contact the person that is responsible for the abuse.

Harassment A: You are experiencing harassment that is specifically targeted at you, in or around your current accommodation and you are not safe in your current accommodation. Harassment can take many forms including intimidating, threatening or aggressive behaviour, both verbal and physical, and can involve attacks on property as well as people. Harassment is often premeditated and reoccurring. The A level priority will usually require a recommendation from Police Scotland that a move is required to ensure your safety.

Insecure accommodation A: If you have a definite date, within two months, when you will lose your accommodation through no fault of your own. For example, you are losing accommodation which is linked to your employment or have been issued with legal documents to leave your private rented or owned accommodation within two months (such as a Notice to Leave or Mortgage Repossession papers).

Leaving institutions or specialist accommodation A: You are leaving the armed forces, hospital or long-term residential care and have a date to leave but have nowhere to live when you leave.

Property below tolerable standard A: You are living in a property which is below tolerable standard according to the definition is set out in the Housing (Scotland) Act 1987 (as amended by the Housing (Scotland) Act 2001). Being below tolerable standard will include things such as not having a sink with a supply of both hot and cold water or not having an effective system for getting rid of waste water. The full definition is contained in Appendix 3 of the Common Allocation Policy. The local authority must confirm in writing that a house is below the tolerable standard for this to be applied.

4.7 Urgent housing needs (Priority B)

The following housing needs attract a B priority. If you have one of these housing needs, this will be considered in your final priority for sheltered housing and may result in a 'plus' award:

Health and social care needs B: To be granted a B award by the Health and Social Care Panel, you will have urgent health or social care needs, other than mobility needs, which are not met by your current housing and which are impacting on your well-being.

Social, community or family support B: You need to move to be closer to a family member to give or receive essential support to carry out day-to-day tasks and the support you give or receive is necessary to allow you or your family member to live independently. You would receive this award if it is not possible or reasonable for you to give or receive the support where you currently live and you are looking to move to within a reasonable distance of the person giving or needing the support.

Harassment B: You are experiencing harassment that is specifically targeted at you, in or around your current accommodation, but you are safe in your current accommodation. Or you fear violence, and this fear is justified. Harassment can take many forms including intimidating, threatening or aggressive behaviour, both verbal and physical, and can involve attacks on property as well as people. Harassment is often premeditated and reoccurring. The B level priority will usually require a recommendation from Police Scotland that a move is required to ensure your safety.

Overcrowding B: Your current home has two bedrooms fewer than the number you need. We will calculate the number of bedrooms you are short by comparing

the number you have and the number we have assessed you as needing. If members of the household applying to live together are currently living in different properties, we will assess overcrowding against the home which comes closest to meeting the combined household's needs.

Under-occupying B: You live in a social rented property and your current home has two or more bedrooms more than you need. We will calculate how many extra bedrooms you have by comparing the number in your current home and the number we have assessed you as needing. You will only receive this level of priority if you are looking to move to a property that has two or more fewer bedrooms than you currently have.

Relationship breakdown B: If the relationship between you and a partner with whom you live has broken down, you are still living together and you wish to move to another property. The priority will only be awarded to the household wishing to move out of the current home.

4.8 Moderate housing needs (Priority C)

The following housing needs attract a C priority. If you have one of these housing needs, this will be considered in your final priority for sheltered housing and may result in a 'plus' award:

Health and Social Care needs C: To be granted a C award by the Health and Social Care Panel, you will have health or social care needs, other than mobility needs, which are not met by your current housing and are impacting on your well-being.

Social, community or family support C: You need to move to be closer to a family member to give or receive support to carry out day-to-day tasks and the support you give or receive is necessary to allow you or your family member to live independently. You would receive this award if it is difficult for you to give or receive the support where you currently live and you are looking to move to within a reasonable distance of the person giving or needing the support.

Overcrowding C: Your current home has one bedroom fewer than the number you need. We will calculate the number of bedrooms you are short by comparing the number you have and the number we have assessed you as needing. If members of the household applying to live together are currently living in different properties, we will assess overcrowding against the home which comes closest to meeting the combined household's needs.

Under-occupying C: You live in a social rented property and your current home has one bedroom more than you need. We will calculate how many extra bedrooms you have by comparing the number in your current home and the number we have assessed you as needing. You will only receive under occupation priority if you are looking to move to a smaller property.

Take up or stay in employment C: If you need to move so you can keep your job or you have an offer of employment and need to move to take up the offer. We will only make this award if the move you are looking for will mean you live closer to your place of employment and/or to suitable public transport links.

Insecure accommodation C: You have no safe and permanent home of your own and are living in accommodation you have no right to occupy.

Leaving institutions or specialist accommodation C: You will be leaving the armed forces, hospital, long-term residential care or prison and will have nowhere to live when you leave.

5.0 How we allocate housing

5.1 How we allocate our properties

When a sheltered property becomes available for re-let, it will normally be offered to applicants on the sheltered housing list.

We will always aim to make an offer to applicants who are looking for a property of that type and in that location. We will then take account of the overall level of priority. Where more than one applicant has the same priority, the first offer will be made to the applicant who has held that level of priority longest.

There may also be instances where we will allocate a property out-with our sheltered housing waiting list, as stated in section 4.12 of our Common Allocation Policy. This may be because we are unable to let a property adapted for wheelchair use from our sheltered waiting list, where an applicant's particular need will be best met by sheltered housing, or in an emergency housing situation. In these cases, the allocation will be dealt with sensitively and we will ensure that the applicant would be best suited to a sheltered environment.

5.2 Nominations and referrals

The council has nomination agreements with other social housing landlords which have housing in Renfrewshire, which includes sheltered housing. If you have joined the Council's housing list and have agreed to be nominated to a housing association, you may be referred to a housing association landlord for an offer of housing.

The Council and housing associations also have an agreement covering offers of housing to people who are statutorily homeless. These arrangements are in line with Section 5 of the Housing (Scotland) Act 2001. This means that an applicant that is statutorily homeless whom it is felt that would benefit from sheltered housing, may receive an offer of this type of housing.

5.3 Number of offers

We aim to work with applicants to help them make the best choices. We make offers based on your housing needs and preferences after contacting you to confirm that the details we hold on your application form are accurate. This is

good practice as it allows us to reduce inappropriate offers and ensures that your application details are as up-to-date and accurate as they can be. We may make up to two offers of housing.

Offers will be made on the basis of what is considered to be reasonable for your household to occupy. In deciding what is reasonable, we will take account of your choices and preferences, balanced against the supply of suitable properties and the urgency of your need for housing. If you have been placed in priority band A or A+ you will have a very urgent need to be housed. In order to make you an offer as quickly as possible, we may need to make you an offer of housing in an adjoining area or of another property type to those you have chosen. We will consider such an offer to be a reasonable offer of housing.

If you refuse a first reasonable offer of housing from one of us, that landlord may invite you to a housing information and advice interview to discuss your choices. We would not normally make any further offers until that interview has taken place. After receiving this housing advice, if you refuse a further reasonable offer from that landlord within the next 12 months they may suspend you from their list for up to 6 months.

If you are suspended from one of our lists, the landlord concerned will not make you any more offers until that suspension is removed. Further information on suspensions is provided in Section 6 of the Common Allocation Policy.

6.0 Appeals and complaints

6.1 Appeals

We will always aim to give you an excellent service, but we recognise that you may disagree with some of our decisions and may wish to make an appeal. Each of the landlords operates its own appeals policy which is available on their website or from their office upon request.

You can get information from your landlord on how to make an appeal. We may also offer interpreting and translation services if English is not your first language. We can also provide a British Sign Language interpreter if required.

6.2 Making a complaint

If you are not satisfied with the service you have received from us, you can make a complaint. Each landlord has its own complaints policy and process. If you wish to make a complaint you should contact the landlord involved. They will also publish information on their website about their complaints process. Contact details are provided later in this document.

If you make a complaint to a landlord but are not satisfied with the outcome, you can refer your case to the Scottish Public Services Ombudsman. Each of our complaints policies will explain each step of the process, including how you can appeal to the Scottish Public Services Ombudsman. The Ombudsman is a government-based organisation which can review your case if you have already been through a landlord's complaints procedures and you feel they have not dealt with your complaint fairly.

If you feel that your landlord has done, or failed to do something that puts the interests of its tenants at risk, you can also refer your case to the Scottish Housing Regulator. The Scottish Housing Regulator's website provides information about significant performance failures and what you should do and how to raise your concerns with them. You can find this information at:

www.scottishhousingregulator.gov.uk

7.0 Reviewing this policy

We will keep this policy under review. If the monitoring of our performance suggests areas in which the policy needs to be improved, we may amend the policy if required. If any changes to be made are substantive, we will consult with tenants, applicants and other key stakeholders before making these changes.

We will undertake a full review this policy every three years, or earlier where required.

8.0 Partner Contact Details

If you would like to contact Renfrewshire Council, Linstone Housing Association or Bridgewater Housing Association about any aspect of this policy, their details are provided below.

Renfrewshire Council, Communities, Housing and Planning Service -

Paisley:

Customer Service Centre, Renfrewshire House, Cotton Street, Paisley, PA1 1AN.

Opening hours: Monday to Thursday 8.45am to 4.45pm and Friday 8.45am to 3.55pm.

Telephone: 0300 300 0222 Email: Paisley.hps@renfrewshire.gov.uk

Web: www.renfrewshire.gov.uk

Johnstone:

Customer Service Centre, Johnstone Town Hall, 25 Church Street, Johnstone, PA5 8FA.

Opening hours: Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm.

Telephone: 0300 300 0222 Email: Johnstone.hps@renfrewshire.gov.uk

Web: www.renfrewshire.gov.uk

Renfrew:

Customer Service Centre, 14 Renfield Street, Renfrew, PA4 8RN.

Opening hours: Monday to Thursday 9.00am to 12.00pm and 2.00pm to 3.45pm, Friday 9.00am – 12.00pm and 2.00pm to 2.45pm.

Telephone: 0300 300 0222 Email: Renfrew.hps@renfrewshire.gov.uk

Web: www.renfrewshire.gov.uk

Linstone Housing Association –

Head office: 17 Bridge Street, Linwood, PA3 3DB.

Opening hours: Monday, Tuesday, Thursday and Friday 9.00am – 4.30pm, Wednesday 1.30pm – 6.00pm.

Telephone: 01505 382383 Email: general@linstone.co.uk

Web: www.linstone.co.uk

Bridgewater Housing Association –

Head office: 1st Floor Bridgewater Shopping Centre, Erskine, PA8 7AA.

Opening hours: Monday to Friday – 9.00am – 12.00pm and 1.00pm – 4.00pm.

Telephone: 0141 812 2237 Email: admin@bridgewaterha.org.uk

Web: www.bridgewaterha.org.uk



To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Communities, Housing and Planning Services

Heading: Scottish Social Housing Charter - Annual Return 2017/18

1. Summary

- 1.1 Local Authorities and Registered Social Landlords are required to submit an Annual Return relating to their performance to the Scottish Housing Regulator by the end of May each year.
 - 1.2 This report details the submission by Renfrewshire Council for 2017/18.
-

2. Recommendations

- 2.1 It is recommended that the Policy Board:
 - (i) notes the Charter performance information for 2017/18 which is contained in sections 1 and 2 of the attached report; and
 - (ii) notes the additional service and performance management information which is contained in section 3 of the attached report.
-

3. Background

- 3.1. The attached report provides outturn performance information for Renfrewshire Council for 2017/18.

- Section 1 provides a summary of Renfrewshire Council's performance against the Charter indicators along with comparative information for the last three years.
 - Section 2 gives details of some core contextual data which was also submitted as part of the Charter return.
 - Section 3 provides additional service and performance management information for 2017/18.
- 3.2 The 2017/18 Charter Return demonstrates strong ongoing improvement by the Council as the Local Housing Authority, with 21 performance indicators improving on last year, 5 remaining the same, and only 9 reporting a slight decrease in performance.
- 3.3 All Local Authorities and Registered Social Landlords were required to submit their return to the Scottish Housing Regulator by 31 May 2018. The Scottish Housing Regulator publishes all social landlords' performance on its website in August each year.
- 3.4 In common with other Social Landlords, the Council is required to report its performance against the Charter to all tenants by the end of October. This information will be made available on the Council's website and in the tenants' newsletter, the People's News.
- 3.5 A further report will be presented to a later meeting of this Policy Board which benchmarks Renfrewshire Council's performance in 2017/18 against other Social Landlords.

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** - None
3. **Community Planning**
 - Children and Young People** – None
 - Community Care, Health & Well-being** – None
 - Empowering our Communities** - Improving and maintaining neighbourhoods and homes
 - Greener** – Protecting, caring and enhancing the built environment
 - Safer and Stronger** – Increasing resident satisfaction with neighbourhoods and communities
4. **Legal** –None.
5. **Property/Assets** – None

6. **Information Technology** – None
 7. **Equality & Human Rights** – None
 8. **Health & Safety** – None
 9. **Procurement** – None
 10. **Risks** – None
 11. **Privacy Impact** – None
 12. **Cosla Policy Position** – N/A
-

List of Background Papers

Contact: The contact officer within the service is Lesley Muirhead, Planning and Housing Manager, 0141 618 7835, email: lesley.muirhead@renfrewshire.gov.uk

Attachment: Scottish Social Housing Charter Outturn Report 2017/18

FC/LM
25 July 2018

Scottish Social Housing Charter

Outturn Report

2017 -2018

Scottish Social Housing Charter 2017-2018

Outturn report

Contents

- Section 1 Outturn Report – Charter Indicators**
- Section 2 Contextual Indicators**
- Section 3 Management Information**

SECTION 1: OUTTURN REPORT (2017-2018)

Overall Satisfaction

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
1	Percentage of tenants satisfied with the overall service provided by their landlord.	(a)82.0%	(a)82.0%	(b)82.2%	(b)82.2%	(c)88.0%	The most recent data relates to the 2018 Tenant Satisfaction Survey which reported a 6 percentage-point improvement since the last survey (82.2% to 88.0%).

Source: (a) 2013 Tenant Satisfaction Survey, (b) 2015 Tenant Satisfaction Survey, (c) 2018 Tenant Satisfaction Survey

1. The Customer Landlord Relationship

Equalities

No.	Indicator	13/14	14/15	15/16	16/17	17/18
2	Ethnic origins and disability details of service users.	<p>Information on ethnic origin and disability is included in the Charter return for existing Council tenants, applicants on the housing list and new tenants.</p> <p>More than nine out of ten tenants, housing applicants and new tenants who provided information on their ethnic origin described themselves as 'White Scottish'.</p> <p>A significant number of tenants and housing applicants who have provided details indicate that they consider themselves to have a disability (around one quarter of existing tenants, new tenants and housing applicants).</p>				

Communication

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
3	Percentage of tenants who feel their landlord is good at keeping them informed about their services and decisions.	(a)79.2%	(a)79.2%	(b)79.5%	(b)79.5%	(c)82.2	The most recent data relates to the 2018 Tenant Satisfaction Survey which reported an increase of almost 3 percentage-points in satisfaction.

Source: (a) 2013 Tenant Satisfaction Survey, (b) 2015 Tenant Satisfaction Survey, (c) 2018 Tenant Satisfaction Survey

No	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
4	Percentage of all 1st stage complaints responded to in full	99.79%	98.17%	100.00%	91.43%	100%	There were 622 1 st stage complaints lodged in 2017/18. They were all responded to, and 547 were responded to within SPSO timescales (5 days).
	Percentage of all 2nd stage complaints responded to in	100.00%	90.24%	100.00%	78.57%	100%	There were 12 2 nd stage complaints, all of which were

No	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
	full						responded to within SPSO timescale (20 days).
5	Percentage all 1st stage complaints responded to in full within SPSO timescales	94.86%	100.00%	93.29%	100.00%	87.3%	The most common area for complaint was repairs. Analysis of complaints data will be undertaken to identify any opportunities for service improvement.
	Percentage all 2nd stage complaints responded to in full within SPSO timescales	94.92%	100.00%	46.15%	100.00%	100%	

Participation

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
6	Percentage of tenants satisfied with the opportunities given to them to participate in their landlord's decision making processes.	(a)69.0%	(a)69.0%	(b)84.2%	(b)84.2%	(c) 87.8%	The most recent data relates to the 2018 Tenant Satisfaction Survey. Satisfaction with opportunities for participation has increased by over 3 percentage-points.

Source: (a) 2013 Tenant Satisfaction Survey, (b) 2015 Tenant Satisfaction Survey, (c) 2018 Tenant Satisfaction Survey

Housing quality and maintenance

Housing Quality

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
7	Percentage of stock meeting the Scottish Housing Quality Standard (SHQS). <i>After applying allowable exclusions and abeyances, the Council remains 100% compliant with the SHQS target.</i>	62.1%	84.6%	85.9%	91.4%	93.5%	Last year the service brought a further 264 properties up to SHQS. At the end of 2017/18, 11,348 of the Council's stock of 12,163 properties met the SHQS. The Council has 788 properties in abeyance where the current tenant has refused internal works, or the Council has been unable to secure owner participation to allow external works to be carried out to comply with SHQS.
8	Percentage of properties at or above the appropriate NHER (National Home Energy Rating) or	85.1%	97.4%	98.5%	98.0%	100%	All of the Council's properties met the appropriate NHER or SAP rating at the end of March 2018.

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
	SAP (Standard Assessment Procedure) ratings specified in element 35 of the SHQS, as at 31 March each year.						
9	Percentage of tenants satisfied with the standard of their home when moving in.	(a)61.4%	(b)80%	(b)92.3%	(b)89.5%	(b) 88.6%	There was a slight reduction last year in the proportion of new tenants satisfied with the standard of their home – down from 89.5% to 88.6%. (Of the 202 people who took part in the survey of tenants who moved into a new home in the last year, 114 were ‘very satisfied’ and 65 ‘satisfied’.) The survey returns do not indicate any particular reasons for the slightly lower level of satisfaction. Tenant feedback will continue to be monitored and officers will seek to maximize tenant participation in the survey.
10	Percentage of existing tenants satisfied with the quality of their home.	(a)81.6%	(a)81.6%	(b)82.2%	(b)82.2%	(c) 83.9%	The 2018 Tenant Satisfaction Survey reported a slight increase in tenants’ satisfaction with the quality of their home.

9) Source: (a) 2013 Tenant Satisfaction Survey (b) Point of service survey

10) Source: (a) 2013 Tenant Satisfaction Survey, (b) 2015 Tenant Satisfaction Survey, (c) 2018 Tenant Satisfaction Survey

Repairs, maintenance and improvements

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
11	Average length of time taken to complete emergency repairs. (hours)	11.5	5.8	5.5	6.9	5.1	The Council arranged for over 50,000 housing repairs in 17/18. Of these, around 18,500 emergency repairs were completed in an average time of 5.1 hours. This is a marked improvement in performance from last year.
12	Average length of time taken to complete non-emergency repairs. (days)	8.5	8.5	8.4	7.4	7.1	Over 32,000 non emergency repairs were completed in an average of 7.1 days. This is an improvement from 7.4 days the previous year.
13	Percentage of reactive repairs carried out in the last year completed	87.8%	87.5%	90.8%	94.8%	90.2%	More than 31,500 reactive repairs were completed ‘right first time’ last year. Although down from the previous year,

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
	right first time.						it remains the case that 9 out of 10 repairs are completed on the first visit.
14	Percentage of repairs appointments kept.	95.0%	98.9%	99.1%	99.0%	98.9%	The Council operates a repairs appointment system. Over 33,800 reactive repairs appointments were made last year and the appointment was kept in 99% of cases.
15	Percentage of properties that require a gas safety record which had a gas safety check and record completed by the anniversary date.	99.99%	99.99%	99.5%	99.97%	99.97%	10,782 Council houses required gas safety records last year. Performance is very closely monitored on an ongoing basis with the aim of achieving 100% completion by the anniversary date. For 10,779 properties (99.97%), the gas safety record was renewed by the anniversary date. For three properties, this was not achieved. (In these three cases, there was a delay of 2, 4 and 26 working days between the anniversary date and date of completion. The full details of each case have been reviewed.)
16	Percentage of tenants who have had repairs or maintenance carried out in last 12 months satisfied with the repairs and maintenance service.	(a)78.0%	(b)94.7%	(b)96.6%	(b)91.4%	(b) 98.3%	Just under 4,000 interviews were carried out on repairs satisfaction. Around 3,600 tenants were 'satisfied' or 'very satisfied' with the repairs service. Only 18 respondents said they were dissatisfied. It is intended that a higher number of survey returns will be completed for 2018/19 in order to maximize customer feedback.

(16) Source: (a) 2013 Tenant Satisfaction Survey, (b) Point of service survey

3. Neighbourhood and community

Estate management, anti-social behaviour, neighbour nuisance and tenancy disputes

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
17	Percentage of tenants satisfied with the management of the neighbourhood they live in.	(a)81.2	(a)81.2%	(b)82.5%	(b)82.5%	(c) 83.2%	The most recent data relates to the 2018 Tenant Satisfaction and a slight increase in satisfaction was reported.

18	Percentage of tenancy offers refused during the year.	61.3%	59.6%	46.1%	39.6%	37.7%	Just over 600 offers of tenancy were refused last year from a total of 1,631. Performance in this area continues to improve.
19	Percentage of anti-social behaviour cases reported in the last year which were resolved within locally agreed targets.	93.7%	91.6%	92.9%	96.4%	95.0%	478 of 503 anti social behaviour cases were resolved within locally agreed targets last year.

(17) Source: (a) 2013 Tenant Satisfaction Survey, (b) 2015 Tenant Satisfaction Survey, (c) 2018 Tenant Satisfaction Survey

4. Access to housing and support

Tenancy sustainment and tenancy turnover

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
20	Percentage of new tenancies sustained for more than a year, by source of let.						Last year saw an overall improvement in tenancy sustainment levels – with 88.5% of all new tenancies sustained for more than a year. As with the previous year, this improvement is most notable amongst homeless applicants, with 236 of 279 new tenants sustaining their tenancy for more than a year. Officers from the George Street service and the Housing Support team continue to work with and provide support to this client group. Across the range of Housing Services, assistance is provided to new tenants to ensure that income is maximised and other measures are in place to help them sustain tenancies.
	Existing tenants	90.8%	94.2%	91.0%	88.4%	91.2%	
	Homeless applicants	75.4%	81.4%	72.1%	78.1%	84.6%	
	Housing List applicants	87.9%	86.9%	87.4%	91.9%	89.3%	
	Other	0	0	0	0	66.7%	
	Overall	85.0%	87%	84.5%	87.5%	88.5%	
21	Percentage of lettable houses that became vacant in the last year.	11%	10.2%	10.2%	9.7%	9.2%	During the year 2017/18, 1,068 properties became vacant. This is 79 fewer than last year.

Housing options and access to housing

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
22	Percentage of approved applications for medical adaptations completed during the reporting year.	98.6%	87.8%	96.0%	97.0%	100%	354 medical adaptations were completed during 17/18. The average time to complete improved by almost 11 days to 33.6 days.
23	Average time to complete applications (medical adaptations) days	61	64	44	44	33.6	
24	Percentage of the court	26.1%	20.3%	23.1%	26.4%	25.0%	There were 272 court actions

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
	actions initiated which resulted in eviction and the reasons for eviction.						initiated last year. This led to the recovery of 67 properties for non payment of rent and 1 property for anti social behaviour.
	Non payment of rent		19.4%	22.2%	25.7%	24.6	
	Anti social behaviour		0.5%	0.8%	0.8%	0.4	
	Other		0.5%	0%	0	0	

Homelessness

No	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
25	Average length of time in temporary or emergency accommodation by type, days (LAs only)						Over the last year, 784 households occupied temporary accommodation in Renfrewshire: 537 in Council short-stay housing; 68 in housing association properties; 133 in 'other' types of accommodation including supported housing; and 43 in bed and breakfast accommodation. (B&B had to be used at certain points in the year as the supply of temporary accommodation was fully occupied.) The average length of stay in temporary accommodation has increased to almost 94 days. This increase was expected because of measures being taken to tackle the issue of repeat homelessness in Renfrewshire.
	Local authority dwelling	43.3	44.9	78.9	82	84.8	
	RSL Dwelling	81	89.4	39.3	101.6	112.5	
	Bed and Breakfast	10	0	0	2.4	1.8	
	Other	139.1	98.5	101.9	112	148.4	
	All types of accommodation	47.2	56.9	79.3	87	93.6	
26 & 27	Percentage of households requiring temporary or emergency accommodation to whom an offer was made. (LAs only)	100%	99.1%	99.5%	100%	100%	The Council made an offer of temporary accommodation to 802 households during 2017/18. This represents 100% of all households where the Council was required to make an offer of temporary or emergency accommodation.
	Percentage of temporary or emergency accommodation offers refused in the last year by accommodation type. (LAs only)						The refusal rate for temporary accommodation continues to improve and reflects the quality of temporary accommodation and the support arrangements in place.
	L A Dwelling	1.9%	2.4%	2.4%	2.5%	1.1%	
	RSL Dwelling	0%	1.6%	0	0	0	
	Bed and Breakfast	11.5%	N/A	N/A	0	0	
	Other	0%	0%	0	0	0	
	All types of accommodation	2.9%	1.96%	2.1%	1.9%	0.8%	
28	Of those households homeless in the last 12 months the percentage satisfied with the quality of temporary or emergency accommodation. (LAs only).	87.9%	92.3%	74.5%	83.2%	89.0%	The level of satisfaction with temporary accommodation increased to 89% in 2017/18. This is based on interviews with 227 homeless applicants.

(28) Source: annual point of service homeless services tenants survey

5. Getting good value from rents and service charges

Value for money

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
29	Percentage of tenants who feel that the rent for their property represents good value for money.	(a)75.0%	(a)75%	(b)77.2%	(b)77.2%	(c) 75.8%	The 2018 Tenant Satisfaction Survey reported a small reduction in the proportion of tenants stating that their rent represents good value for money. (For those who expressed dissatisfaction, property condition and cost were most often mentioned as reasons.)

l(29) Source: (a) 2013 Tenant Satisfaction Survey, (b) 2015 Tenant Satisfaction Survey, (c) 2018 Tenant Satisfaction Survey

Rents and service charges

No.	Indicator	13/14	14/15	15/16	16/17	17/18	Notes
30	Rent collected as percentage of total rent due in the reporting year.	99.6%	100.2%	100%	100.1%	101.2%	The Council collected over £45.6 million last year in rent.
31	Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year.	5.6%	6.3%	6.0%	5.35%	4.88%	Rent arrears continue to fall due to ongoing early intervention work to provide support and advice at an early stage to ensure that arrears do not build up.
32	Average annual management fee per factored property.	N/A	£90.00	£90.00	£90.00	£90.00	The annual management fee has remained the same for four years.
33	Percentage of factored owners satisfied with the factoring service they receive.	23.8%	45.4%	50.9%	57.6%	56.7%	Following improvement in the previous year, satisfaction rates were slightly lower in 2017/18.
34	Percentage of rent due lost through properties being empty during the last year.	2.6%	2.0%	1.9%	1.5%	1.3%	The proportion of rent lost to properties being empty has reduced to 1.3%. In monetary terms this equates to an improvement of over £100,000.
35	Average length of time taken to re-let properties in the last year. (days)	56	44	42	38	38	The 'average days to figure has remained stable at 38 days. Performance has been maintained at this level despite the figures for 2017/18 including the re-let of a number of long term void properties.

(33) Source: Annual owner's services survey

Section 6 Other Customers; Gypsies/ Travellers

No.	Indicator	13/14	14/15	15/16	16/17	17/18
36	Gypsies/travellers – Average weekly rent per pitch.	Not applicable, no sites in Renfrewshire				
37	For those who provide sites - percentage of gypsies/travellers satisfied with the landlord's management of the site.					

SECTION 2B: CORE CONTEXTUAL INDICATORS

The Charter also has 32 contextual indicators that relate to the housing stock and profile of service users. A summary of the core contextual indicators is included in the table below:

Number	Indicator	13/14	14/15	15/16	16/17	17/18
7	Number of lets during the reporting year					
	General Needs	1,385	1190	1124	1144	980
	Supported Housing *	48	45	51	43	32
8	Number of lets during the reporting year, by source of let					
	Existing tenants	278	243	241	239	191
	Housing List applicants	821	698	618	666	520
	Other sources	0	0	1	3	0
	Homeless applicants	334	294	315	279	301
9	Types of tenancies granted for the reporting year					
	Occupancy agreements	0	0	0	0	0
	Short SST	28	12	6	3	3
	SST	1405	1223	1169	1184	1009
10	Housing Lists					
	New applicants	2661	3315	3216	3335	3189
	Applicants on list at end of year	6332	6239	5749	5645	5532
	Suspensions	157	169	122	106	96
	Cancelled	4020	3607	3965	3421	3281
11	Abandoned properties	196	206	163	141	133
12	Number of notices of proceedings issued	1178	1474	1755	1944	1942
	The number of orders for recovery of possession granted during the reporting year	94	105	133	139	106
13	Average number of reactive repairs completed per occupied property	5.7	5.5	5.4	4.7	4.4
14	The Landlords wholly owned stock	12666	12497	12393	12220	12163
17	Stock by house type					
	House	2660	2640	2627	2562	2558
	High Rise	1100	1010	1005	1003	1001
	Tenement	4949	4910	4864	4809	4777
	4 in block	2865	2849	2829	2784	2781
	Other flat/maisonette	1092	1088	1068	1062	1046
20	Number of self contained properties void at the year end	487	480	431	354	289
	Void for more than 6 months	79	79	78	77	8

Number	Indicator	13/14	14/15	15/16	16/17	17/18
21	Rent increase	3.5%	3.5%	2.0%	0%	1%
22	Number of households for which landlords are paid housing costs	8304	8442	8971	8168	7947
	Value of direct housing cost payments received during the year	£27,868,900	£28,905,400	£28,732,900	£28,306,500	£28,048,646
23	Percentage of former tenant rent arrears written off at the year end	21.6%	44.3%	54.9%	37%	50.45%

* Sheltered housing only

SECTION 3: MANAGEMENT INFORMATION

Allocations and Managing Tenancy Change

In 2017/18, 1,012 properties were let by the Council. Most of these lets (92.6%) were made through the group system. Within the group system, just over half (52%) went to applicants in Group 3 (Housing Need) and 32% of lets went to Group 1 (Homeless) applicants.

Table 1 notes the number of applicants.

	2015/16	2016/17	2017/18
Number of applicants on housing list - at 31 st March 2017	5749	5645	5532
Of which number who have their application on hold	1269	1255	1163

Table 2 illustrates where the applicants are placed in the group system.

	2015/16		2016/17		2017/18	
Group	Applicants	%	Applicants	%	Applicants	%
Group 1 Homeless	203	3.53	231	4.09%	260	4.7%
Group 2 Mobility	348	6.05	303	5.37%	317	5.7%
Group 3 Housing Need	2272	39.52	2286	40.50%	2261	40.87%
Group 4 Exchanges	1105	19.22	1087	19.26%	1013	18.3%
Group 5 General	1821	31.68	1738	30.79%	1681	30.38%
Total	5749	100%	5645	100%	5532	100%

Table 3 shows lets made through and outwith the group system.

	2015/16		2016/17		2017/18	
	Number	%	Number	%	Number	%
Lets through group system	1068	90.89	1066	89.81%	937	92.6%
Lets outwith group system	107	9.11	121	10.19%	75	7.4%
Total Lets	1175	100%	1187	100%	1012	100%

Table 4 shows lets to each group and also the target for lets to each group.

	2015/16		2016/17		2017/18		2017/18 Targets
Group	%	%	Lets	%	Lets	%	%
Group 1 Homeless	316	29.59%	279	26.17%	300	32.02%	<u>35%</u>
Group 2 Mobility	105	9.83%	110	10.32%	94	10.03%	<u>8%</u>
Group 3 Housing Need	544	50.94%	594	55.72%	491	52.40%	<u>47%</u>
Group 4 Exchanges	77	7.21%	56	5.25%	37	3.95%	<u>8%</u>
Group 5 General	26	2.43%	27	2.53%	15	1.60%	<u>2%</u>
Total	1068	100%	1066	100%	937	100%	<u>100%</u>

Table 5 gives details for lets outwith the group system.

	2015/16		2016/17		2017/18	
Category	Lets	%	Lets	%	Lets	%
Sheltered	51	20.56%	44	36.36%	32	42.67%
Special Lets	22	31.78%	28	23.14%	28	37.33%
Regeneration	34	47.66%	49	40.50%	15	20%
Total	107	100%	121	100%	75	100%

Table 6 shows lets by house type.

House Type	2015/16		2016/17		2017/18	
	Number	%	Number	%	Number	%
Tenement Flat	582	49.5%	628	52.91	512	50.59%
Own Door Flat	239	20.3%	207	17.44	192	18.97%
Multi-storey Flat	78	6.6%	75	6.32	83	8.20%
House	73	6.2%	83	6.99	78	7.71%
Other Flat	95	8.1%	85	7.16	62	6.13%
Maisonette	33	2.8%	34	2.86	28	2.77%
Bungalow	23	2.0%	31	2.61	23	2.27%
Amenity Flat	1	0.1%	0	0.00	1	0.10%
Prefab	1	0.1%	0	0.00	0	0.00%
Sheltered Bungalow	8	0.7%	9	0.76	7	0.69%
Sheltered Flat	42	3.6%	35	2.95	26	2.57%
Total	1175	100%	1187	100%	1012	100%

Table 7 shows section 5 and nomination lets for 2017/18

Table 7 Nomination & S5 Lets						
	Council nomination lets		% of overall lets to Council nominations	Section 5 lets	% lets to Section 5	% overall lets to Council
	General stock	Specialist/sheltered/supported		Total stock		
2014/15	52	5	6.90%	114	17%	20.80%
2015/16	59	17	8.40%	107	14.50%	20.30%
2016/17	64	37	12.30%	78	12.20%	21.90%
2017/18	100	7	14.25%	117	18.63%	29.83%

Section 5 = general stock only (excludes specialist)

Repairs

In 2017/18 53,985 repairs were carried out and 95% of these were completed within the target timescale. This is an increase on 2016/17 when 93% of repairs were completed within target.

Table 8 provides data in respect of repairs completed by category of repair:

- an emergency repair is classed as one where there is a threat to health and safety or where we need to take quick action to prevent damage.
- 'right to repair' qualifying repairs are urgent repairs which must be carried out within a specified timescale in terms of the Housing (Scotland) Act 2001.
- routine repairs are every day repairs which are required as a result of normal wear and tear of the property.
- programmed repairs are generally non-urgent general maintenance repairs which are carried out on a programmed basis rather than carrying out individual responsive repairs (usually larger scale repairs within common ownership).

Table 8 – Repairs			
Category of Repair	Total Completed	Total completed in target time	% completed in target time
Emergency	13,162	12,940	98.3%
Right to Repair	13,795	13,662	99.0%
Urgent	1,613	1,568	97.2%
Routine	24,176	22,124	91.5%
Programmed	1,239	1,224	98.7%
Total Repairs	53,985	51,518	95.4%

Table 9 provides information on Customer Contact Centre performance in relation to housing repairs calls. This shows the volume of calls in 2017/18 and outcomes for calls received. Over 57,181 calls were made to report repairs and 91% of these were answered. This is an increase on performance from 2016/17 (when 83% of calls were answered). The average waiting time for all calls is 1 minute and 36 second. This is a reduction in waiting time from 2016/17 (when the average waiting time was 3 minutes and 40 Seconds). Overall, 60% of calls were answered within the service level target (40 seconds).

The Ren Repairs App saw an increase in usage from 3079 repairs in 2016/17 to 3917 logged in this manner in 2017/18.

Table 9 - Customer contact centre		
Indicator	Number	Percentage
Total calls attempted	57,181	
Calls answered	51,830	91%
Calls abandoned	5,271	9%
Calls answered within 40 second target time	31,000	60%
% of all attempted calls answered within 40 sec target (service level)		54%
Average waiting time	1.36	
Maximum waiting time	40.20	
'Ren Repairs' app (email correspondence)	2,268	
'Ren Repairs' registered repairs	1,649	

Homelessness and Housing Advice

Following a reduction in 2016/17, the number of homeless applications increased in 2017/18 to 860.

Table 10 Homeless Applications	2013/14	2014/15	2015/16	2016/17	2017/18
Number of homeless applications requiring assessment	981	839	832	776	860
Total number of service users – those who were homeless, threatened with homelessness, or requiring housing options advice.	1,978	2,154	2,098	2,103	1,962

Table 11 provides information on the number of applications that were assessed as being statutorily homeless, or threatened with homelessness. Performance in terms of time taken to complete assessments continues to compare well with other Scottish local authorities.

Table 11 Decision Making	2013/14	2014/15	2015/16	2016/17	2017/18
Number of applications assessed as 'homeless or threatened with homelessness' (i.e. the Council had a duty to rehouse)	736	684	689	618	692
Proportion of assessments completed within 28 days	88%	84%	95.5%	91%	96%

From April 2017 – March 2018, 161 service users completed a 'satisfaction card' following their interview with a Housing Options Adviser or member of the Homeless Prevention team. The table below shows that performance has improved for both % pleased with the quality of advice and information they were given and % pleased with the overall quality of the service they received.

Table 12 Housing Options Satisfaction	2014/15	2015/16	2016/17	2017/18
% pleased with the quality of advice and information they were given	97.6%	95.3%	95.8%	97.5%
% pleased with the overall quality of the service they received.	97.6%	96%	97.4%	98.4%

SECTION 3: Rent Arrears

The reported rent arrears position continues to improve, with a reduction of £48,300 from 2016/17, despite the pressures of Welfare Reform and the roll out of Universal Credit. This continuing improvement reflects the focus on rent collection throughout the year, including the maximisation of DHPs for those under occupying.

Table 13 shows that the annual rental income due to be collected is over £45.6m. At the end of March 2018, £1,146,600 was owed in arrears.

Table 13 - Current Tenant Rent Arrears					
	2013/14	2014/15	2015/16	2016/17	2017/18
Annual Rental Income	£43,973,300	£45,092,800	£46,110,300	£46,355,300	£45,654,500
Number of Tenants	11,914	11,835	11,657	11,479	11,371
Total Arrears Owed All	£1,355,600	£1,248,600	£1,239,900	£1,194,900	£1,146,600

Table 14 shows the recovery action taken and notes that there have been 9 evictions enforced in the last year for rent arrears.

Table 14 – Recovery Action					
	2013/14	2014/15	2015/16	2016/17	2017/18
NPRP issued	1,176	1,469	1,756	1,944	1942
All Cases calling at Court	850	773	947	1057	974
Decrees Granted	96	103	133	139	106
Evictions enforced S/Officer	8	4	10	10	9
Average time first calling	10 weeks	10 weeks	10 weeks	10 weeks	10 weeks
Average time recalled at court	5 weeks	5 weeks	5 weeks	4.5 Weeks	7 weeks

Table 15 provides a profile of arrears by value and table 16 shows the status of arrears debt.

Table 15 – Profile of Arrears by Value					
	2013/14	2014/15	2015/16	2016/17	2017/18
Under £250	£124,000	£113,700	£88,000	£99,700	£101,700
Between £250 & £500	£212,300	£81,400	£159,800	£170,900	£169,800
Between £500 & £1,000	£382,300	£345,500	£350,500	£386,200	£323,200
Over £1,000	£637,000	£608,000	£641,600	£538,100	£551,900
TOTALS	£1,355,600	£1,248,600	£1,239,900	£1,194,900	£1,146,600

Table 16 – Status of Rent Debt					
	2013/14	2014/15	2015/16	2016/17	2017/18
Arrears Pre Court	£868,300	£769,900	£733,700	£666,600	£634,600
Arrears Post Court	£384,500	£376,000	£413,000	£411,300	£409,500
Arrears Rent Direct	£102,800	£102,700	£93,200	£117,000	£102,500
TOTALS	£1,355,600	£1,248,600	£1,239,900	£1,194,900	£1,146,600

Table 17 provides summary information on benefit levels comparing with previous years. Benefit uptake remains high with 70% of our tenants in receipt of some form of benefit.

Table 17 – Housing Benefit					
	2013/14	2014/15	2015/16	2016/17	2017/18
Number of tenants	11,914	11,835	11,657	11,479	11,371
Tenants with benefit	8,304	8,442	8,263	8,168	7,947
Tenants without benefit	3,610	3,393	3,394	3,311	3,424
% in receipt of Housing Benefit	70%	71%	71%	71%	70%



To: Communities, Housing & Planning Policy Board

On: 21 August 2018

Report by: Director of Communities, Housing and Planning Services

Heading: Tenant Satisfaction Survey 2017/2018

1. Summary

- 1.1 A tenant satisfaction survey was carried out in February and March 2018. The Executive Summary of the report is attached to this report for information. The full survey report is available to view on the Council's web page at <http://renfrewshire.gov.uk>.
-

2. Recommendations

- 2.1 It is recommended that the Policy Board:
- (i) notes the response in relation to the 2018 Renfrewshire Council Tenant Satisfaction Survey.
-

3. Background

- 3.1 A tenant satisfaction survey is carried out for the Council by external consultants every two years. The satisfaction survey provides feedback on tenants' views on service provision and allows the Council to track changes over time, monitor progress and benchmark satisfaction with other social housing providers. It includes core questions which are required for the annual submission on the Social Housing Charter to the Scottish Housing Regulator. The 2018 Survey is based on a representative sample (10%) of Council tenants.

- 3.2 The survey questionnaire was based on the questions developed by the Scottish Housing Regulator to assist in evaluating performance against core Charter indicators and outcomes.
- 3.3 The Tenant Satisfaction Survey provides independent information on Council tenants' views on key service areas:
- their own home, neighbourhood and general environment;
 - services provided, and how these could be improved;
 - value for money; and
 - how we communicate with them and how they prefer to receive information.
-

4. 2018 Tenant Satisfaction Survey Results

- 4.1 The results of the 2017/2018 survey reveal that, in general, the Council is performing to a high standard with the majority of indicators improving either slightly or significantly from the 2015 survey results, including:
- Overall satisfaction
 - Tenants being kept informed about services
 - Opportunities available to tenants to get involved
 - Satisfaction with the repairs service
 - Satisfaction with the Council's planned maintenance programme
- 4.2 The survey highlighted several areas where there is room for improvement and this will be addressed as part of ongoing service improvement activity.
- (i) Older tenants are still less likely to engage with Housing Services through digital methods.
- A new post has been created to promote digital inclusion and help tenants to develop skills and confidence in using emails and tablets etc. A 'silver surfers' group provides support and assistance to older people and a showcase event is planned for September to raise awareness and promote digital inclusion to a wider audience.
- (ii) Lower levels of satisfaction with some aspects of customer contact, for example ease of getting hold of the right person and resolving issues in a reasonable time. Satisfaction with the handling of complaints remains an issue -including information received while the complaint is being dealt with and the speed of dealing with complaints.
- Work will be undertaken to review customer contact and complaints information to try and better understand the reasons for this. Refresher training for staff will also be provided.

- (iii) Lower levels of satisfaction with some aspects of the caretaking/ concierge service and ease of contacting staff.

- This will be addressed as part of measures to be introduced later this year to enhance caretaking services.

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning – Safer and Stronger** – None
4. **Legal** – None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – A Privacy Impact Assessment was carried out.
12. **Cosla Policy Position** – Not applicable

Background Papers

- Report to HACS 15 March 2016, Tenant Satisfaction Survey 2015.

The foregoing background papers will be retained within Development and Housing Services for inspection by the public for the prescribed period of four years from the date of the meeting.

Contact: The contact officer within the service is Lesley Muirhead, Planning and Housing Manager, 0141 618 7835, email: lesley.muirhead@renfrewshire.gov.uk

Attachment: 2018 Tenant Satisfaction Survey Executive Summary

FC/LM
27 July 2018



Renfrewshire Council

Tenant Satisfaction Survey 2018

EXECUTIVE SUMMARY

April 2018

Prepared by:

Research Resource
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Cambuslang
G72 7EX

Contact: Lorna Shaw

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E-mail: Lorna.shaw@researchresource.co.uk

Prepared for:

Renfrewshire Council
Development and Housing Services
Renfrewshire Council
Renfrewshire House
Cotton Street, Paisley
PA1 1JD

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E-mail: paul.mclean@renfrewshire.gov.uk

Introduction and background

Research Resource was commissioned by Renfrewshire Council to undertake their 2018 Tenant Satisfaction Survey. The aim of the survey was to obtain an indication of satisfaction levels with the home, neighbourhood and services which the Council provides as a landlord and to compare the results to the 2015 survey to track customer satisfaction and perceptions on housing services.

The survey was undertaken using a telephone methodology with tenants. A total of 1,313 interviews were completed with tenants. This number of tenant interviews provides data accurate to $\pm 2.6\%$ (based upon a 50% estimate at the 95% confidence interval) meaning we can be 95% confident that the views we have represent those of 97.4% of all Renfrewshire Council tenants. Interviews were spread across all areas of Renfrewshire Council's stock.

Key Indicators

This executive summary details the key findings from the survey against the indicators used by the Scottish Housing Charter to assess and monitor landlord performance. The results in the table below show the satisfaction results from the 2018 survey compared to the 2015 survey.

Scottish Housing Regulator indicators			
	2015	2018	Difference
Taking everything into account, how satisfied or dissatisfied are you with the overall service provided by Renfrewshire Council as your landlord? (<i>% very/ fairly satisfied</i>)	82%	88%	+6%
How good or poor do you feel your landlord is at keeping you informed about their services and decisions? (<i>%very good/ fairly good</i>)	80%	82%	+2%
How satisfied or dissatisfied are you with the opportunities given to you to participate in your landlord's decision making processes? (<i>% very/ fairly satisfied</i>)	84%	88%	+4%
Overall, how satisfied are you with the quality of your home? (<i>% very/ fairly satisfied</i>)	82%	84%	+2%
Taking into account the accommodation and the services your landlord provides, to what extent do you think that the rent for this property represents value for money? Is it.... (<i>% very good value/ fairly good value</i>)	77%	76%	-1%
Overall, how satisfied are you with your landlord's management of the neighbourhood you live in? (<i>%very/ fairly satisfied</i>)	82%	83%	+1%

AREAS OF HIGH PERFORMANCE

The results of the 2018 survey reveal that, in general, the Council is performing to a high standard with the majority of indicators improving either slightly or significantly from the 2015 survey results.

- Overall satisfaction with the overall service provided by Renfrewshire Council as a landlord has increased from 82% in 2015 up to 88% in 2018.
- Tenant rating of Housing Services with respect to keeping them informed about services and decisions has increased from 80% in 2015 up to 82% in 2018.
- Awareness of the opportunities available to tenants to get involved is high with 98% of respondents stating that they were aware of at least one method of getting involved. Moreover, satisfaction with the opportunities available to them to participate is high and has increased from 2015, rising from 84% to 88% in 2018.
- Satisfaction with the repairs service received by tenants over the last year is an area of high performance and one that has seen increases in satisfaction when compared to 2015. Satisfaction with all aspects of the repairs service is above 90% with the exception of repairs being done 'right first time'. This aspect has a satisfaction level of 87%, a 4% point increase compared to 2015. The highest level of satisfaction reported was with regard to the attitude of the workers (97%).
- The impact of the Council's planned maintenance can be seen with regard to satisfaction with elements of the home. In particular, significant increases in satisfaction have been seen with regard to gutters and drains (rising from 69% in 2015 to 80% in 2018) and roughcast/condition of the walls (rising from 74% up to 81%).
- The most positively rated aspect of the Housing Services that Renfrewshire Council provides is the repairs service (38%) followed by customer service (22%).

KEY ACTION AREAS

The following points have been made to highlight key areas where there is room for improvement in terms of the Council's current service offering. In particular, higher levels of dissatisfaction and low levels of awareness have been highlighted which were evident throughout the report:

- Whilst the overall level of internet usage has seen an increase compared to 2015, analysis does show that there are significant differences in the way in which tenants, in particular younger tenants, use the internet. Notably, the majority of respondents aged under 35 are accessing the internet using a smartphone. Younger tenants are significantly more likely to be willing to engage with Housing Services than older tenants using technology.
- Despite increases being reported with all aspects of customer care where tenants have had contact with Housing Services, satisfaction levels remain lower with respect to this than other aspects of the service, particularly with regard to ease of getting hold of the right person (76% found this easy) and the query or issue being resolved in a reasonable time (74% stated yes).
- Complaints handling continues to be an area where satisfaction is very low and has not seen any significant improvement since 2015. This is the case with both service based complaints and anti-social complaints. Notably, the support received while the complaint is dealt with, being kept informed about the progress of the complaint and the speed with which the complaint was handled were least satisfactory.
- The quality of the home has increased marginally from 82% to 84% and sits on a par with the Scottish local authority average of 84%. However, respondents note that housing quality and a need for repairs or improvements is a key issue with respect to their rating of value for money for rent where they are rating value for money as being poor. In particular heating, dampness or a general need for repairs or improvement were noted where respondents were not satisfied with the quality of their home.
- Those living in high rise blocks were less likely to rate aspects of the caretaker/ concierge service and security of their block as good in 2018 than was the case in 2015. The rating of cleanliness has risen by 5% points rising from 91% in 2015 to 96% in 2018. The rating of ease of contacting the caretaker/ concierge staff has fallen by 12% from 96% in 2015 to 84% in 2018.
- When asked about the parts of the housing service that Renfrewshire Council could improve on, most commonly mentioned were the repairs service (9%), improving communications between the Council and its tenants or internally amongst departments in housing services (6%) and upgrading or improving homes (5%).



To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Communities, Housing and Planning Services

Heading: Draft Strategic Housing Investment Plan 2019/20 to 2023/24

1. Summary

- 1.1 The Strategic Housing Investment Plan is reviewed and updated each year. A draft plan for the five-year period 2019/20 to 2023/24 is attached for approval. This has been developed for consultation following discussions with housing associations in Renfrewshire. Following consultation, a finalised plan will be presented to the next Policy Board for approval, prior to submission to the Scottish Government at the end of October.
 - 1.2 Many of the affordable housing projects included in the Strategic Housing Investment Plan are planned for land which is owned by the Council. This report seeks authority for action required with respect to land ownership to facilitate the delivery of these affordable housing developments. Members should note that separate report(s) may be presented to the Infrastructure, Land and Environment Policy Board with respect to land held on the General Services Account and the details of land disposals as appropriate.
-

2. Recommendations

- 2.1 It is recommended that the Policy Board:
 - (i) authorises the Director of Communities, Housing and Planning Services to carry out consultation on the attached draft Strategic Housing Investment Plan 2019/20 – 2023/24 and present the finalised plan to the next meeting of the Policy Board for approval; and
 - (ii) agrees to the action proposed in Table 1 of this report, with respect to the ten Council-owned sites listed in the table.
-

3. Background

- 3.1 The Strategic Housing Investment Plan (SHIP) for 2018/2019 to 2022/2023, was approved by the Communities, Housing and Planning Policy Board on 7 November 2017. The Strategic Housing Investment Plan shows how funding for affordable housing will be targeted to meet the objectives of Renfrewshire's Local Housing Strategy and the supply target of 1,000 new affordable homes by 2021.
- 3.2 The Scottish Government allocates grant funding to local authority areas through the Affordable Housing Supply Programme. Local authorities are required to prepare a Strategic Housing Investment Plan each year which sets out key investment priorities for affordable housing that will help to achieve the outcomes set out in the Local Housing Strategy.
- 3.3 The draft plan for 2019/20 to 2023/24 is essentially a roll-forward of the current SHIP. It takes account of projects which are expected to complete during 2018/19 alongside estimates of when new projects can be potentially be brought forward.
- 3.4 In line with the Local Housing Strategy and Local Development Plan, the SHIP programme focuses on the delivery of new affordable homes on brownfield sites in existing communities. The programme includes newbuild development by both the Council and housing associations. Most of the new affordable homes will be for social rent, as well as some housing for low cost home ownership and potentially mid-market rent. It includes new housing for both general needs and particular housing needs.
- 3.5 Following consultation, the Strategic Housing Investment Plan 2019/20 – 2023/24 will be finalised and presented to the next meeting of the Policy Board on 30 October 2018 for approval.
- 3.6 The final plan will be submitted to the Scottish Government at the end of October. This will then form the basis of an updated Strategic Local Programme Agreement between the Scottish Government and the Council. It will also underpin agreements between the Scottish Government and the Council, and between the Scottish Government and each housing association, on grant funding for individual projects.
- 3.7 As explained in the attached document, the grant requirement for the first two years of the new plan is significantly higher than Renfrewshire's Resource Planning Assumptions for these years. Officers from Communities, Housing and Planning will continue to work very closely with the Scottish Government and housing associations to ensure effective management of the local affordable housing programme and will make adjustments to the timing of project starts and grant spend in order to maximise the number of affordable homes which can be completed by 2021. Projects identified for the later stages of the programme may be brought forward and new projects may be brought into the programme, where they are in line with agreed LHS and SHIP priorities, in order to manage any slippage.

4. Council Owned Sites

- 4.1 Appendix 3 of the attached Strategic Housing Investment Plan lists the affordable housing projects with the Council and housing associations will take forward over the next five years. A number of these projects are proposed for sites which are owned by the Council.
- 4.2 Table 1 below lists these sites and identifies the action required to facilitate development of affordable housing.

Table 1 : Council owned SHIP sites

Attached Plan	Site	Held on (Account)	Action Proposed
Plan A	Area of ground at Johnstone Castle extending to 2.02Ha or thereby	HRA	<ul style="list-style-type: none"> • Declare whole area shown as surplus to requirements following the demolition of existing Council housing at Cedar Avenue, Elm Drive and Maple Drive. • Authority for the Head of Property Services to negotiate disposal to a housing association for affordable housing.
Plan B	Area of ground at Millarston , Paisley extending to 3.94Ha or thereby	HRA	<ul style="list-style-type: none"> • Declare surplus to requirements. • Authority for the Head of Property Services to negotiate disposal to a housing association for affordable housing.
Plan C	Area of ground at Sutherland Street , Paisley extending to 0.25Ha or thereby	HRA	<ul style="list-style-type: none"> • Note that the land will be transferred to Sanctuary Scotland at nil cost but subject to appropriate terms and conditions, to support delivery of the West End Regeneration Masterplan as agreed by the Leadership Board on 12 December 2017.
Plan D	Area of ground at Montgomery Road, Gallowhill extending to 2.54Ha or thereby	HRA	<ul style="list-style-type: none"> • Declare the whole area as surplus to operational requirements. • Agree that plans are developed for mixed tenure housing on the land, including newbuild Council housing.
Plan E	Area of ground at Auchengreoch Road , Johnstone extending to 1.03Ha or thereby (Please note ownership of the hatched area needs to be confirmed and, in the event that it is not owned by the Council, the boundary for this site will require to be adjusted accordingly)	General Services	<ul style="list-style-type: none"> • Note that authority will be sought from the Infrastructure, Land and Environment Policy Board to transfer all land in the Council's ownership within this site from the General Services Account to the HRA. • Agree that plans are developed for the development of Council housing on the land.

Attached Plan	Site	Held on (Account)	Action Proposed
Plan F	Area of ground at Cartha Crescent , Paisley extending to 1.47Ha or thereby	HRA and General Services	<ul style="list-style-type: none"> • Declare the whole area as surplus to requirements. • Authority for the Head of Property Services to negotiate disposal to a housing association for affordable housing.
Plan G	Area of ground at St Ninian's Crescent (Thrushcraigs Phase II), Paisley extending to 0.67Ha or thereby	HRA	<ul style="list-style-type: none"> • Authority for the Head of Property Services to negotiate disposal to a housing association for affordable housing.
Plan H	Area of ground at Skye Crescent, Iona Drive and Bute Crescent (Glenburn), Paisley extending to 3.3Ha or thereby	HRA	<ul style="list-style-type: none"> • Authority for the Head of Property Services to negotiate disposal to a housing association for affordable housing.
Plan I	Area of ground at Albert Road , Renfrew extending to 1.16Ha or thereby	General Services	<ul style="list-style-type: none"> • Authority for the Head of Property Services to negotiate disposal to a housing association for affordable housing.
Plan J	Area of ground at Gibson Crescent and North Road , Johnstone extending to 1.35Ha or thereby	HRA	<ul style="list-style-type: none"> • Note that this ground was formerly declared surplus for private housing development. • Authority is now sought for the Head of Property Services to negotiate disposal to a housing association for affordable housing.

Implications of the Report

1. **Financial** – Subject to valuations and negotiations by the Head of Property Services, there may be financial receipts and costs to the HRA associated with the land transactions listed in Table 1.
2. **HR & Organisational Development** – None.
3. **Community/Council Planning** –
 - Building strong, safe and resilient communities. Increasing the supply of affordable housing and regenerating communities.
4. **Legal** – Conveyancing work associated with land disposals.
5. **Property/Assets** – Disposal of HRA land to housing associations for affordable housing.
6. **Information Technology** – No implications arising directly from this report.

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** – The procurement of contracts in relation to Council newbuild projects.

10. **Risk** - Risks will be identified and managed for individual projects.

11. **Privacy Impact** – None.

12. **Cosla Policy Position** - Not applicable.

List of Background Papers

- (a) Report to Housing and Community Safety Policy Board, 7 November 2017: 'Strategic Housing Investment Plan 2018/2019 – 2022/2023'.
- (b) Report to Housing and Community Safety Policy Board, 8 November 2016: 'Strategic Housing Investment Plan 2017/2018 – 2021/2022'.
- (c) Report to the Housing and Community Safety Policy Board, 28 August 2012: 'Affordable Housing – Strategic Local Programme'.

The foregoing background papers will be retained within Communities, Housing and Planning Services for inspection by the public for the prescribed period of four years from the date of the meeting.

Attachment: Draft Strategic Housing Investment Plan 2019/20 to 2022/24

FC/LM
14 August 2018

Contact: The contact officer within the service is Lesley Muirhead, Planning and Housing Manager, 0141 618 7835, email: lesley.muirhead@renfrewshire.gov.uk

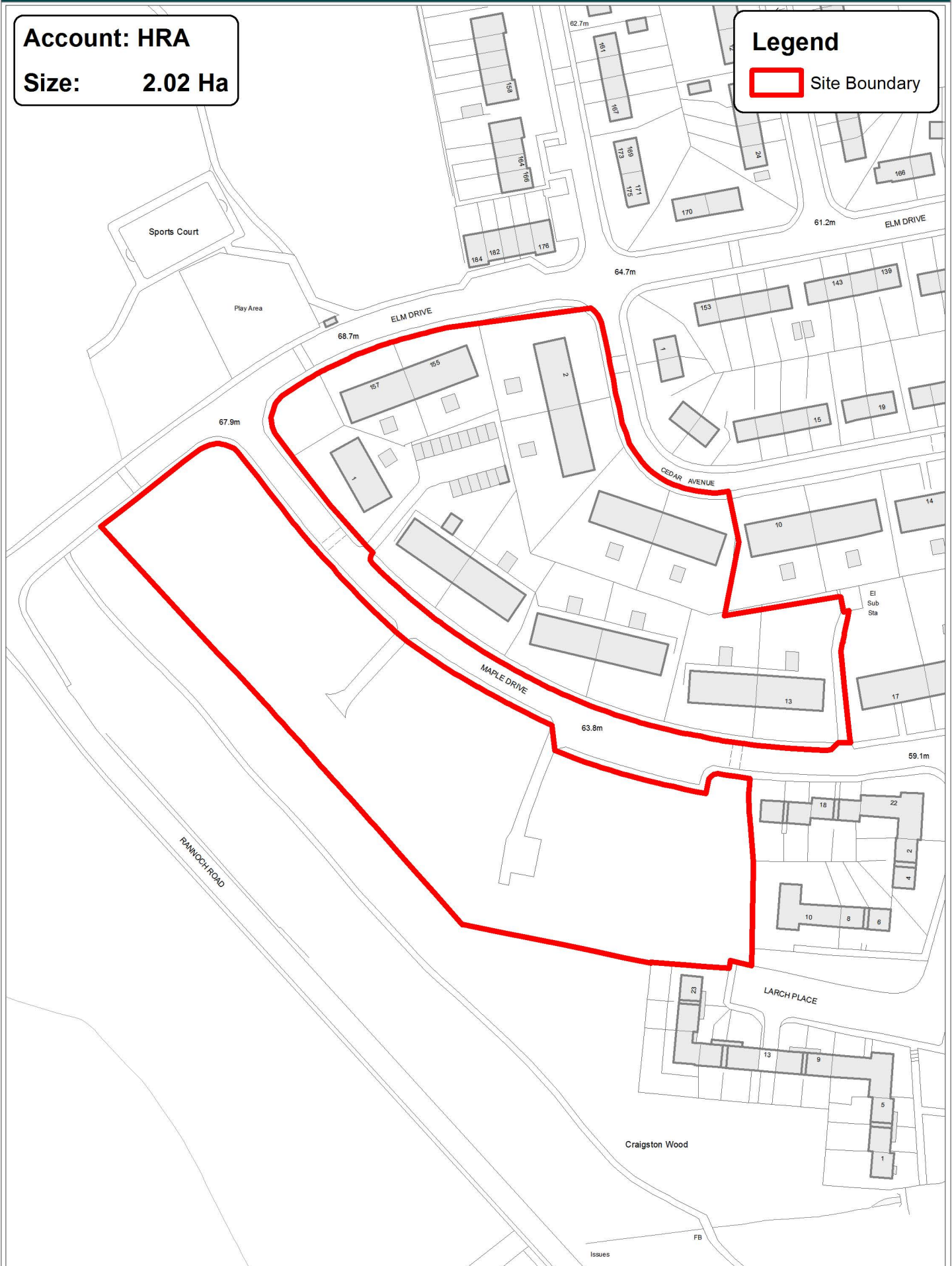
Plan A : Johnstone Castle Phase 2

Account: HRA

Size: 2.02 Ha

Legend

 Site Boundary



User: ptpollock1

Date: 20/06/2018

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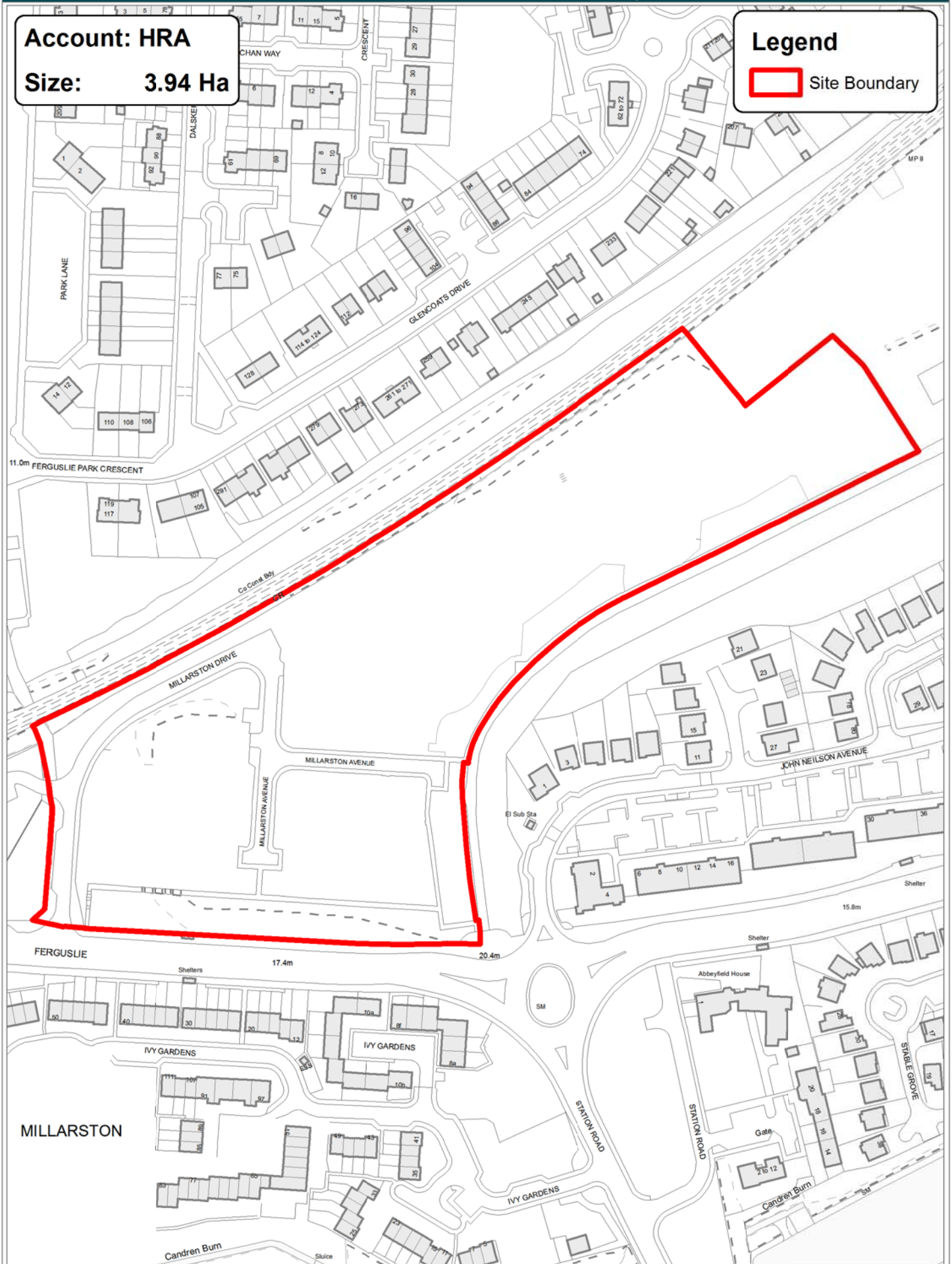
Plan B : Millarston, Paisley

Account: HRA

Size: 3.94 Ha

Legend

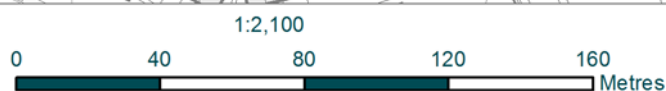
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User: ptpollock1

Date: 20/06/2018

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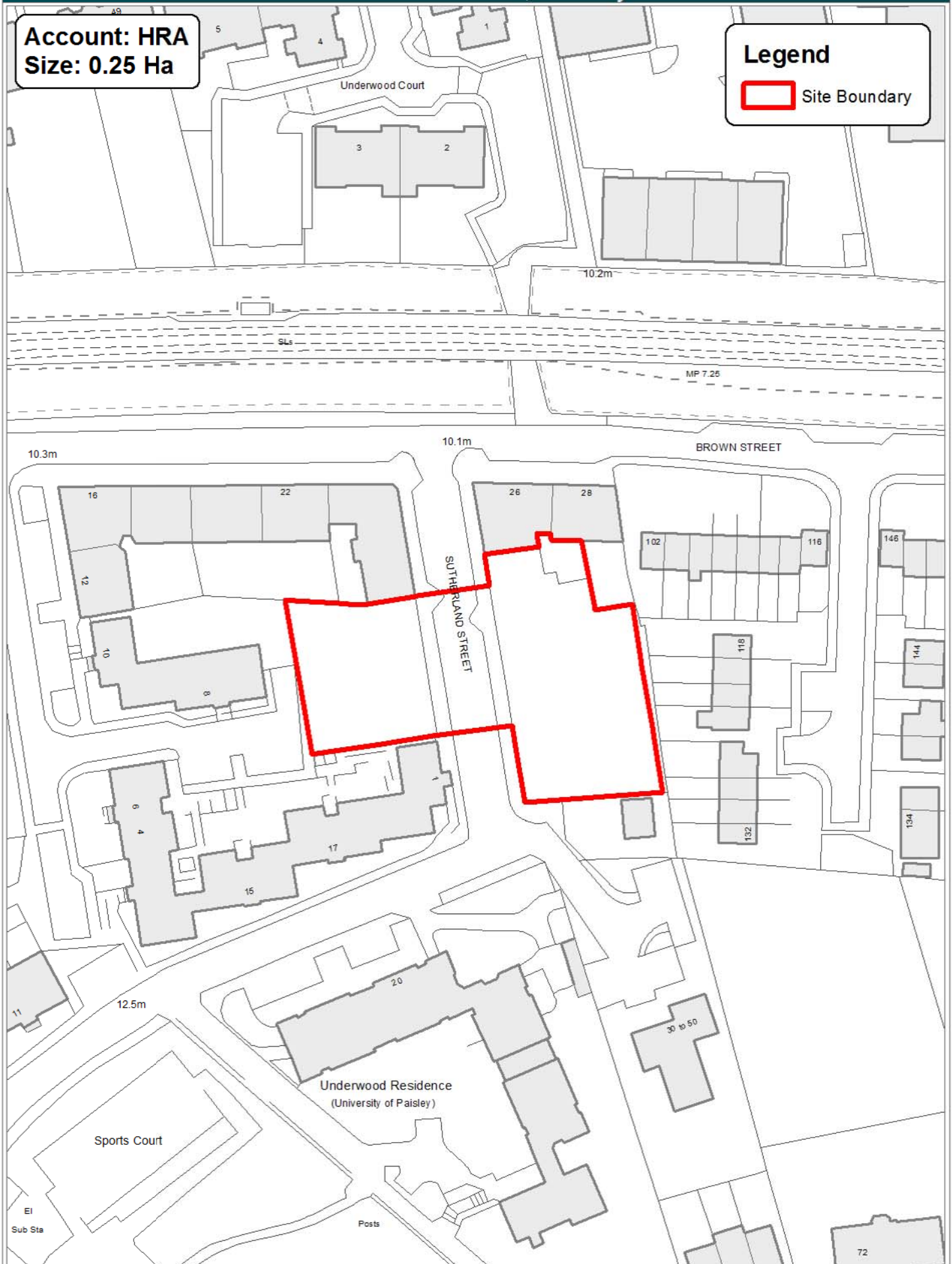


Plan C: Sutherland Street, Paisley West End

Account: HRA
Size: 0.25 Ha

Legend

 Site Boundary



User: ptpollock1

Date: 25/07/2018

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1:1,000
0 10 20 30 40 Metres





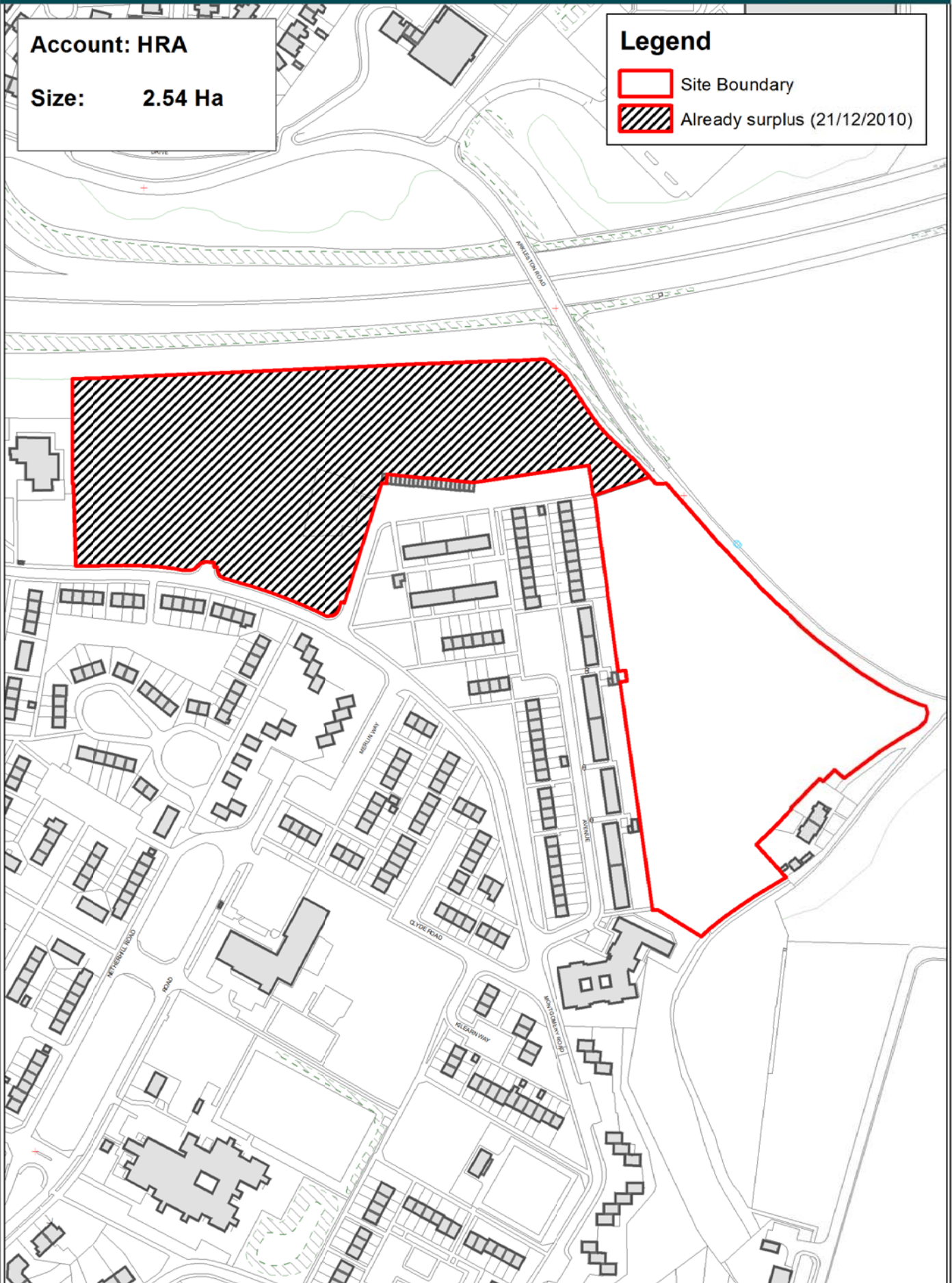
Plan D : Gallowhill, Paisley

Account: HRA

Size: 2.54 Ha

Legend

-  Site Boundary
-  Already surplus (21/12/2010)



1:2,121



Date: 26/07/2018

0 60 120 180 240 Meters



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Plan E : Auchengreoch Road, Johnstone

Account: Transfer to HRA

Size: 1.03 Ha

Legend

 Site boundary

Hatched area:
Subject to title search

1:694



Date: 26/07/2018

0 20 40 60 80 Meters

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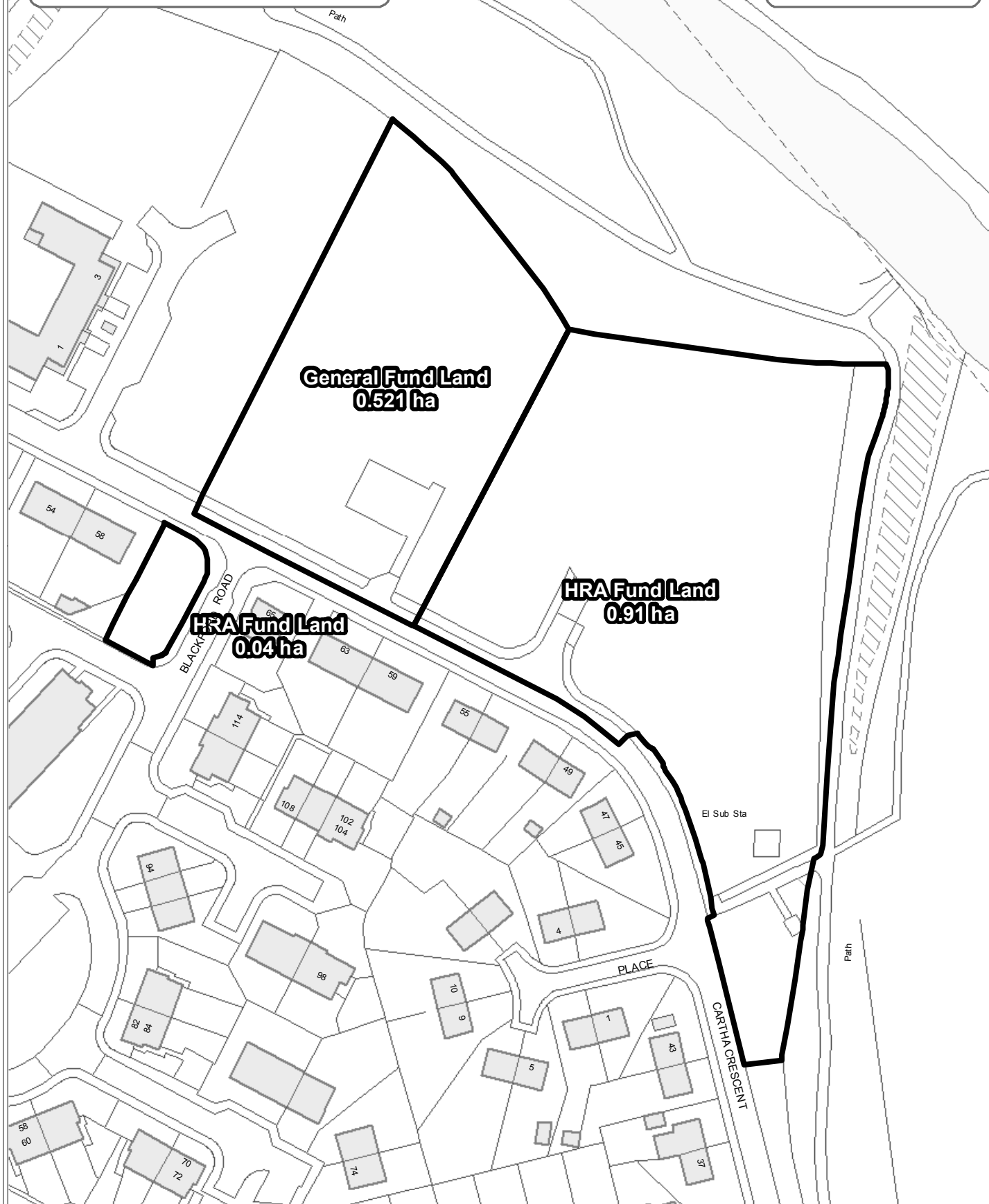


Plan F: Cartha Crescent

Size: 1.47Ha
General Fund Land: 0.521 Ha
HRA Fund Land: 0.914 Ha

Legend

 Site Boundary



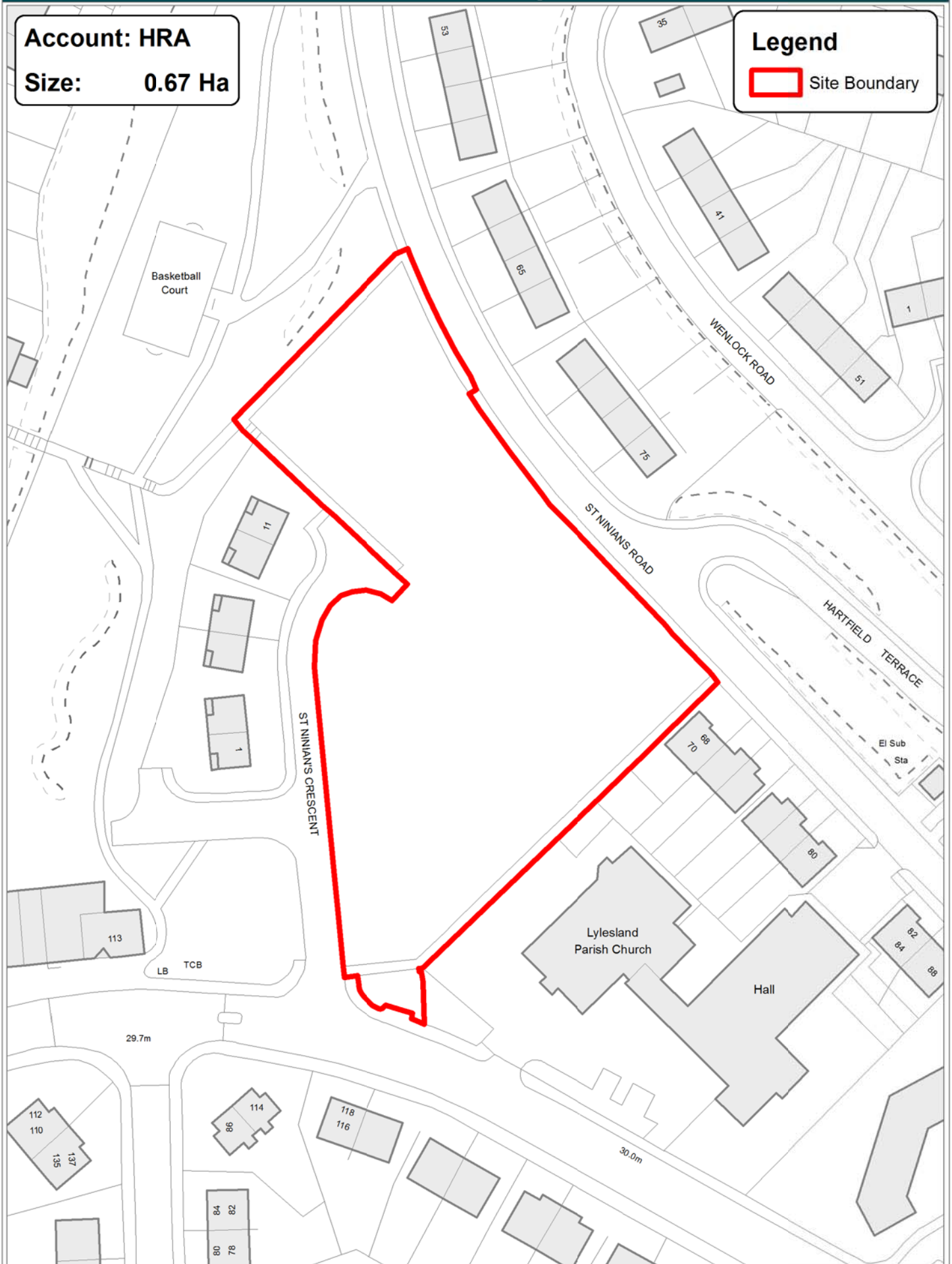
Plan G : Thrushcraigs Phase 2

Account: HRA

Size: 0.67 Ha

Legend

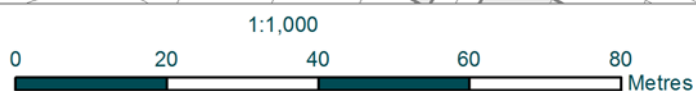
 Site Boundary



User: ptpollock1

Date: 20/06/2018

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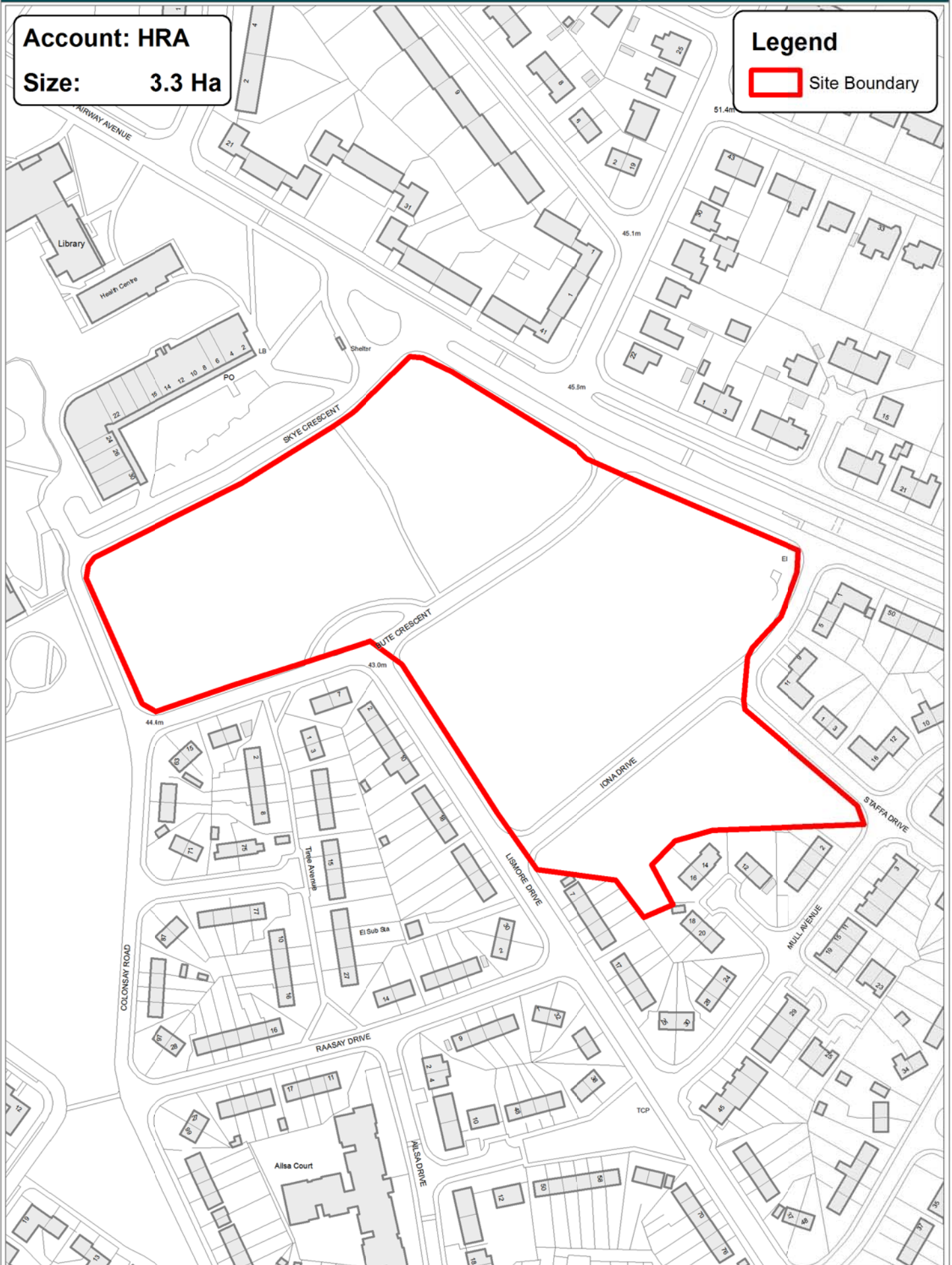
Plan H : Glenburn , Paisley

Account: HRA

Size: 3.3 Ha

Legend

 Site Boundary



User: ptpollock1

1:2,000



Date: 20/06/2018

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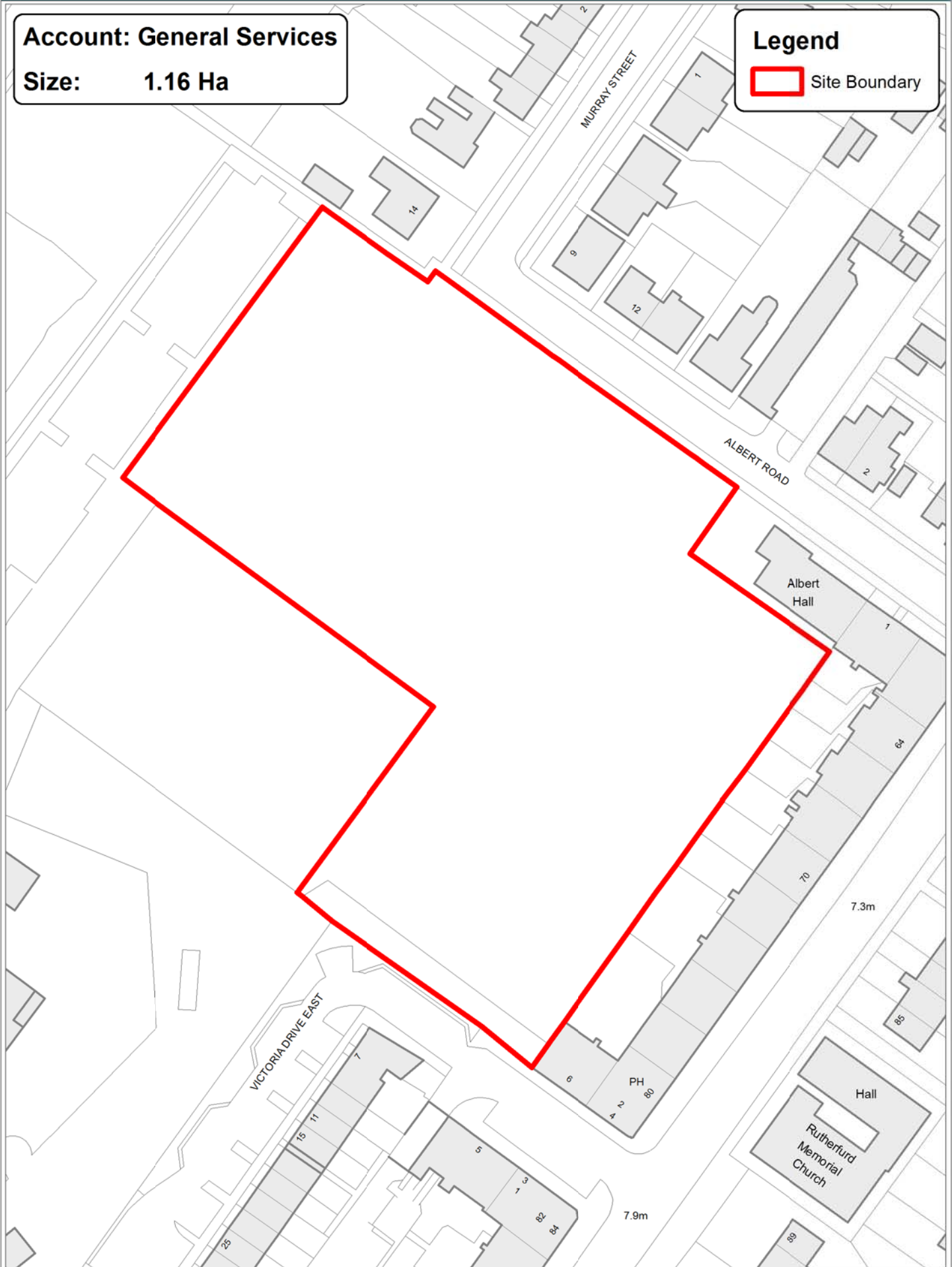
Plan I : Moorpark, Renfrew (Albert Road)

Account: General Services

Size: 1.16 Ha

Legend

 Site Boundary



User: ptpollock1

Date: 20/06/2018

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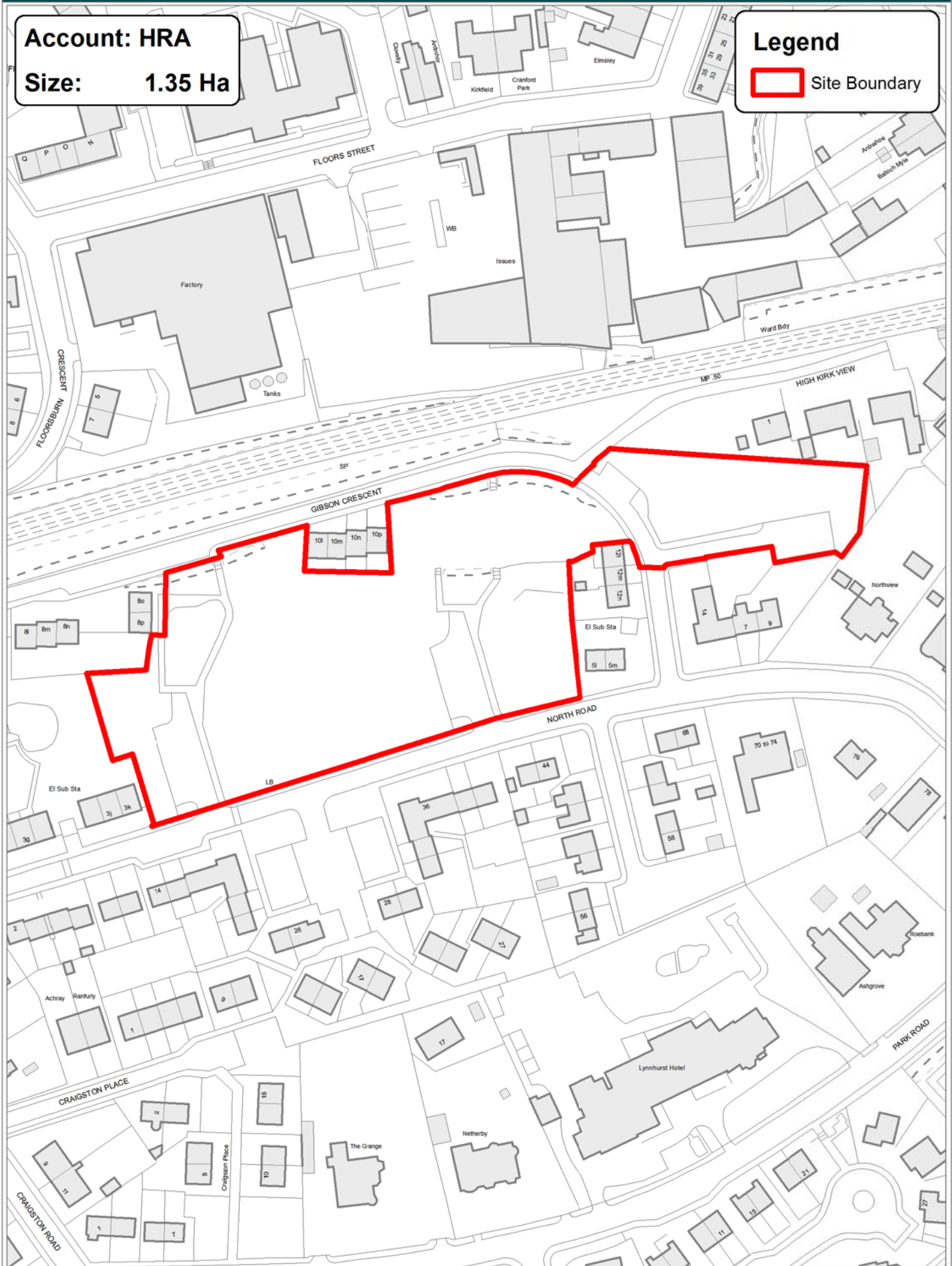
Plan J : Gibson Crescent, Johnstone

Account: HRA

Size: 1.35 Ha

Legend

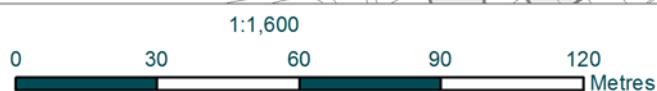
 Site Boundary



User: ptpollock1

Date: 21/06/2018

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Draft Strategic Housing Investment Plan for Renfrewshire

2019/20 to 2023/24



Draft Strategic Housing Investment Plan 2019/20 to 2023/24

Draft Strategic Housing Investment Plan Preparation and Consultation

This draft Strategic Housing Investment Plan 2019/20 to 2023/24 has been prepared for public consultation following ongoing discussions with Registered Social Landlords operating in Renfrewshire and private developers.

This Draft Strategic Housing Investment Plan is to be published for consultation from **22nd August 2018** to **21st September 2018**. Comments should be returned by post or by email to:

Head of Planning & Housing
Development & Housing Services
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley, PA1 1JD

Email: strategyandplace@renfrewshire.gov.uk

The comments and feedback received as part of the consultation process will be used to finalise the development of this plan for the next five years.

The finalised Strategic Housing Investment Plan will be submitted for approval to the Council's Communities, Housing and Planning Policy Board on the 30th October 2018. The finalised Strategic Housing Investment Plan will also be submitted to the Scottish Government.

Following submission of the Strategic Housing Investment Plan to the Scottish Government, a Strategic Local Programme Agreement for Renfrewshire will be agreed. This will form the basis of individual agreements between the Scottish Government, Renfrewshire Council and Registered Social Landlords on funding for specific projects.

Ambitious Targets for Affordable Homes

Introduction

The Strategic Housing Investment Plan sets out how investment in affordable housing will be targeted to meet the objectives of Renfrewshire's Local Housing Strategy 2016-2021 and meet the affordable housing supply target of 200 homes each year to 2021.

The Scottish Government allocates grant funding to local authority areas through the Affordable Housing Supply Programme.

Affordable Housing can include a range of tenure types including homes for social rent, low cost home ownership/shared equity, shared ownership, intermediate/Mid-Market Rent and private sector delivered below market cost housing.

As part of the Affordable Housing Supply Programme process, local authorities are required to prepare and update a Strategic Housing Investment Plan each year, which sets out key investment priorities for affordable housing that will help to achieve the outcomes set out in the Renfrewshire Local Housing Strategy.

The Scottish Government's Affordable Housing Supply Programme sets out a framework to deliver local housing projects and priorities to assist in achieving the 'More Homes Scotland' 50,000 affordable homes target during the life of the current Parliament. **(A diagram of the process is shown in Appendix 1)**



Andrews Avenue Phase 1, Renfrew, Sanctuary Scotland

Renfrewshire Local Housing Strategy

Renfrewshire Local Housing Strategy

Renfrewshire's current Local Housing Strategy 2016-2021 was approved by the Council's Communities, Housing and Planning Policy Board in January 2017. It identifies seven outcomes which the Council and its partners will work to achieve in the period up to 2021.

1. The supply of housing is increased;
2. Through targeted investment and regeneration activity, Renfrewshire has attractive and sustainable neighbourhoods and well functioning town centres;
3. People live in high quality, well managed homes;
4. Homes are Energy Efficient and Fuel Poverty is minimised;
5. Homelessness is prevented and vulnerable people get the advice and support they need;
6. People are able to live independently for as long as possible in their own home; and
7. Affordable housing is accessible to people who need it.



Shortroods, Paisley, Sanctuary Scotland Housing Association

Glasgow and the Clyde Valley Housing Market Area

Renfrewshire forms part of the Glasgow Clyde Valley Housing Market Area, which includes eight local authority areas. All eight local authorities worked in partnership to produce the second Glasgow and the Clyde Valley Housing Need and Demand Assessment. It was appraised as 'robust and credible' by the Scottish Government's Centre for Housing Market Analysis in May 2015 and covers the entire Glasgow Clyde Valley Housing Market Area.

Renfrewshire forms a distinct market in itself, but there are strong links with neighbouring areas.

The second Housing Need and Demand Assessment considered the existing stock base across all tenures, as well as projected changes to the stock base and projected demographic changes. It produced estimates in relation to the future need for new affordable housing and market housing for each local authority area.

Demographic Trends

As part of the process of setting housing supply targets, account has been taken of demographic trends and projections for the future. There has been a small growth in Renfrewshire's overall population in recent years growing from 170,250 people in 2011 to 176,830 in 2017, whilst the number of households increased

steadily from around 80,900 to around 84,900 over the same period.

These trends are expected to continue with people living in smaller households and with an ageing population making up an increasing proportion of the population. These population trends continue to be considered when assessing local housing need and developing the Strategic Housing Investment Plan programme for the next five years.

Housing Supply Targets

The Housing Need and Demand Assessment informed the affordable housing supply targets for Renfrewshire which are included in the Local Housing Strategy for the period 2016-2021:

- 500 Private Sector Homes;
- 200 Affordable Homes.

At the moment Resource Planning Assumptions (RPA's) are only known up to 2020/21. It is the aim of the Council and its partners to deliver 1,000 new affordable homes in the five year Local Housing Strategy period to 2021.

The new draft Strategic Housing Investment Plan rolls the programme forward to 2023/24. It shows how grant funding could be utilised over the next five years to assist in the delivery of new affordable homes subject to available funding.

Affordable Housing Investment Priorities

Renfrewshire Affordable Housing Investment Priorities

Good quality housing enhances the built environment of Renfrewshire's towns and villages. It has a positive impact on health and general wellbeing and on the economic prosperity of local communities.

Provision of a range and choice of housing plays an important role in helping to tackle poverty and deprivation and also assists in promoting equality of opportunity.

Increasing the number of new affordable homes built in Renfrewshire over the life of the new Strategic Housing Investment Plan is important, but these homes also need to be of the right type, size and tenure and be located in the right places.

To meet these aims and objectives, the investment priorities in Renfrewshire are set out in the Renfrewshire Local Housing Strategy as follows:

- Support local housing regeneration programmes;
- Replace social rented housing (where major improvements to existing stock would not be cost effective and/or sustainable) and where there is continued need;
- Address the mismatch between the supply of social rented housing and the housing people need and want to live in, taking account of type, size, quality and location;
- Deliver new affordable homes in the areas where there is pressure on the supply of affordable housing;
- Support the development of sustainable mixed communities by delivering affordable housing in Community Growth Areas and other larger housing developments;
- Expand the supply of housing for people with particular needs;
- Complete the comprehensive tenement improvement programme at Orchard Street in Paisley town centre;
- Support town centre residential investment and regeneration; and
- Support the development of a graduated housing market in areas where there is a requirement for affordable options.

As with previous Strategic Housing Investment Plans, all projects included within this draft Strategic Housing Investment Plan have clear links to the outcomes of the Local Housing Strategy. As in previous years, housing development projects will only be taken forward where they assist in the delivery of Renfrewshire Local Housing Strategy outcomes.

Projects within this draft Strategic Housing Investment Plan have been prioritised to reflect project deliverability in terms of local needs assessments, site availability, strategic priorities and funding availability from both a programme perspective and the housing developers' own financial capacity.



Thrushcraigs Crescent, Paisley, Link Group

Preparation of the New Strategic Housing Investment Plan

In preparing this draft Strategic Housing Investment Plan for the next five years, account has been taken of ongoing discussions with Registered Social Landlord partners and the Scottish Government. There is also continuous discussion between services within the Council to support the development and delivery of affordable housing priorities.

Consultation

As part of the consultation process, this draft Strategic Housing Investment Plan is being sent to local Tenants and Residents Associations, Community Councils and other key partners for comment. It is also being placed on the Council's website with comments invited from interested parties. Feedback received through this consultation process will be used to help inform the finalised Strategic Housing Investment Plan.

This new draft Strategic Housing Investment Plan includes a wide range of projects which have been rolled forward from the programme set out in last year's Strategic Housing Investment Plan which was approved by the Council in November 2017.

Following consultation, an updated and ambitious development programme will be formed that will deliver affordable homes for a

range of different needs groups across Renfrewshire. The draft proposed development programme is included at Appendix 3.



Western Park, Renfrew, Sanctuary Scotland

Draft SHIP

This draft Strategic Housing Investment Plan reflects both the Local Housing Strategy outcomes and the investment priorities outlined on page 5 of this draft Strategic Housing Investment Plan. It also takes account of:

- Renfrewshire's supply target for affordable housing is to deliver 1,000 new affordable homes by 2021. This will be rolled forward to 2023/24 - an average of **200** new affordable homes each year;
- Projects recently completed, or nearly complete; and projects that are progressing through the various stages of the project planning and design process; and
- Advice about forward planning and programme management and the national target of 50,000 new affordable homes over the five year period to 2021.

Following discussions with Registered Social Landlord partners as part of the consultation process, new future projects may be brought forward which align with Local Housing Strategy objectives and, where appropriate be included in the finalised Strategic Housing Investment Plan.

Each year an updated Strategic Housing Investment Plan is produced which notes progress made in the previous year as well as outlining the development programme over the next five year period.

In between updates a range of project management activities are used to ensure resources are managed effectively and that projects progress as planned. These project management activities include:

- Ongoing liaison between services within the Council and between the Council and Registered Social Landlord partners on specific projects;
- Multi-agency project group meetings;
- Quarterly tripartite meetings involving the Council, individual developing Registered Social Landlord partners and the Scottish Government;
- Quarterly Renfrewshire Council/Scottish Government Strategic Housing Investment Plan liaison meetings; and,
- Six weekly internal officer group meetings to review progress.

Renfrewshire Affordable Housing Project Updates

Projects Expected to Complete in 2018/19

Development	Units	Status	Comment
Andrew Avenue Phase II, (Station Road) Renfrew	60	Due to complete Autumn 2018	This development by Sanctuary Scotland includes 60 new homes for social rent and will complete the wider Andrew Avenue area new build development.
Inchinnan Road (Western Park), Renfrew	67	Due to complete Summer 2018	This development by Sanctuary Scotland includes 67 new homes for social rent.
Paisley West End Phase I (Co-op site), Paisley	39	Due to complete early 2019	This development by Sanctuary Scotland consists of 39 homes for social rent and is expected to complete in early 2019. The development will contribute to the regeneration of Paisley West End and will complement regeneration plans for the Well Street area of Paisley.

Projects on Site/Due to Start on Site

Development	Units	Status	Comment
Johnstone Castle Phase I	95	Due to complete March 2020	Renfrewshire Council is progressing works on the construction of 95 new homes for social rent in the Johnstone Castle area where tenement flats are being replaced with high quality, predominantly back and front door houses. Completion is anticipated for March 2020.

Renfrewshire Affordable Housing Project Updates

Bishopton Phase I, North Renfrewshire	120	Expected to complete in 2019/20	Bishopton Community Growth Area (CGA) (Dargavel Village) is expected to provide around 4,000 new homes on brownfield land in North Renfrewshire. This development will provide affordable homes as part of the overall masterplanned approach in this area. The Strategic Housing Investment Plan includes provision for 200 new affordable homes including 80 new social rented homes from the Council as phase I.
Love Street, Paisley	132	Due to complete July 2019	The redevelopment of this brownfield site is contributing to regeneration in Paisley through the development of 132 new homes for social rent and low cost home ownership by Sanctuary Scotland. This project started on site in August 2017 and will complete in phases up until July 2019.

Projects still to start on site (All sites previously identified in SHIP 2018/19 to 2022/23)

Development	Comment
Smithhills Street, Paisley Town Centre	This affordable housing development of approximately 26 flats by Link Group is the third phase of the redevelopment of the former Arnott's department store site in Paisley. This project will contribute to the wider regeneration of Paisley town centre, adding to the tenure diversification and increased residential provision within this key central location.
Milliken Road, Kilbarchan	This social rented development of around 18 one and two bedroom homes by Williamsburgh Housing Association will add to the affordable housing supply in West Renfrewshire.

Renfrewshire Affordable Housing Project Updates

Development	Comment
Amochrie Road, Foxbar, Paisley	This social rented development of approximately 36 homes by Link Group will add to the affordable housing supply in the Foxbar area and will bring a derelict site back in to use.
Thrushcraigs Phase II, Paisley	This social rented development of around 20 homes by Link Group will add to the affordable housing supply by complementing Thrushcraigs Phase I which was completed in 2016/17.
Seedhill Road, Paisley	<p>Williamsburgh Housing Association and the Council are working in partnership to progress plans to develop 23 general needs houses and 24 amenity standard flats for older people, all for social rent.</p> <p>This development has delayed due to issues with site drainage and Scottish Water system capacity issues. The Council and Williamsburgh Housing Association are currently working with Scottish Water and engineers to investigate possible solutions to resolve these issues.</p>
Westerfield House, Phase II	This development of approximately 10 flats by Paisley Housing Association will provide housing particular needs. Discussions are ongoing about revenue funding and client groups with Renfrewshire's Health and Social care Partnership.
Bishopton Phase II, North Renfrewshire	The Strategic Housing Investment Plan includes provision for 200 new affordable homes for social rent with the Council currently progressing plans to build 80 new homes as a first phase. The second phase of affordable housing will involve construction of around 120 homes for social rent.
Ryefield, Johnstone	This social rented development of approximately 24 homes by Linstone Housing Association will add to the affordable housing supply of houses in the Johnstone area.

Renfrewshire Affordable Housing Project Updates

Development	Comment
Millarston, Paisley	Two sites where housing was demolished a number of years ago will be redeveloped by the Link Group to provide around 80 affordable homes.
Albert Road, Renfrew	This social rented development of approximately 44 homes by Williamsburgh Housing Association will add to the affordable housing supply in Renfrew.
Gallowhill, Paisley	This social rented development of approximately 60 homes by Renfrewshire Council will add to the affordable housing supply in the Gallowhill area. It is envisaged that some private housing may also be developed at this location.
Glenburn Regeneration	This affordable development of approximately 130 homes by Sanctuary Scotland and Paisley Housing Association will provide a range of property types with homes developed for predominantly social rent with around 24 homes also developed for low cost home ownership.
Auchengreoch Road, Johnstone	This social rented development of around 35 homes by Renfrewshire Council will add to the affordable housing supply in the South West Johnstone area.
Spateston, Johnstone	This social rented development of approximately 35 homes by Renfrewshire Council will add to the affordable housing supply in the South West Johnstone area.

Renfrewshire Affordable Housing Project Updates

Development	Comment
Paisley West End, Phase II	<p>A Regeneration Masterplan for Paisley West End was approved by the Council in December 2017 following public consultation.</p> <p>The Masterplan seeks to achieve transformational change in the Well Street area and involves the construction of approximately 155 new homes for sale and social rent, with a mix of property types and sizes. The Council is working with Sanctuary Scotland and the Scottish Government to progress the Regeneration Masterplan</p> <p>It is anticipated that the early stages of work will focus on the acquisition of privately owned properties and the development of vacant land.</p>
Ferguslie Park, Paisley	<p>This social rented development of around 100 homes by Renfrewshire Council will assist in the regeneration of the Ferguslie Park area where options are being explored to replace existing low demand housing.</p>
Orchard Street, Paisley	<p>Town centre regeneration is a key strategic priority for Renfrewshire.</p> <p>Plans are now progressing for a Comprehensive Tenement Improvement (CTI) project at Orchard Street/Causeyside Street, Paisley following 5 blocks of flats being designated as a Housing Renewal Area (HRA) in March 2017.</p> <p>Paisley Housing Association is leading on this project and is engaging with private owners.</p>
Extra Care & Amenity Accommodation, Paisley	<p>This development by Linstone Housing Association will provide extra care housing and amenity housing for older people (around 48 new homes). Provision will be made by Renfrewshire's Health and Social Care Partnership for revenue funding for the extra care housing.</p>
Foxbar Rivers, Paisley	<p>This mixed tenure development with approximately 80 houses by Renfrewshire Council and Paisley Housing Association will bring back in to use vacant sites and a regeneration area and improve the mix of house types available for social rent in the area.</p>

Renfrewshire Affordable Housing Project Updates

Development	Comment
Erskine - Sheltered Housing Reprovisioning	Bridgewater Housing Association will develop new sheltered housing which will replace existing dispersed sheltered provision across Erskine.
Cartha Crescent, Paisley	This social rented development of approximately 25 homes by Williamsburgh Housing Association. It will add to the affordable housing supply and complement previous investment by Williamsburgh Housing Association and the Council in this regeneration area.
Paisley Town Centre Site 1 (site to be identified)	In line with the Local Housing Strategy aim of regenerating Paisley town centre, and encouraging more people to live in the town centre, site options in suitable locations will continue to be explored.
Johnstone Castle Phase II	Link Group are progressing plans for a second phase of affordable housing development in the Johnstone Castle area with around 40 new homes to be built for social rent (including around 10 homes for Linstone Housing Association) as part of a mixed tenure development.
Gibson Crescent, Johnstone	This social rented development of approximately 25 homes by Williamsburgh Housing Association will add to the affordable housing supply in Johnstone.
Linwood	This social rented development of approximately 50 homes by Linstone Housing Association will add to the affordable housing supply in Linwood.

The finalised Renfrewshire Strategic Housing Investment Plan

During the consultation period, the Council will liaise with partners on any potential new projects for inclusion in the finalised new Strategic Housing Investment Plan. These will be evaluated based on their fit with Local Housing Strategy objectives and housing investment priorities, deliverability issues and taking account of financial constraints in the programme.

In line with guidance from the Scottish Government, this Strategic Housing Investment Plan takes an 'over programming' approach. It identifies a potential grant spend in the first years of the programme which is significantly in excess of minimum Resource Planning Assumptions (RPA's).

This draft Strategic Housing Investment Plan aims to promote a flexible approach to programme management to ensure that affordable development projects can be brought forward to mitigate any slippage within the programme and take advantage of any additional resources that may become available to Renfrewshire.

Where possible early site feasibility work will be undertaken on projects identified in the later stages of the development programme.

Appendix 3 lists projects which will be progressed over the next five years. This list may be amended following consultation.

There is strong emphasis in the Local Housing Strategy on making best use of existing stock where possible. However, there are issues of mismatch and some localised cases where it may not be possible or cost effective to improve the existing stock. Consideration may be given in the later years of the Strategic Housing Investment Plan for the reprovisioning of some existing low demand properties.

Within the Council's stock in Renfrewshire, there is currently an imbalance between the type of stock available and the type of housing stock people would like to live in, with a disproportionate proportion of tenement flats and significant shortage of back and front door houses (79% of the Council's dwellings are flats). Much of this low demand stock is concentrated within the most deprived 5%, 10% and 15% of Scottish Government data zones.

New Homes Delivered in Renfrewshire

New Homes Delivered in Renfrewshire

Aligned to the Local Housing Strategy, regeneration activity remains a key focus of this Strategic Housing Investment Plan reflecting the strategic importance of this for Renfrewshire. This is reflected in the projects identified in Appendix 3 to be taken forward over the next five years.

The delivery of new homes has assisted in supporting existing communities by providing modern, energy efficient homes, providing the type of accommodation that people need and want to live in and addressing fuel poverty.

Moving forward, the Council will continue to encourage and maximise opportunities for energy efficiency and promote the incorporation of greener measures in future new build developments.

Renfrewshire Council new build programme

The draft Strategic Housing Investment Plan includes ambitions plans to deliver almost 500 new Council homes over the next five years.



Shortroods, Paisley, Sanctuary Scotland, completed 2015/16

Particular Housing Needs

Particular Housing Needs

The Local Housing Strategy highlights the need for housing which meets the particular housing needs of a range of client groups. The Local Housing Strategy focuses on homeless prevention (strategic outcome 5) and enabling people to live independently in their own home as long as possible (strategic outcome 6). This draft Strategic Housing Investment Plan includes a number of projects to address identified particular needs. These include:

- Extra care housing, Paisley (**48** unit development that will include both extra care and amenity standard housing). Renfrewshire Health and Social Care Partnership revenue funding will be provided for the extra care homes through the reconfiguration of existing Health and Social Care Partnership resources;
- Sheltered housing reprovisioning, Erskine (development of purpose built sheltered accommodation to replace existing housing);
- Amenity/Supported housing in Paisley (Westerfield House phase II - **10** unit development which will be designed to either amenity standard for older people **or** to provide supported accommodation for people with learning disabilities). Renfrewshire Health and Social Care Partnership are about to undertake a review of Renfrewshire's Learning Disability Services, as part of which consideration will be given to the commissioning of future needs. Westerfield

House phase II will form part of these considerations. Should this project progress as supported accommodation for people with learning disabilities, revenue funding from Renfrewshire's Health and Social Care Partnership will come from the reconfiguration of existing resources.

- General Needs and Amenity Standard Housing at Smithhills Street, Paisley (**26** Unit development that will include 10 flats designed to amenity standard).
- The Local Housing Strategy also recognises the need for supported housing in the Paisley area for people with complex needs. We will look to develop proposals for a small supported housing project for this group. The project could be part of an affordable housing development, building on previous successes for this type of model. In developing plans for this provision, account will be taken of Rapid Rehousing Transition Plans Guidance.

Discussions have taken place with Renfrewshire Health and Social Care Partnership to ensure that where appropriate when planning new developments, full account is taken of future revenue funding requirements.

Further work is planned in partnership with Renfrewshire's Health and Social Care Partnership to develop joint needs assessments and

to investigate revenue funding issues for particular needs developments at an early stage to ensure that projects are viable, sustainable and capable of meeting tenants and residents needs.

Where appropriate, the Council will encourage provision of wheelchair housing in new affordable developments with partners also encouraged to develop housing that is capable of being adapted in the future to meet people's longer term needs.

Recently completed particular needs developments include:

Development	Comment
Neilston Road, Paisley (Loretto Housing Association, 2013/14)	This mixed use development of 55 units included supported housing for young people as well as general needs housing for social rent.
Blackhall, Paisley (Renfrewshire Council, 2013/14)	Mixed use development of 37 units which included 15 grouped amenity flats for older people as well as 22 general needs houses for social rent.
Abbey Place, Paisley (Link Group, 2016/17)	Innovative new build development of 38 flats specifically designed to meet the needs of older people in Paisley town centre which included 25 flats for shared equity low cost home ownership and 13 properties for social rent. This project assisted in addressing affordability issues for older people who may have been restricted in a property that no longer met their housing needs.
Thrushcraigs, Paisley (Link Group, 2016/17)	Mixed tenure development of 70 new homes for social rent and low cost home ownership. This development included 7 purpose built wheelchair properties designed to meet the needs of a wheelchair user.

Meeting the Housing Need and Demand in Renfrewshire

Meeting Housing Need & Demand in Renfrewshire

The second Housing Need and Demand Assessment which was approved in May 2015 estimated that across Renfrewshire, there was an identified shortfall of available social and below market rent homes equivalent to 140 homes each year between 2012 and 2029.

To supplement the findings of the second Housing Need and Demand Assessment, the Council commissioned a further study into the operation of the housing system in Renfrewshire, including affordability issues, movement between sectors and the suitability of existing social rented sector stock to meet future need and demand. This study focused on the sub-market area level and was used to help inform the ambitious Housing Supply Target of 200 new affordable homes contained within the Local Housing Strategy.

As outlined in Appendix 3, plans are in place to deliver a substantial number of new affordable homes throughout Renfrewshire to meet Renfrewshire's target of at least 1,000 new affordable homes in the five year period to 2021.

Recently completed and ongoing developments in Renfrewshire have included a range of tenures to promote different opportunities for lower income households to promote access to affordable housing. These tenures have included shared equity low

cost home ownership, mid-market rent and both housing association and Council social rent.

This approach will be continued where appropriate, taking account of local needs and market circumstances, in order to maximise the benefit of the available grant funding available across the programme and to also lever in private finance where possible.

A map showing sub-area boundaries and settlements is shown in Appendix 4.

North and West Renfrewshire

Development at Dargavel Village, Bishopton presents a significant opportunity for new affordable housing provision within North Renfrewshire. The large scale mixed use regeneration of the site will be delivered over a period of 20 years and a legal agreement with site owners BAE Systems provides for a range of affordable house types and tenures over the life of the construction programme, including 200 new homes for social rent.

This includes the delivery of 80 new homes as the first phase of social rented housing at Dargavel Village with construction works due to start on site shortly and completion estimated for early 2020.

Meeting the Housing Need and Demand in Renfrewshire

A second phase of affordable housing at Dargavel Village by a registered social landlord partner is included within this draft Strategic Housing Investment Plan. The registered social landlord partner who will take this project forward is still to be identified but will be expected to deliver up to 120 new affordable homes by March 2021.

In West Renfrewshire, Williamsburgh Housing Association are progressing plans to develop 18 one and two bedroom homes at Milliken Road, Kilbarchan which will assist in meeting demand for social rented housing in the pressured West Renfrewshire area.

Moving forward, we will continue to try and identify potential sites for affordable housing provision in both North and West Renfrewshire to help meet affordable housing need in these areas.



Dargavel Village, Bishopton

Resources for Future Housing Delivery

Resources for Future Housing Delivery

The Scottish Government have provided guidance on the minimum future resource planning assumptions (RPA's) which councils can expect to receive in the two years 2019/20 to 2020/21 with a minimum RPA of £4.608M in year 3 (2021/22).

The total figure for Renfrewshire over the first two years of the programme is £32.378M, with the following split across the three years:

- £15.665m for 2019/20
- £16.713m for 2020/21
- Minimum of £4.608m for 2021/22
- To be confirmed (£M) for 2022/23
- To be confirmed (£M) for 2023/24

The grant requirement for projects shown in Appendix 3 is currently around £90 million across the five year period of the new draft Strategic Housing Investment Plan. This total requirement, taking account of all projects, is well above the combined Resource Planning Assumptions. However over-programming is encouraged by the Scottish Government to create a flexible approach to ensuring a continual supply of affordable homes sites are available.

This level of over programming will also allow Renfrewshire to take advantage of any additional money made available from the

Scottish Government over the lifetime of the Strategic Housing Investment Plan.

In order to manage the development programme in terms of available funding, the finalised Strategic Housing Investment Plan will include both a 'core' and 'shadow' programme which will consist of the projects identified in Appendix 3.

Projects within the 'core' element of the programme will be progressed in the initial years. Projects included in the shadow programme will be progressed as funding becomes available or as changes in the programme facilitate these projects being pulled in to the 'core' programme.

As with previous Strategic Housing Investment Plans, this draft plan seeks to maintain the focus on delivering projects which have the highest priority, taking account of the Renfrewshire context and the strategic objectives of the Council and its community planning partners.

The Council and its partners are continuing to explore a range of mechanisms available to deliver affordable housing in Renfrewshire. In the past the Council has participated in the National Housing Trust Initiative national procurement exercise, but to date no new homes have been secured through this process.

Resources for Future Housing Delivery

Grant Benchmarks

There is currently a disparity between the level of benchmark grant available to Councils at £57,000 per unit compared to the equivalent figure of £70,000 per unit for housing associations.

Renfrewshire Council would welcome a review of this position to take account of pressures on Housing Revenue Account business plan resources and to create greater capacity to deliver new build Council housing.

Council Tax on Empty and Second Homes

Renfrewshire Council does not at present allocate any additional Council Tax raised from empty or second homes for affordable housing provision.

Acquisition of Existing Dwellings and Private Housing in Poor Condition

The Local Housing Strategy highlights the importance of ensuring existing housing is well maintained, well managed and is energy efficient.

Much of the poorest quality housing in Renfrewshire continues to be found in older private sector tenements in town centre locations.

The Local Housing Strategy sets out a commitment to consider initiatives targeted at tenements in disrepair, or those at risk of falling into serious disrepair in order to preserve the built heritage and to maintain good quality, attractive neighbourhoods.

Within this draft Strategic Housing Investment Plan, provision is included to enable a small proportion of resources to be used to assist housing association partners to acquire tenemental properties, where this would help to meet housing needs and enable the housing association partners to undertake pro-active management and maintenance of common areas of the block. This may include the acquisition of empty homes.

However, housing association partners will be expected to investigate all other available options for funding, alongside consideration of grant funding from the Affordable Housing Supply Programme.

As the local approach to addressing tenement disrepair develops, consideration may be given to a further Housing Renewal Area or tenement repairs scheme.

Resources for Future Housing Delivery

Affordable Housing Policy

Currently there is no overall shortage of land for affordable housing. However there are specific challenges in identifying land for affordable housing in both north and west Renfrewshire.

At present there is no affordable housing policy in place in Renfrewshire. However, an action under outcome 1 of the 2016-2021 Local Housing Strategy is to '*consult on an Affordable Housing Policy, targeted to increase the supply of affordable housing in areas of identified shortfall*'. The proposed Local Development Plan will include a policy that is appropriate for Renfrewshire.

Delivery

In terms of procurement, the Council has been working with partners to develop opportunities for a shared approach to simplify the procurement process.

Renfrewshire Council is working with a number of Councils and Scotland Excel to develop a joint framework for housing construction procurement.

Land has previously been made available by the Council at below market value to facilitate the development of affordable housing to meet identified needs. However, there is a need to balance this against the Housing Revenue Account's (HRA) interests and the

very significant pressures facing Council budgets. The costs for acquiring sites will be reviewed on a case by case basis and housing association partners will be expected to review their ability to make full use of existing assets and borrowing capacity.

Throughout the lifetime of the Strategic Housing Investment Plan, the Council will continue to explore options around innovative delivery mechanisms to expand the supply of affordable housing.

As mentioned earlier, the finalised Strategic Housing Investment Plan will include both a 'core' and 'shadow' programme.

Projects within the 'core' element of the programme will be progressed in specific years with available Scottish Government grant funding used in these years to progress these projects.

Projects included in the 'shadow' programme will be progressed as funding becomes available either through additional funding allocations from the Scottish Government or through the exploration of opportunities with partners in terms of front funding whereby developing partners would cover the full cost of the development initially with the Scottish Government grant element to be repaid to the developing partner as resources become available in future years.

Resources for Future Housing Delivery

Potential Site Constraints

In terms of site constraints, two projects in the programme are currently subject to site constraints.

Williamsburgh Housing Association and the Council are progressing plans to develop 23 general needs houses (WHA) and 24 amenity standard flats for older people (RC) at Seedhill Road, Paisley. This development has been subject to delays due to issues with site drainage and Scottish Water system capacity issues. Discussions are ongoing between the Council, Williamsburgh Housing Association and Scottish Water to identify potential solutions to bring this site forward for development.

Link Group are also progressing plans to develop 36 general needs homes at Amochrie Road in Foxbar, Paisley. There are some issues in terms of an existing building on this site which is due to be demolished and a water mains in close proximity to the demolition area. Link Group are currently exploring ways to resolve these issues and bring the site forward for redevelopment.

Housing Infrastructure Fund

Following the issue of new Scottish Government guidance in relation to the Housing Infrastructure Fund in July 2017, partners

will look at appropriate available sites and determine if any of these sites are viable for housing development should funding be made available to address particular development constraints arising from exceptional infrastructure works required to make sites viable for housing. Potential Housing Infrastructure Fund projects include:

- Seedhill Road, Paisley
- Smithhills Street, Paisley
- Dargavel Village, Bishopton



Barrhead Road, Paisley, Renfrewshire Council Development

Appendices

Strategic Housing Investment Plan Appendices and Priorities

Appendix 1 shows the Affordable Housing Supply Programme process (this is an extract from Scottish Government guidance).

Housing associations have a strong track record of delivering good quality affordable housing in Renfrewshire. As shown in **Appendix 2** - 842 affordable homes were completed over the course of the last Local Housing Strategy (2011/12- 2015/16) with a further 108 homes completed in 2016/17, 77 new homes completed in 2017/18 and 166 new homes expected to be completed in 2018/19.

Appendix 3 lists projects that are expected to start in 2019/20 as well as projects that are currently progressing and/or expected to draw down grant funding and/or be completed during the lifetime of this Strategic Housing Investment Plan.

Potential projects have been assessed for inclusion in the Strategic Housing Investment Plan by taking account of three key factors:

- Strategic fit with the Local Housing Strategy,
- Deliverability and
- Grant funding requirement taking account of current Scottish Government benchmarks.

The Strategic Housing Investment Plan Guidance includes a set of technical templates which local authorities are required to complete. These will be provided separately to the Scottish Government.

The appendices to this document provide a summary of the detailed project information which will be submitted to the Scottish Government.

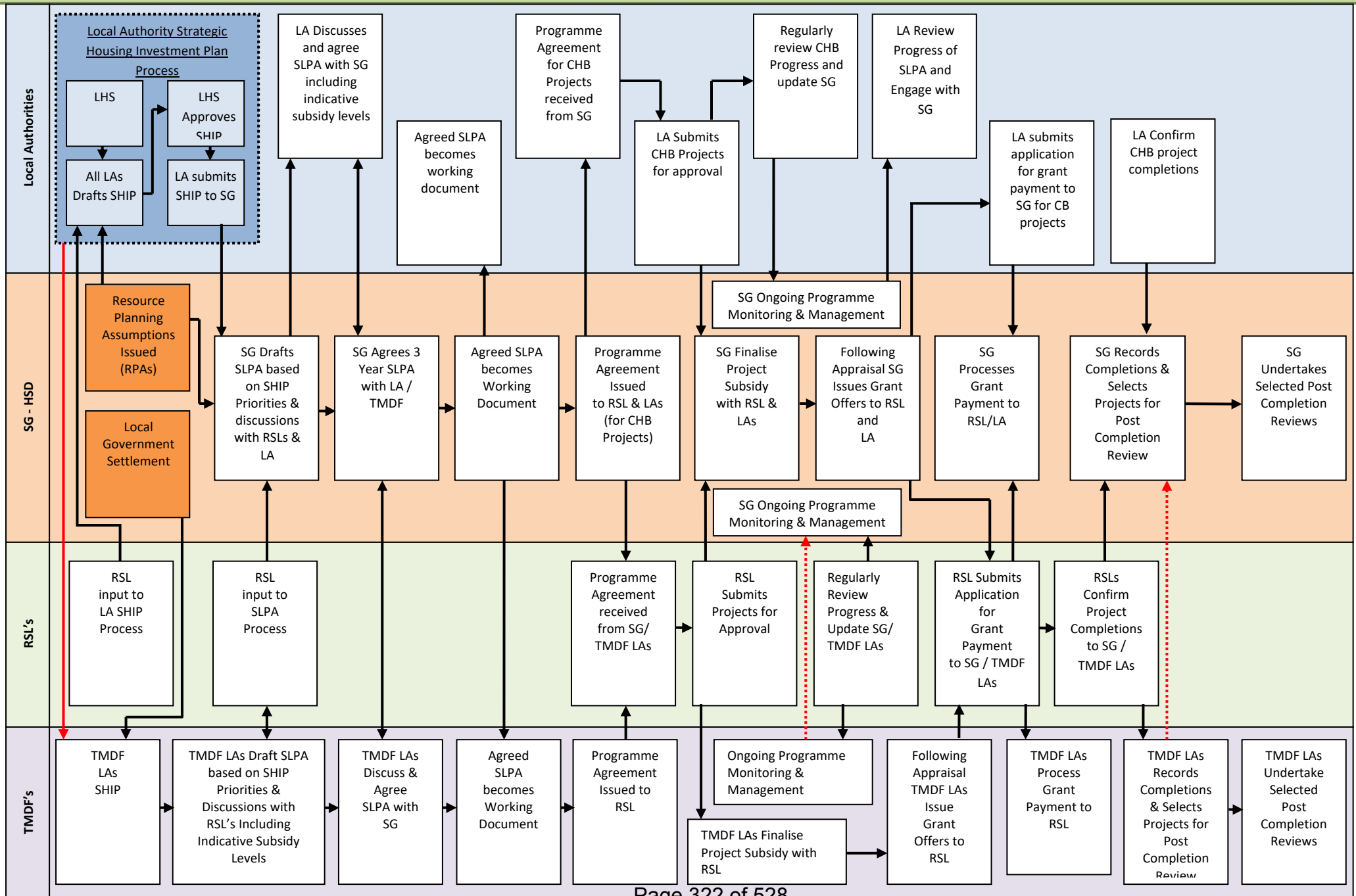
Appendix 4 gives details of sub-areas and settlements within Renfrewshire.

Equalities

This draft Strategic Housing Investment Plan (SHIP) has been subjected to an Equality and Human Rights Impact Assessment with respect to The Equality Act 2010 and the associated protected characteristics.

The aim of this assessment was to identify the likely or actual effects of this draft Strategic Housing Investment Plan 2019/20 to 2023/24 on people. This includes identifying where there will be a positive impact and further opportunities to further promote equality. Where there are any potential negative impacts identified, we will identify any action that is required to eliminate or mitigate these negative impacts.

Appendices



Appendix 2 - Affordable Housing Investment Programme: Completions 2011/12 to 2018/19

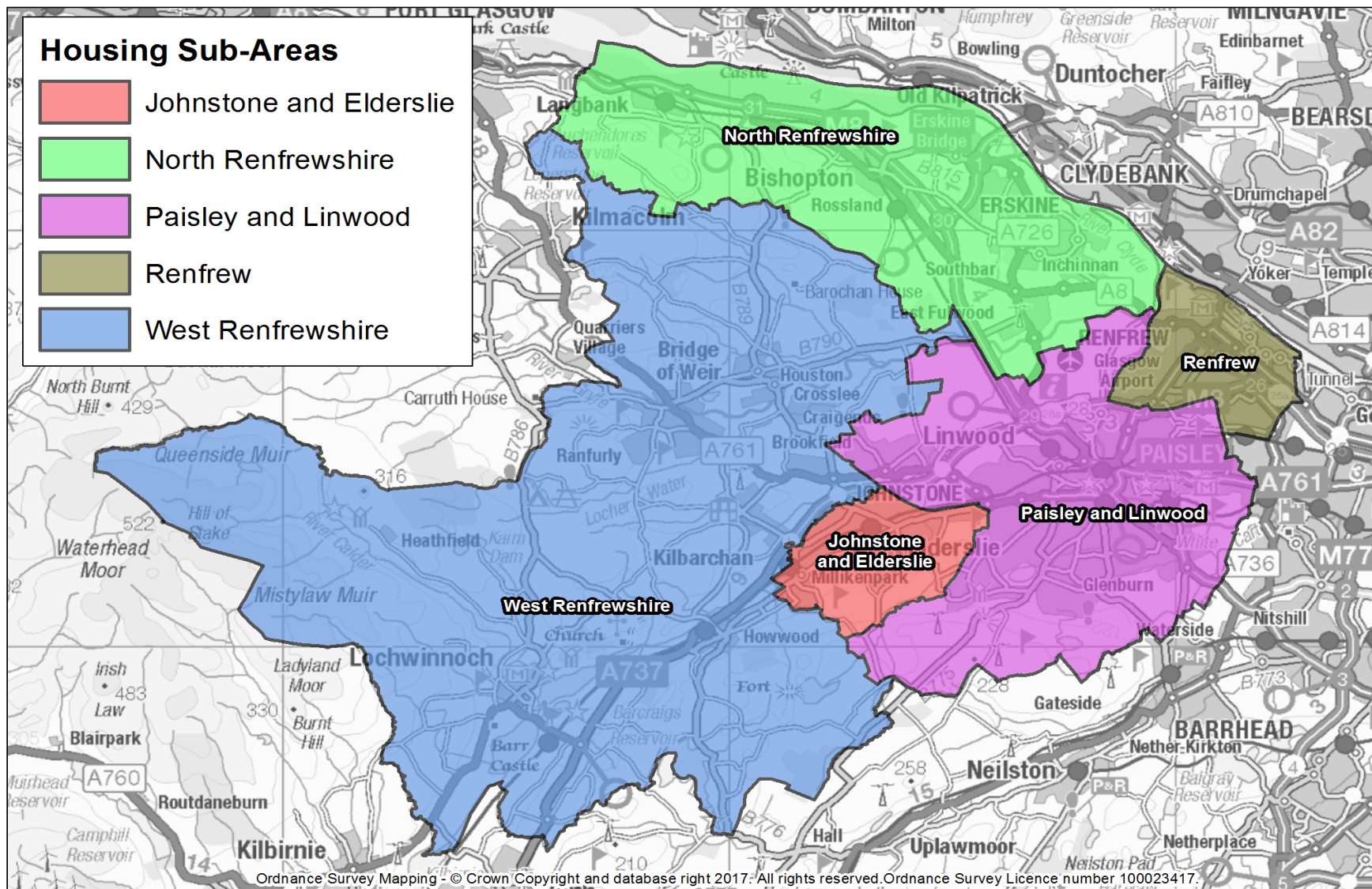
2011/2012				
Paisley South	Gordon Street HAA	Paisley & Linwood	Town centre/Ten rehab	47
Sanctuary	Linwood Regeneration	Paisley & Linwood	Community renewal	190
Link	Cotton Street Phase I	Paisley & Linwood	Town centre/Ten rehab	30
Sanctuary	Abercorn St Phase II	Paisley & Linwood	Town centre/Ten rehab	16
				283
2012/2013				
Bridgewater	Rashilee North	North Renfrewshire	Affordable supply	92
Sanctuary	Shortroods Phase II	Paisley & Linwood	Community renewal	83
				175
2013/2014				
Sanctuary	Gallowhill	Paisley & Linwood	Community renewal	71
Link	Tannahill Crescent	Johnstone & Elderslie	Community renewal	33
Loretto	Neilston Road	Paisley & Linwood	Particular needs	55
Renfrewshire Council	Blackhall	Paisley & Linwood	Community renewal	37
				196
2014/2015				
Linstone	Brown Street	Paisley & Linwood	Community renewal	16
Sanctuary	Braille Crescent Phase I	Renfrew	Affordable supply	40
				56
2015/2016				
Sanctuary	Shortroods Phase III	Paisley & Linwood	Community renewal	86
Sanctuary	Braille Crescent Phase II	Renfrew	Affordable supply	15
Link	Paisley Town Centre	Paisley & Linwood	Community renewal	31
				132
2016/2017				
Link	Thushcraigs	Paisley & Linwood	Community renewal	70
Link	Abbey Place	Paisley & Linwood	Particular needs	38
				108
2017/2018				
Sanctuary	Andrew Avenue Phase I	Renfrew	Affordable supply	77
				77
2018/2019 Est. Completions				
Sanctuary	Andrew Avenue Phase II	Renfrew	Affordable supply	60
Sanctuary	Inchinnan Road (Western Park)	Renfrew	Affordable supply	67
Sanctuary	West End Phase I (Co-op)	Paisley & Linwood	Affordable supply	39
				166
TOTAL				1,193

Appendix 3 - Affordable Housing Projects 2019/20 to 2023/24

				Number of Affordable Units	Core Grant Requirement (£M)*	Estimated Spend by End March 2019	Estimated Grant Requirement (Yrs 1-3) 2019/20-2021/22	Estimated Grant Requirement (Yrs 4-5) 2022/23-2023/24	
Projects in the Affordable Housing Supply Programme	Sub-Area	Category	Developer						
Andrew Avenue Phase II (Station Road)	2	Affordable Supply	Sanctuary Scotland	60	£4.738	£4.738	£0.000	£0.000	
Inchinnan Road (Western Park)	2	Affordable Supply	Sanctuary Scotland	67	£5.320	£5.320	£0.000	£0.000	
Paisley West End Phase I (Co-op)	1	Regeneration	Sanctuary Scotland	39	£3.356	£3.356	£0.000	£0.000	
Smithhills Street, Paisley Town Centre	1	Affordable Supply/Regen	Link Group	26	£1.996	£1.996	£0.000	£0.000	
Johnstone Castle Phase I	3	Regeneration	Renfrewshire Council	95	£5.415	£3.897	£1.518	£0.000	
Bishopton Phase I	4	Affordable Supply	Renfrewshire Council	80	£4.560	£2.377	£2.183	£0.000	
Milliken Road, Kilbarchan	5	Affordable Supply	Williamsburgh HA	18	£1.214	£0.408	£0.806	£0.000	
Paisley Regeneration (Love Street)	1	Regeneration	Sanctuary Scotland (SR)	132	£9.615	£9.615	£0.000	£0.000	
Amochrie Road, Foxbar	1	Affordable Supply	Link Group	36	£2.615	£0.750	£1.865	£0.000	
Thrushcraigs Phase II	1	Regeneration	Link Group	20	£1.400	£0.250	£1.150	£0.000	
Seedhill Road Regeneration	1	Regeneration	Williamsburgh HA/Ren Council	47	£3.116	£0.000	£3.116	£0.000	
Westerfield House	1	Particular Needs	Paisley HA	10	£0.700	£0.200	£0.500	£0.000	
Bishopton Phase II	4	Affordable Supply	RSL tbc/Renfrewshire Council	120	£8.400	£0.000	£8.400	£0.000	
Ryefield, Johnstone	3	Affordable Supply/Regen	Linstone HA	24	£1.680	£0.000	£1.680	£0.000	
Millarston, Paisley	1	Regeneration	Link Group	80	£5.120	£0.500	£4.620	£0.000	
Albert Road, Renfrew	2	Affordable Supply	Williamsburgh HA	44	£3.433	£0.000	£3.433	£0.000	
Gallowhill, Paisley	1	Affordable Supply/Regen	Renfrewshire Council	60	£3.420	£0.000	£3.420	£0.000	
Glenburn Regeneration	1	Affordable Supply/Regen	Sanctuary/Paisley HA	120	£8.400	£0.000	£8.400	£0.000	
Auchengreoch Road, Johnstone	3	Affordable Supply	Renfrewshire Council	35	£1.995	£0.000	£1.995	£0.000	
Spateston, Johnstone	3	Affordable Supply	Renfrewshire Council	35	£1.995	£0.000	£1.995	£0.000	
Paisley West End Phase II	1	Regeneration	Sanctuary Scotland	155	£11.797	£1.458	£10.339	£0.000	
Ferguslie park, Paisley	1	Regeneration	Renfrewshire Council	100	£5.700	£0.000	£5.700	£0.000	
Orchard St/Causeyside St (HRA)	1	Town Centre/CTI	Paisley HA	47	£4.422	£0.209	£4.213	£0.000	
Extra Care/Amenity Housing (Station Road), Paisley	1	Particular Needs	Linstone HA	48	£3.360	£0.250	£3.110	£0.000	
Foxbar Rivers, Paisley	1	Affordable Supply/Regen	Paisley HA/Ren Council	80	£5.080	£0.000	£5.080	£0.000	
Erskine - Sheltered Housing Reprovisioning	4	Particular Needs	Bridgewater HA	25	£1.750	£0.000	£1.750	£0.000	
Cartha Crescent, Paisley	1	Regeneration	Williamsburgh HA	25	£1.962	£0.000	£1.962	£0.000	
Paisley TC Site 1 (tbc)	1	Affordable Supply/Regen	Williamsburgh HA	30	£2.100	£0.000	£2.100	£0.000	
Johnstone Castle Phase II	3	Regeneration	Link Group/Linstone HA	40	£2.800	£0.000	£1.400	£1.400	
Gibson Crescent (North Road)	3	Regeneration	Williamsburgh HA	25	£1.962	£0.000	£0.000	£1.962	
Linwood	1	Affordable Supply/Regen	Linstone HA	50	£3.500	£0.000	£0.000	£3.500	
North & West Ren (sites tbc)	4 & 5	Affordable Supply	tbc	tbc	tbc	tbc	tbc	tbc	
Town Centres (Paisley/Johnstone/Renfrew) (tbc)	1, 2 & 3	Affordable Supply	tbc	tbc	tbc	tbc	tbc	tbc	
* Excluding any Greener Subsidy					1773	£122.921	£35.324	£80.735	£6.862

Sub-Areas	Year	Minimum SG Funding (RPA) (£M)	3 Year Total: £36.986
1. Paisley & Linwood	2019/20	£15.665	
2. Renfrew	2020/21	£16.713	
3. Johnstone & Elderslie	2021/22	£4.608	
4. North Renfrewshire	2022/23	tbc	
5. West Renfrewshire	2022/23	tbc	

Appendix 4 – Housing Sub Market Areas





To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Communities, Housing and Planning Services

Heading: Housing Energy Efficiency and Carbon Reduction Programmes:
2018/19 - Update

1. Summary

- 1.1 On 22 May 2018 the Board approved a report noting the outcome of the application for resources under the Scottish Government's Home Energy Efficiency Programme for Scotland: Area Based Schemes (HEEPS:ABS). This report advises members of the allocation of additional resources in the 2018/19 HEEPS:ABS programme.
-

2. Recommendations

- 2.1 It is recommended that the Board:
- (i) note that Renfrewshire Council has been allocated an additional £97,175 for 2018/19 for qualifying projects within the Renfrewshire Council area as part of the Scottish Government's HEEPS:ABS programme; and
 - (ii) authorises the Director of Communities, Housing and Planning Services to accept this offer of grant and oversee the delivery and operational management of the programme for Renfrewshire Council.
-

3. Home Energy Efficiency Programme for Scotland: Area Based Schemes (HEEPS:ABS) 2018/19

- 3.1 The Scottish Government's HEEP:ABS programme was introduced in 2013/14 and its key objectives are to address fuel poverty, reduce carbon emissions and demonstrate an appropriate strategic fit and approach to improving energy efficiency.

- 3.2 The potential benefits of HEEPS:ABS therefore complement and support a wide range of social housing initiatives including maintaining the stock at the levels required by the Scottish Housing Quality Standard (SHQS) as well as the requirements of the Energy Efficiency Standard for Social Housing (EESSH).
- 3.3 Local authorities act as coordinating agents for all HEEPS:ABS programmes for their area. To date, a total of over £13.2m has been secured for Renfrewshire which has enabled a range of energy efficiency improvement programmes to be carried out by the Council and local Housing Associations.
- 3.4 On 22 May 2018 this Board noted that Renfrewshire Council had been awarded £1,518,477 for HEEPS:ABS projects in 2018/19 for qualifying projects within the Renfrewshire area.
- 3.5 On 8 June 2018 additional grant of £97,175 was allocated for 2018/19, taking the total grant to £1,615,652. The additional funding will be utilised to extend the current external wall insulation programme as set out in the table below:

Co ordinating Partner	Project	Value of HEEPS:ABS	No of Owners in Project	No of Tenants in Project
Renfrewshire Council	External Wall Insulation (Lochfield Phase 1)	97,175	13	11

- 3.6 As reported to this Board on 22 May 2018, in addition to the HEEPS:ABS grant allocated to local authorities, the Scottish Government has 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).
- 3.7 In order to assist owners in wholly private blocks whose properties are not included in our mixed tenure investment programme, the Council facilitated an Open Day information event in partnership with Home Energy Scotland which was well attended by residents of wholly private blocks. This event offered the opportunity for homeowners 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 in this regard.

Implications of the Report

1. **Financial:** Scottish Government allocation of £97,175 to support owner participation in energy efficiency projects within the Renfrewshire area.
2. **HR & Organisational Development:** None
3. **Community/Council Planning –**
 - *Tackling inequality, ensuring opportunities for all* – Improving housing conditions benefiting tenants and private owners. Addressing fuel poverty.

4. **Legal:** None
5. **Property/Assets:** Improvements in the energy performance of both social rented and private dwellings.
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:** Variation to existing contracts.
10. **Risk:** None
11. **Privacy Impact:** None
12. **COSLA Policy Position:** N/A.

List of Background Papers

- (a) Report to Communities, Housing and Planning Policy Board on 22 May 2018 - Housing Energy Efficiency and Carbon Reduction Programmes: 2018/19
- (b) Report to Communities, Housing and Planning Policy Board on 13 March 2018 - Housing Energy Efficiency and Carbon Reduction Programmes: 2018/19
- (c) Report to Communities, Housing and Planning Policy Board on 7 November 2017 - Housing Energy Efficiency and Carbon Reduction Programmes: 2017/18 Update
- (d) Report to Communities, Housing and Planning Policy Board on 6 June 2017 – Housing Energy Efficiency and Carbon Reduction Programmes: 2017/18

The foregoing background papers will be retained within Communities, Housing and Planning 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 Louise Feely, Housing Asset and Investment Manager, 0141 618 6049, louise.feely@renfrewshire.gov.uk

FC/LF
14 August 2018

Author: Louise Feely, Housing Asset and Investment Manager, Tel: 0141 618 6049,
louise.feely@renfrewshire.gov.uk



To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Communities, Housing and Planning Services

Heading: Scheme of Assistance for Private Owners and Missing Shares Pilot Project

1. Summary

- 1.1. Renfrewshire Council's current Scheme of Assistance for Private House Owners was last reviewed in 2012. This report presents an updated and revised Scheme of Assistance for approval.
 - 1.2 The main proposed change is to develop a pilot project to pay "Missing Shares" as allowed for by the Housing (Scotland) Act 2006. This would support responsible tenement homeowners who want to progress essential communal repairs and maintenance but cannot do so due to the lack of co-operation from one or more property owners in the block.
 - 1.3 Renfrewshire's Local Housing Strategy 2016-2021 highlights particular stock quality issues in pre-1919 tenements in town centre areas. The Missing Shares pilot is intended to help tackle disrepair in Renfrewshire's private traditional tenemental housing stock.
-

2. Recommendations

- 2.1 It is recommended that the Board:
 - (i) approves the revised Scheme of Assistance for Private House Owners which is attached to this report;
 - (ii) authorises the development of a Missing Shares Pilot Project, initially open to owners of older traditional tenement flats;

- (iii) agrees to the use of up to £100k from Private Sector Housing Grant to fund the pilot scheme;
 - (iv) approves the payment of “Missing Shares” in accordance with the Housing (Scotland) Act 2006;
 - (v) agrees that the Council will attempt to recover any payments made in respect of Missing Shares from the owners whose share was paid, including administrative and interest charges, through the Council’s debt recovery procedures and/or the registration of a Repayment Charge against their property;
 - (vi) notes that the pilot will be reviewed as to its efficiency and effectiveness and that a report will be brought to Board at a later date with recommendations for its future delivery; and
 - (vii) notes that, in terms of the relevant legislation, the Housing Renewal Area Action Plan covering 33 Causeyside Street and 3,5,7 and 9 Orchard Street will require to be varied to reflect the revised terms of the Scheme of Assistance.
-

3. Background

- 3.1 Section 72 of the Housing (Scotland) Act 2006 requires local authorities to produce a statement that sets out what help the authority will provide to private house owners in relation to the repair and maintenance of their homes, and how to access this help. In order to comply with this requirement, the Council produced its statement in the form of a “Scheme of Assistance”.
- 3.2 Renfrewshire Council’s first Scheme of Assistance was approved by the then Housing and Community Safety Policy Board on 27th April 2010 and was last reviewed in 2012.
- 3.3 In line with the 2006 Act, the Scheme of Assistance confirms that homeowners are responsible for maintaining and repairing their own home.
- 3.4 The Scheme provides advice and information, and practical support for older and disabled homeowners through Care and Repair services. Financial assistance is provided by mandatory grants to owners requiring adaptations to their property because of a disability, and grant support for owners in mixed tenure blocks who are being asked to participate in repair and improvement programmes by the Council or Registered Social Landlords.
- 3.5 A revised Scheme of Assistance has been prepared in line with the Renfrewshire Local Housing Strategy and is attached in Appendix 1.

- 3.6 The Policy Board authorised a Housing Renewal Area Designation Order and Action Plan covering 33 Causeyside Street and 3,5,7 and 9 Orchard Street on 14 March 2017. As required by law, the Action Plan describes the general effect of the Council's Scheme of Assistance. If the revised Scheme of Assistance is adopted, a variation to the HRA Action Plan is required, inserting a reference to the Empty Homes Loan Fund and Missing Shares Pilot Project, to ensure the up-to-date position is reflected.

4. Revised Scheme of Assistance

- 4.1 The proposed changes to the Scheme of Assistance are generally minor, with more advice and assistance to help owners improve privately owned properties in tenements and in the private rented sector. The main change in the new Scheme of Assistance is the proposed introduction of a 'Missing Shares' Pilot as outlined below. This aims to help address tenement quality issues. Other changes include additional information on factoring, empty homes, and private rented housing.

5. Missing Shares Pilot

- 5.1 The Local Housing Strategy identifies that the poorest private sector housing conditions in Renfrewshire are found in pre 1919 tenements in town centre areas. Responsible owners who wish to undertake essential communal repairs and maintenance to these properties can often find that a minority of owners refuse to co-operate and effectively prevent the work from going ahead. This can lead to deterioration in the building condition and more expensive repairs in the future.
- 5.2 To help address this type of situation, Section 50 of the Housing (Scotland) Act 2006 as amended, allows a local authority to pay a "missing share" of a repair cost where:
- an owner is unable or unwilling to pay;
 - It is unreasonable to require that owner to deposit the sum in question;
 - An owner cannot be identified or found, by reasonable inquiry.
- 5.3 It is proposed to trial the use of Missing Shares in a pilot scheme, which would initially be open to owners of older (generally pre 1919) traditional tenements.
- 5.4 A budget of up to £100,000 from the Private Sector Housing Grant would be made available to fund the pilot scheme with the proposed maximum payment in the region of £8,000 to £10,000 per share.
- 5.5 Eligible works would be essential repairs only: roof renewals (or, in special circumstances, major roof repairs), gutter and roofline replacement and essential stonework.

5.6 The Owner Services Team in Communities, Housing and Planning Services will be responsible for the co-ordination and administration of the project, with input from Legal Services. In developing the pilot, cognisance will be taken of the Scottish Government Advisory and Statutory Guidance on implementing the Housing (Scotland) Act 2006, Parts 1 and 2.

5.7 Before paying a Missing Share, the Council must be satisfied that;

- no work, has as yet, taken place as shares cannot be paid retrospectively;
- the maintenance is reasonable;
- the apportionment of costs to that person is correct, in terms of the title deeds, or any tenement management scheme or development management scheme which applies;
- the majority of owners have agreed to carry out the work;
- the owners have been served a notice that includes information on the maintenance required, timescales, costs etc. as well as each owners' share of the costs and the date that they must deposit this share into the maintenance account; and
- an owner (s) has not complied with this notice

The Council may also take account of representations from owners about their circumstances.

Recovery of Costs

5.8 Section 59 of the Housing (Scotland) Act 2006 allows local authorities to recover the Missing Share sum from the owner of the house concerned, together with administration charges and interest at a reasonable rate to be determined by the Council. The Council may also make, in favour of itself, a Repayment Charge against the title of the property to recover the "missing share" payment.

5.9 It is envisaged the Missing Shares pilot project will be operational from late 2018. The success and impact of the pilot scheme will be reviewed and reported through annual updates on the Local Housing Strategy.

Implications of the Report

1. **Financial** – budget of up to £100,000 from the Private Sector Housing Grant. The Council will attempt to recover any missing share payments made from the owner of the house concerned through the Council's debt recovery procedures and/or through the registration of a Repayment Charge against the property.
2. **HR & Organisational Development** - None

3. **Community Planning –**

Our Renfrewshire is thriving – the support offered to private owners will help to improve housing conditions, making Renfrewshire a great place to live.

Our Renfrewshire is well – the support provided to older and disabled owners will help enable people to live healthier, for longer, in their own homes.

4. **Legal** – Missing Shares will be paid in accordance with the Housing (Scotland) Act 2006.

5. **Property/Assets** - None

6. **Information Technology** - None

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

- (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** - None

List of Background Papers

- (a) Report to the Housing and Community Safety Policy Board, November 2012 'Review of the Scheme of Assistance for Owners of Private Housing
- (b) Report to the Housing and Community Safety Policy Board, 24 January 2017, Local Housing Strategy 2017-2021

FC/LM
25 July 2018

Contact: The contact officer within the service is Lesley Muirhead, Planning and Housing Manager, 0141 618 7835, email: lesley.muirhead@renfrewshire.gov.uk



Scheme of Assistance For Private House Owners

Revised August 2018

- 1. Introduction**
- 2. Legislative framework**
- 3. Scheme of assistance – Vision and Strategy**
- 4. Types of assistance**
 - 4.1 Summary of the Scheme of Assistance
 - 4.2 Information, advice and practical assistance
 - 4.3 Priority for financial assistance
- 5. Assistance in particular circumstances**
 - 5.1 Help for Elderly and Disabled Owners
 - 5.2 Housing Adaptations for Disabled People
 - 5.3 Owners of Empty Homes
 - 5.4 Help for owners in mixed-tenure flatted blocks
 - 5.5 Factoring
- 6. Action on Older Tenements**
 - 6.1 Missing Shares – Pilot Project
- 7. House Conditions – Enforcement Action**
- 8. Improving Quality and Management in the Private Rented Sector**
- 9. General matters regarding financial assistance**

Appendix 1 Contact Details

Appendix 2 Local Authority Powers in relation to property conditions

1. INTRODUCTION

This document sets out the Council's priorities, policy and procedures for providing private homeowners with advice and assistance in relation to the maintenance, repair and adaptation of their homes. It sets out the circumstances in which the Council will prioritise particular types of information, advice, practical support and financial assistance to private house owners in relation to works to private houses.

It replaces the existing Scheme of Assistance for Private House Owners, and will apply from the end of August 2018 until further notice. The Scheme is co-ordinated by the Owners Services Team within Communities, Housing and Planning Services. They can be contacted at:

Owner Services Team

Communities, Planning and Housing Services

Email: ownerservices.hps@renfrewshire.gov.uk

Phone: 0300 300 0222

Equalities

The Council is strongly committed to equal opportunities and has made every attempt to incorporate equality measures into the Scheme of Assistance. We will continue to review, consult upon and monitor our services to ensure that they are non-discriminatory.

This document can be made available in braille, large print or audio.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innej formie, prosimy dać nam znać.

2. LEGISLATIVE FRAMEWORK

The Housing (Scotland) Act 2006 gives local authorities' powers to provide a range of advice, information or practical assistance to private homeowners, to help them to comply with their obligations in respect of their property.

Section 72 of the 2006 Act requires local authorities to produce a statement to explain to the public the circumstances in which they will provide assistance and what form this assistance will take, as well as the circumstances in which the approved expense may be limited, and the rate of interest etc. where a loan is provided. This document is Renfrewshire Council's Scheme of Assistance for Private House Owners and it constitutes the Council's statement as required by Section 72 of the Housing (Scotland) Act, 2006.

3. SCHEME OF ASSISTANCE – VISION AND STRATEGY

The overarching theme of this Scheme of Assistance is the provision of a range of advice and assistance to help house owners invest in and maintain their houses, with a view to improving housing conditions, and to help them overcome the barriers they may face in trying to do so. This does not necessarily mean providing financial assistance. With the exception of grants for disabled adaptations, financial assistance is limited and will be offered in circumstances as set out in this document and in support of key Council objectives.

This Scheme of Assistance has been prepared in the context of **Renfrewshire's Local Housing Strategy 2016-2020/21**. The strategy sets out 7 key outcomes, 4 of which are directly relevant to this Scheme of Assistance.

Outcome 2 Through targeted investment and regeneration activity, Renfrewshire has attractive and sustainable neighbourhoods and well-functioning town centres;

Outcome 3 People live in high quality, well managed homes;

Outcome 4 Homes are Energy Efficient and Fuel Poverty is minimised;

Outcome 6 People are able to live independently for as long as possible in their own home

Each outcome identifies a number of priority actions which it is envisaged that this Scheme of Assistance will help to achieve:

- tackling poor quality issues in older town centre private tenemental property
- supporting town centre living;
- improving management and maintenance issues in the private rented sector;
- supporting owners in mixed tenure blocks to secure common repairs; and
- bringing empty homes back into use.

This Scheme of Assistance supports **Renfrewshire's Health and Social Care Partnership Strategic Plan's 2016-2019** vision that everyone is able to live longer, healthier lives at home or in a homely setting. The provision of adaptations and Care and Repair Services as detailed in this document plays a key role in enabling people to stay safely in their homes.

It will also help deliver **Renfrewshire's Community Plan 2017-2027** aim of "making Renfrewshire a fairer, more inclusive place where all our people, communities and businesses thrive."

4. TYPES OF ASSISTANCE

4.1 Summary of the Scheme of Assistance

Figure 1 illustrates a summary of advice and support available. In the main, advice and assistance will be non-financial in nature.

Figure 1: Summary of the Scheme of Assistance



4.2 Information, Advice and Practical Assistance

Information and advice are key components of this Scheme of Assistance. Advice and information are delivered through a number of Council departments, local and national advice agencies and relevant websites. The various advice agencies co-operate and network to ensure that a comprehensive set of services is available and that owners can easily be directed to the best place for them to receive help.

The relevant websites of advice agencies are hyperlinked below. Full contact details of these services can be found in the relevant sections or in Appendix 1.

- [Care & Repair Renfrewshire](#) (advice to elderly and disabled owners on housing repairs, improvements and adaptations)
- [Citizens' Advice Bureau](#) (general advice)
- [Home Energy Scotland](#) - Warmer Homes Scotland, Energy Company Obligation, Energy Efficiency Loans Scheme
- Renfrewshire Council – [Energy Advice](#)
- Renfrewshire Council – [Advice Works](#) (money advice)
- Renfrewshire Council – [Housing Advice and Homeless Services](#) (advice on homelessness, private rented sector issues, and housing options for disabled people)

Renfrewshire Council website

The Council's web pages for [private housing](#) contain relevant and up-to-date information on a range of topics including responsibilities for common repairs, factoring and private landlord responsibilities. There are also links to useful external sites such as the Under One Roof website which provides impartial advice on repairs and maintenance for flat owners in Scotland.

Trusted Trader Scheme

One of the major barriers to getting work done is the lack of information on suitable and reliable contractors. [Renfrewshire's Trusted Trader](#) scheme helps local residents choose a reliable local trader by publishing a directory of businesses that have been checked by Trading Standards and allow previous customers to comment and rate their work.

Energy Advice and Energy Efficiency Improvement Schemes

The Council works in partnership with [Home Energy Scotland](#) advice centre who provide a single point of contact for free impartial, up to date energy advice for all tenures. They can provide information on energy saving measures, any grants available and domestic renewable systems.

This service is complemented by the Energy Advice Team within the Council whose "Energy Advocates" provide tailored advice and assistance on all energy related matters for tenants and owners.

Energy Advice Team , Tel: 0141 618 7515 Email: emu@renfrewshire.gov.uk

The Scottish Government's Home Energy Efficiency Programme: Area Based Scheme (HEEPS:ABS) is targeted at private sector home owners to assist their participation and ensure projects to improve energy efficiency can proceed. Local authorities act as coordinating agents for all HEEPS:ABS programmes for their area. Recent programmes have focussed on mixed tenure blocks of flats with solid wall construction.

Home Energy Scotland administers a Scottish Government interest free loan scheme to assist private owners with the costs of a range of insulation and heating measures. Interested owners whose properties are not included in any of the HEEPS:ABS schemes will be referred to HES for advice.

Owners or private landlords may also be eligible for an equity loan of up to £40,000 through the Scottish Government's Home Energy Efficiency Programmes for Scotland (HEEPS) Equity Loan Pilot. This pilot runs until March 2019. The HEEPS Equity Loan lets you borrow money against the value of your property for energy efficiency, renewable and repairs work. The most you can borrow is £40,000 - but you can't borrow more than 50% of your property's market value. You must also retain a minimum of 30% equity in your property. At least 55% of the costs of the work must be for energy efficiency improvements, and can include things like: new boiler, insulation, double glazing or repairs to reduce heat loss through the building's fabric or damp and moisture. There are no ongoing repayments - you only pay back what you've borrowed when you sell the property.

For full information about this pilot scheme contact:

[Home Energy Scotland](#) on 0808 808 2282

4.3 Priorities for financial assistance

Financial resources are limited. The first priority for financial assistance from the Council must therefore be to provide grants that are mandatory, which are those for essential adaptations for disabled people.

After this, we will have regard to the implications arising from our statutory duties (maintaining Council homes at Scottish Housing Quality Standard and meeting Energy Efficiency Standard for Social Housing) and our duty to deal with Below Tolerable Standard Homes. Thereafter, discretionary funding will be aligned with key strategic Local Housing Strategy (LHS) outcomes, which focus on improving conditions of older tenement property in Renfrewshire. Financial support in this instance will be through a pilot "Missing Shares" project (see section 6.1).

Funding for anything other than adaptations for disabled people is strictly limited and will only be made available subject to resources being available. No application for retrospective grants will be considered.

5. ASSISTANCE IN PARTICULAR CIRCUMSTANCES

5.1 Help for Elderly and Disabled Owners

Elderly and disabled people can be vulnerable and face more obstacles in maintaining and investing in their property. We therefore give priority to providing help to these groups.

[Care and Repair Renfrewshire](#) provide information, advice and practical assistance to older and disabled owners. The primary aim is to assist service users to live independently, safely and securely in their own homes as long as they can. As such, the service plays a key role in this Scheme of Assistance.

Care and Repair Services include:

- co-ordinating the adaptations for disabled homeowners and private tenants;
- providing advice on all housing condition issues;
- delivering a Small Repairs Service (there is no charge for labour or travel costs, charges for material may apply); and
- various initiatives, for example the no cold calling initiative, and the “Feet, Falls and Fire’ Project designed to identify people at risk and reduce the instances of accidents due to falls or fire hazards.

The service is open to owners and private tenants in the following groups

- People aged over 60;
- Disabled persons or (in relation to adaptations only) the parents or guardians of disabled children and adults; and
- Other vulnerable people referred on an ad hoc basis by the Council and/or NHS Greater Glasgow & Clyde.

<p>Care and Repair Renfrewshire 1st Floor, Bridgewater Shopping Erskine, PA8 7AA Tel: 0141 812 411</p>
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5.2 Housing Adaptations for Disabled People

If you are an owner who is disabled or have a disabled member of your household, and you have difficulty using and/or getting around your home, you may be entitled to a grant for an adaptation, subject to an assessment by an Occupational Therapist.

<p>In the first instance, you should contact the Adult Services Referral Team Phone: Adult Services Referral Team (ASeRT) on 0300 300 1380 E-mail: adultservicesreferral.sw@renfrewshire.gov.uk</p>
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They will arrange for an assessment of your circumstances by one of the Health and Social Care Partnerships’ Occupational Therapists.

When an adaptation is identified as the best way to meet your need, you can apply for financial help. You can get help with a range of adaptations - that is, permanent changes to your home that involve building work, for example replacing the bath with an accessible shower or constructing a galvanised ramp to help you get in and out of your home.

Renfrewshire Care and Repair will co-ordinate all aspects of the adaptation in conjunction with you and the Occupational Therapist, and they will also help you to apply for a grant from the Council.

The Council is required by legislation to provide a minimum of 80% grant funding toward the adaptation. However, the grant will cover 100% of the cost of the work if you receive one of these welfare benefits:

- Income Support
- Income-Based Jobseeker's Allowance
- Pension Credit (guarantee element)
- Income-Related Employment and Support Allowance.
- Universal Credit

You must wait until your grant is approved in writing before asking your contractor to start the work. The Council will not approve a grant on work which has already been carried out.

Full information on the process to access grants for an adaptation can be found on the Council's website.

Help for private tenants

If you rent your home privately, you will need to get the agreement of your landlord for you to carry out the adaptation that you need. However, the landlord cannot refuse to give consent without a good reason. The application process is in the same way as a home owner.

5.3 Owners of Empty Homes

Long term empty properties can have a detrimental effect on the community and can contribute to issues such as fly tipping, vandalism and loss of community well-being.

Through empty homes work, councils can boost their housing supply, communities can be regenerated and town centres rejuvenated.

The "[Homes Again Renfrewshire](#)", is a joint initiative between Renfrewshire Council and West Dunbartonshire Council and aims to bring private sector empty homes which have been lying empty for more than six months back into use.

The Council employs a part-time Empty Homes Officer who can give advice and practical assistance on the following:

- Advice and assistance on letting out property including linking in with the Council's [Deposit Guarantee Scheme](#).
- Matchmaking Scheme – matching up owners of empty properties who want to sell, with buyers.
- Investigate reports of empty homes including tracing the owner to try and get them to bring the property back into use.
- Empty Homes Loan Fund – grants of up to £15,000 can be offered to help owners of properties empty over 6 months to get them back into use for renting. Various criteria apply and owners must ensure properties are used for affordable housing for a five year period after refurbishment to meet loan conditions or sold at a value not more than the Scottish Government Shared Equity Scheme price threshold.

For further information contact:

Empty Homes Officer

Tel: 0141 618 6262

Email: Karen.rae@renfrewshire.gov.uk

5.4 Help for Owners in Mixed Tenure flatted blocks

Local Authorities and Registered Social Landlords have a duty to maintain their stock at the Scottish Housing Quality Standard (SHQS) and to ensure that their stock achieves the minimum energy rating under the Energy Efficiency Standard for Social Housing (ESSH) by the first milestone of 31 December 2020.

A high proportion of Council stock is in mixed- tenure buildings (public and private) ownership. The co-operation and participation of owners is therefore essential in securing common repair and improvements in these buildings.

Where the Council has an ownership interest in a block, it will provide advice and assistance to private homeowners to help organise and complete day to day common repairs.

The Council continues to assess and monitor the condition of its stock and will develop capital investment programmes and priorities which will include some blocks with privately owned properties.

Where the Council or a Registered Social Landlord (RSL), as owner of some properties in the building, undertakes capital upgrading projects to common parts, and requires to recharge other owners for their share of the cost, the Council will offer grant assistance on the following basis:

- 50% for owner occupiers in receipt of Income Support or other similar benefits
- 35% for other owner-occupiers

- 25% for non-resident owner - for example registered landlords or those exempt from landlord registration. Unregistered landlords will not be entitled to any grant support.

Owners in mixed tenure blocks where an RSL is undertaking work, should liaise with that RSL in the first instance in relation to grants.

5.5 Factoring

Routine, regular maintenance to shared common areas is fundamental to preventing building decline and can help to prevent future larger bills for expensive repair work.

One of the best ways to achieve regular ongoing maintenance is to have a factoring arrangement in your building.

Owners may choose to appoint their own factor or self-factor their building. The Council is unable to offer to factor wholly private blocks but will provide advice on how to find and appoint a factor. It also recommends that all flat owners use the [underoneroof](#) website, which was launched by the Scottish Government. This contains impartial comprehensive advice for owners of flats including; responsibilities for repair and maintenance; understanding your title deeds, common repairs issues; working with other owners in your building; finding and appointing a factor and organising and paying for repairs.

Before appointing a factor, you should check that the factor is registered in the [Scottish Property Factors Register](#). The register is held and maintained by the Scottish Government. It is an offence to operate as a factor without being registered.

Property Factors must meet certain standards as set out in the [Property Factors Code of Conduct](#). This includes providing homeowners with a “written statement of services” which must include as a minimum:

- The main services the factor will provide;
- The cost of their service, billing and how they will deal with homeowners who do not pay their share;
- Complaints handling;
- How to end the agreement; and
- Debt collection procedure.

(This is a summary only, and the code of conduct is available online.)

Homeowners who have a complaint about their factor, or believe their factor is not meeting their factoring duties, can apply to the [First Tier Tribunal for Scotland \(Housing and Property Chamber\)](#) for assistance in resolving these matters.

The Tribunal requires that the homeowner **must first** notify their property factor in writing of the reasons why they consider that the factor has failed to carry out their duties, or failed to comply with the Code. The property factor must also have refused to resolve the homeowner's concern, or have unreasonably delayed attempting to resolve them.

None of the information provided in this section, or elsewhere in this document, should be construed as legal advice, and it is recommended that independent advice is obtained where required.

6. ACTION ON OLDER TENEMENTS

The poorest quality housing in Renfrewshire continues to be concentrated in older private sector tenement properties in inner urban areas.

In very specific circumstances, the Council has supported comprehensive tenement improvement in partnership with RSLs and the Scottish Government. However there is very limited funding for this type of approach.

The Council will continue to seek support projects which assist the regeneration and improvement in Renfrewshire's town centres and which will help protect the built heritage and neighbourhood quality from further decline.

Over the lifetime of this Scheme of Assistance the Council will therefore develop its approach to tackling tenement disrepair, targeting support in a range of strategic locations where there are particular concentrations of older tenements.

The approach will involve a mix of advice and support with some limited financial assistance, along with enforcement action where owners refuse to undertake essential repairs. The Council will aim to engage with owners at a much earlier stage and to encourage owners to undertake routine maintenance and small scale repairs. The promotion of factoring as described earlier is key to this.

6.1 Missing Shares – Pilot Project

The Council has powers under the Housing (Scotland) Act 2006 to pay what is informally known as 'missing shares' for an owner when the majority of owners in a tenement block or other premises comprising two or more houses agree to carry out work to repair or maintain their property, or where the owners are required to carry out maintenance in terms of the Act or otherwise, and

- an owner is unable or unwilling to pay;
- it is unreasonable to require that an owner deposit the sum in question;
- an owner cannot be identified or found, by reasonable inquiry.

The “missing share² will be the owner’s share of the estimated costs. The power only applies where the maintenance is reasonable, having regard to the state of the premises, the share of estimated costs apportioned to the owner in question does not conflict with any applicable real burdens, or development or tenement management scheme.

The Council’s power to act in this matter will only arise on the application of any of the owners concerned, where a notice has been served on the owner and this has not been complied with.

The Council may request that the owner who has failed to comply with the notice makes any representation to the local authority about their financial circumstances before the deposit of missing shares can be made by the local authority in terms of the Section 50 of the Housing (Scotland) Act 2006.

The Council will then endeavour to recover the costs from the owner whose share was paid, including administrative and interest charges as reasonably determined by the Council, through an agreed repayment plan or through a repayment charge registered on the title of the property which allow the Council to recover costs on resale or transfer of the property if it is not paid before then.

The Repayment Charge will be paid in annual instalments and will be determined for a minimum term of 5 years and a maximum of 30 years. If an instalment is defaulted upon then the local authority reserve the right to raise legal proceedings against the owner as the debt becomes separately recoverable. If an owner ceases to be the owner of the property which the Repayment Charge is registered against, then the former owner is still liable for the sums due.

The Council intends to develop a Missing Shares pilot, targeted in priority locations in town centres where there are concentrations of older traditional tenement property.

Owners of properties in these areas who find they cannot progress repairs due to the above factors may be able to access a Missing Shares payment in the following circumstances:

- The property is an older (generally pre 1919) tenement
- The repair falls into one of the following categories: Roof renewal (or major roof repair in certain circumstances), gutter and roofline replacement and essential stonework repairs
- All owners have been notified to pay their share into a common works Maintenance Account

The Council must be satisfied that use of Missing Shares powers is the most appropriate solution to progress the outstanding repair(s), the work proposed is reasonable, and that the proportioning of shares is correct.

The minimum share is £500 and the proposed maximum share available is around £8,000 - £10,000 per share.

There are certain procedures that owners will need to follow. It is expected the pilot project should be operational from late 2018.

For further information, please contact **Owner Services Team** at:
Email: ownerservices.hps@renfrewshire.gov.uk
Phone: 0300 300 0222

7. HOUSE CONDITION – ENFORCEMENT ACTION

The ethos of this Scheme of Assistance is to work with owners and to provide advice and assistance to help them to maintain their property on a voluntary basis. Some financial assistance is also available in the circumstances set out in this document.

Where the Council has provided advice and assistance but the owner does not repair or maintain their property and it is affecting surrounding properties or the local environment, or is potentially dangerous, the Council will consider using the enforcement powers it has under various pieces of legislation. The types of enforcement action open to the Council are listed in Appendix 2.

8. IMPROVING QUALITY AND MANAGEMENT IN THE PRIVATE RENTED SECTOR

This Scheme of Assistance aims to help improve the quality and management in the sector by providing information, advice and practical assistance in the first instance. This will be backed up by enforcement action where necessary.

The Council has developed a number of initiatives to disseminate information and improve links with the private rented sector.

- **Renfrewshire Private Landlord Forum** – meets once a year
- **Newsletter** – [“Landlord Matters”](#) a twice yearly newsletter updating landlords and agents on current issues affecting the sector
- [Guide to Private Renting](#) – helps to inform prospective tenants and those currently in the private rented sector of their rights in relation to housing conditions and management standards
- **Landlord Accreditation Scotland** – The Council has a formal partnership with [Landlord Accreditation Scotland](#). This initiative provides training opportunities for local agents and landlords and will encourage them to become accredited and to endorse the National Core Standards for Private Landlords as set out by the Scottish Government
- **Council Website development** – Dedicated pages addressing private rented matters including a landlord checklist and links to appropriate external sites

- **One off events for landlords** – for example information session on the new Private Residential Tenancy

Where a landlord does not meet their housing responsibilities, the Council will use the powers it has to enforce action.

Rented homes must meet the [“Repairing Standard”](#) as defined in the Housing (Scotland) Act 2006. Where a property does not meet this Standard, a tenant should, in the first instance, ask the landlord to undertake the required repairs. If the landlord refuses to, the tenant can take the matter to the [Housing and Property Chamber First Tier Tribunal](#).

The Council will take a case to the First Tier Tribunal on behalf of a tenant in certain circumstances, for example where the tenant is vulnerable.

The Council will monitor any action taken by the Chamber in relation to landlords in Renfrewshire.

Contact details:
Housing and Property Chamber
 First-tier Tribunal for Scotland
 Glasgow Tribunals Centre
 20 York Street, Glasgow G2 8GT
 Tel: 0141 302 5900

9. General Matters

9.1 Legal and Financial Advice

None of the information provided in this document, should be construed as legal advice, and it is recommended that independent advice is obtained where required.

The Council cannot provide financial advice and if this is required, it is recommended independent advice is sought.

9.2 Matters regarding financial assistance

For each grant awarded the Council will complete and register a Notice of Grant in the Land Register. A registration fee, currently £60, will be deducted from the final grant payment.

There may be times when situations arise that have not been covered in the Scheme of Assistance or where there are special mitigating circumstances which require discretion on the part of the Director of Communities, Housing and Planning or as delegated by his/her authority. The Council reserves the right to exercise its discretion in these circumstances.

Conditions of grant

To receive financial assistance, the applicant must give their consent to be bound by the following conditions for ten years from the date on which, in the Council's opinion, the applicable work is satisfactorily completed:

- The house must be used as a private dwelling (this does not prevent the use of part of the house as a shop or office, or for business, trade or professional purposes);
- The house must not be occupied by the owner or a member of the owner's family except as his only or main residence (within the meaning of Part vii of the Taxation of Chargeable Gains Act 1982);
- All such steps as are reasonably practicable must be taken to secure the maintenance of the house in a good state of repair.

If the applicant moves or sells the property while work is being carried out, a grant would not be payable.

If any of the conditions detailed in Section 83 of the Housing (Scotland) Act 2006 are breached, we may demand repayment, as specified in Sections 86 and 87 of the Act.

10. Complaints

Renfrewshire Council operates a scheme which offers everyone the opportunity to comment on, or complain about, any aspect of the Council's services. Further information on how to complain is available on the [Council's website](#).

The Council will acknowledge receipt within 3 working days and send a detailed response within 20 working days.

Appendix 1 Contact Details

Renfrewshire Council – Housing Advice and Homeless

15 Abercorn Street
Paisley
PA3 4AA
United Kingdom

Email; housingadvice.hps@renfrewshire.gov.uk

Tel: 0300 300 0222

Advice Works (money advice)

Please call to make an appointment to see one of our Advice Works advisors about welfare rights or issues with benefits or debts, call **0300 300 1238** from Monday - Thursday, 8.45am - 16.45pm & Friday 8.45am - 3.55pm

Drop-in service at the following locations, with no appointment needed:

Advice Works Johnstone Town Hall, 25 Church Street, Johnstone Monday - Friday: 8.45am - 11am and 1pm - 3pm	Renfrewshire House Customer Service Centre, Cotton Street, Paisley Monday - Friday: 8.45am - 11am and 1pm - 3pm	Renfrew Health Centre 10 Ferry Road, Renfrew Tuesday, Wednesday, Friday: 8.45am - 11am
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Renfrewshire Wide Credit Union 41 High Street, Paisley PA1 2AH Tel: 0141 889 7442 email: info@rwcu.co.uk	Renfrewshire Citizens Advice Bureau Sherwood House 7 Glasgow Road Paisley PA1 3QS 0141 889 2121 bureau@paisleycab.casonline.org.uk
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Renfrewshire Council – Communities, Housing and Planning (Environmental Health/Housing Disrepair Complaints)

Customer Service Centre,
Renfrewshire House,
Cotton Street,
Paisley PA1 1AN

Opening hours: Monday - Thursday, 8.45am - 4.45pm and Friday, 8.45am - 3.55pm Tel:
0300 300 0300

Appendix 2 Local Authority Powers in relation to property conditions

Works Notices Housing (Scotland) Act 2006

The Council can issue Work Notices on sub-standard properties or where work is needed to improve the security or safety of a house. The Notice sets out the work required. Where an owner does not undertake the required repairs in the set timescale, the Works Notice allows the Council to organise the repair and subsequently recover costs through a repayment charge registered on the property's title deeds.

The Council may choose to use this power following consideration of all other options and if resources are available.

Maintenance Orders – (Housing) Scotland Act 2006

A Maintenance Order can be served on the owner of a house which has not been maintained to a reasonable standard, or where any benefits resulting from work carried out may be at risk due to a failure to put arrangements for maintenance in place.

A Maintenance Order will require the owner to draw up a Maintenance Plan for a period of up to 5 years. The Council can approve, modify or reject the Maintenance Plan and if rejected, the Council can substitute a plan of our own.

The Council will consider using these powers, subject to the availability of resources, either where the Council has previously invested in a property and there appears to be no arrangements being made for ongoing maintenance, or where or serious lack of Maintenance is brought to our attention.

.Housing Renewal Areas - Housing (Scotland) Act 2006

The Council can make a Housing Renewal Area designation in areas where:

- (1) A significant number of houses have been identified as sub-standard
- (2) Where the appearance or state of repair of houses is adversely affected by the amenity of an area

An action plan describing the work required and the support available to owners, accompanies an HRA designation. The designation gives the Council the power to issue Works Notices to enforce works if required.

In 2017 Renfrewshire Council declared one HRA covering 5 tenement blocks in the Orchard St./Causeyside St. area of central Paisley.

Any future HRA designation will be subject to a separate public consultation process.

Defective Building Notice - Building (Scotland) Act 2003

If a building has defects which are likely to cause significant deterioration of the building, the Council can serve a defective building notice on the owner(s) to rectify the specified defects by a given date. Examples of the kind of defects which can be dealt with by this notice include; leaking roofs; defective stonework; broken gutters and down pipes and dry/wet rot or woodworm.

It is an offence not to comply with any notice issued and the matter can be reported to the Procurator Fiscal. In addition, if the work is not completed by the required date the Council has powers to carry out the required work and recover the costs from the owner.

Closing Order- Housing (Scotland) Act 1987

The Council can issue a closing order where a property is below the Tolerable Standard that it should otherwise be demolished and it is deemed that it can no longer be used as living accommodation.

Once a closing order comes into effect, it's an offence to live in the home, or allow anyone else to live there.

Demolition Order (Scotland) Act 1987

If a property is below the Tolerable Standard, should be demolished and cannot be brought back up to standard, the Council can issue a demolition order. A demolition order requires the owner to vacate the property within 28 days of receiving the order, and to demolish the property within the next six weeks.

Statutory Nuisance – Environmental Protection Act 1990

Some situations e.g. defective drainage or severe water ingress may constitute a statutory nuisance under this Act and where these occur, the Council will issue notices to require that the matter is resolved. Failure to comply with any notice issued is an offence, which can result in fixed penalty notices being issued or the case being referred to the Procurator Fiscal. In addition, if the works are not completed by the required date, the Council can undertake the works and recover the costs from the owner(s).



To: COMMUNITIES, HOUSING & PLANNING POLICY BOARD

On: 21 AUGUST 2018

Report by: DIRECTOR OF COMMUNITIES, HOUSING & PLANNING SERVICES

Heading: CONSULTATION ON CHARGES FOR THE REMOVAL, STORAGE AND DISPOSAL OF VEHICLES

1. SUMMARY

- 1.1. On 14 May 2018 the Scottish Government opened a consultation regarding possible charges for the removal, storage and disposal of vehicles. The closing date for the consultation was 6 August 2018. It was not possible to secure an extension of this closing date to allow the Board the opportunity to consider a response prior to submission. A response was therefore submitted on behalf of the Council by the due date and is now attached for the homologation of the Communities, Housing & Planning Policy Board.
- 1.2 The consultation document sought views on proposed changes to the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges etc.) Amendment (Scotland) Regulations 2005 and the Police (Retention and Disposal of Motor Vehicles) (Scotland) Regulations 2005. The aim of the changes being to put in place revised charges that would apply when either Police Scotland or local authorities invoke legislative powers to remove, store or dispose of vehicles.
- 1.3 The legislative position in relation to dealing with vehicles that require to be removed because they are causing an obstruction or appear abandoned is complex. Renfrewshire Council also currently remove vehicles under the Refuse Disposal (Amenity) Act 1978 while the Removal and Disposal of Vehicles Regulations 1986 is also used in order to depollute and dispose of vehicles. The last review of charges for this type of work took place in 2005 and since then inflationary prices increases only have applied. The intention of the proposed charging matrix is not to profit from this activity, but to try and recover costs more effectively. The Scottish Government's proposed approach should also simplify the various cost structures that currently apply.

It is hoped that the new proposals will provide the public sector with one legislative framework and charging structure, making it easier for all agencies and the general public to follow.

- 1.4 Renfrewshire Council fully supports the proposals as outlined in the response to the consultation attached as Appendix 1
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2. RECOMMENDATIONS

- 2.1 It is recommended that the Communities, Housing & Planning Policy Board:
- (i) notes the consultation carried out by the Scottish Government on the charges for removal, storage and disposal of vehicles; and
 - (ii) homologates the Council's submitted consultation response as detailed in Appendix 1 to this report.
-

3. BACKGROUND

Consultation on removal, storage and disposal of vehicles

- 3.1 The open consultation sought views on changes to the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges etc.) Amendment (Scotland) Regulations 2005. The proposed changes will revise charges in place when local authorities or Police Scotland use their legislative powers to remove, store or dispose of vehicles. Charges were last reviewed in 2005 and since then there have been significant changes in costs since the regulations were last reviewed. The Government also took the opportunity to consult on the introduction of a charging matrix approach rather than flat rate charges. This is an approach that has been in place for a number of years in England and Wales and varies the charge according to the weight and condition of the vehicle being recovered. The approach has been welcomed by insurance companies and recovery companies as applied in England and Wales, and their initial feedback would indicate that a more standardised approach across the UK would be welcomed – albeit that this is a devolved matter.
- 3.2 Removals ordered by the police are necessary in a number of situations including enforcing the law and to remove obstructions and potential dangers. Local authorities are also required to remove vehicles in some cases where they have become abandoned or are parked in contravention with the law.

Current statutory charges

- 3.3 In Scotland, there are currently three separate regulations which contain statutory charges for the removal and disposal of vehicles. It is important to note that these are the sums that must be levied, rather than maximum permissible charges.
- 3.4 The first set of regulations relate to the powers of removal contained within the Road Traffic Regulations Act 1984. The Removal, Storage and Disposal of

Vehicles (Prescribed Sums and Charges etc) Amendment (Scotland) Regulations 2005 sets the statutory charges as:

- Recovery: £150.00
- Storage: £20.00 per day
- Disposal: £150.00

3.5 The Police (Retention and Disposal of Motor Vehicles) (Scotland) Regulations 2005 for the removal of vehicles being used in an antisocial manner have the statutory charges set at:

- Recovery: £105.00
- Storage: £12.00 per day

Current procedures in Renfrewshire for abandoned vehicles

3.6 Local Authorities in Scotland use the Refuse Disposal (Amenity) Act 1978 for any vehicle that is deemed to be abandoned on Council owned land. Under this legislation, if a vehicle is abandoned, a notice is served on the owner of the vehicle to remove within a prescribed timescale. If the vehicle is not removed by the owner, the Council will remove and dispose of the vehicle via an approved contractor.

3.7 In Renfrewshire the Council do not store vehicles, they are disposed of via an approved contractor. Due to difficulties with clarifying ownership and registered keepers of abandoned vehicles, Renfrewshire Council often finds itself in the position of not being able to charge anyone for the cost of removal and disposal of a vehicle.

Stakeholder suggestions for changes

3.8 The Scottish Government engaged with stakeholders during the development of the proposals and a number of issues were raised and considered:

- A menu system of charging (where an overall charge would be built up from different prescribed charges for the various elements of a removal operation – e.g. hours worked, miles travelled, equipment used etc). This option was not favoured by the Scottish Government as it removed legislative control over potential levied charges, and was viewed as an overly complex system for people to understand and work within.
- Consideration of a system that would allow for increased charges where a fatal accident has occurred, as recovery of this nature would be lengthy and evidence would have to be preserved.
- Development of a system that would take into consideration the type and nature of damage to the vehicle being recovered as this does legitimately affect the cost of removal – gear problems, ability to freewheel, etc.
- Consideration of additional travel costs applied for operators who have to travel further distances, particularly rural areas, or involving ferry travel to the islands.

- Closer alignment with the matrix system used in England and Wales, as while this is a devolved matter to Scotland, the haulage industry operate on a UK wide basis and having similar systems in place may be a useful approach.
- 3.9 In general the stakeholder suggestions for the proposed changes, have been helpful to reflect the issues being experienced across Scotland and the UK and have also assisted in determining what could be usefully applied in the Renfrewshire area.
- 3.10 Overall the proposals made by the Scottish Government are welcomed in the response submitted to the consultation on behalf of the Council. In general, the approach set out by the Government is therefore broadly agreed with, with a small number of suggestions made – for example to explicitly include a wider range in the definition of vehicle – including boats and caravans for example as well as motor vehicles – albeit that these should be covered in relation to the weight ranges specified in the proposed matrix.

Implications of the Report

1. **Financial** – None
 2. **HR & Organisational Development** – None
 3. **Community Planning** – Renfrewshire is well – by removing any vehicles that are deemed to be abandoned, the aesthetics of a community will be improved as well as the feeling of belonging as abandoned vehicles can attract anti-social behaviour.
 4. **Legal** - None
 5. **Property/Assets** - None
 6. **Information Technology** - None
 7. **Equality & Human Rights**
 8. **Health & Safety** – None
 9. **Procurement** – None
 10. **Risk** – None
 11. **Privacy Impact** – None
 12. **CoSLA Policy Position** – None
-

List of Background Papers

Removal, Storage and Disposal of Vehicles Regulations Consultation Guidance

MC/OR
25 July 2018

Author: Oliver Reid, Head of Communities and Public Protection

Question 1

Q.1 Do you consider there should, as at present, be one flat rate charge for all removals ordered by the police or that there should be a number of different charges for different vehicle categories/incident scenarios Yes/No?

Comments

No - Renfrewshire Council feel that the matrix approach based on the system used in other parts of the UK would be more effective and more fair. Ideally this model should be used by all relevant Public Sector organisations / agencies including local authorities, superseding other legislation and charging frameworks currently available for the removal, storage and disposal of vehicles.

Different charges for different vehicle categories / Incident scenarios as outlined in the proposals are required to allow appropriate costs to be recovered.

The approach would make it easier for members of the public to understand as there would be a standard approach and structured consistent framework for applying charges regardless of the organisation carrying out the work and would also assist with procurement as this type of work is often subcontracted out.

The proposed matrix approach allows for each vehicle to be treated on its own merit. The location of the vehicle should also be taken into consideration i.e. it will cost less to remove a vehicle from the road than from a 20ft gorge.

Q.2 If you believe there should be one flat rate charge, on what do you think that should be based and what do you think it should be?

Comments

N/A

Q.3 Vehicles removed on police instructions must be released to their owner on payment of any prescribed charge. If no charge is prescribed, they must be released on demand free of charge. Do you think there are any types of police ordered removal for which no charge should be prescribed?

Comments

Vehicles should be returned free of charge where there is no prior notice/signage in place due to an evolving emergency situation requiring the removal of a vehicle or where other extreme circumstances can be evidenced.

Q.4 Under the Scottish Government's proposals, as set out in **ANNEX E**, the regulations would prescribe different charges for different vehicle categories and incident scenarios. Do you agree with the current categories and scenarios? If not, what factors do you think should be taken into account in deciding those scenarios (e.g., type of vehicle to be removed, vehicle condition, vehicle position including whether or not upright, geographical location, nature and state of any load)?

Comments

Yes - agree with approach. Although covered by weight it is also suggested that certain non-motorised non-standard vehicle types are specifically included in the definition of vehicles that might be required to be moved – for example boats and caravans, as this is something the Council has had to deal with in recent years.

Q.5 The Scottish Government's proposals, as set out in **ANNEX E**, include allowing for more to be charged for a recovery of a vehicle that is not upright or is "significantly damaged". Do you agree with this approach, and with the Scottish Government's definition of "significant damage"? If not, what alternative approach would you suggest?

Comments

Yes - Agree with approach

Q.6. If you do not agree with the charges suggested by the Scottish Government, what charges would you suggest and on what would you base these?

Comments

N/A

Q.7 If you do not think it practical to identify satisfactorily all the broad scenarios that might be encountered, would you prefer that no charge were prescribed or that there should be a charge "for all other cases"? If the latter, what do you think this should be?

Comments

There should be the opportunity to make exceptional charges in one off circumstances where it can be demonstrated that the matrix approach does not reflect the circumstances of the incident or vehicle being recovered. In these cases the charge should be based on the actual cost of removal and storage.

Q.8 Do you think the prescribed charges should take into account the fees recovery operators pay to belong to management schemes, or charges that are not paid, or any special requirements made of operators by the police? Are there other factors to consider, and if so how do you feel they should be reflected in charges?

Comments

As above – Q7

Q.9 Do you think there any unintended consequences of the Scottish Government's proposals or other factors not currently taken into account?

Comments

No

Q.10 Should any prescribed charges be increased annually based on inflation (bearing in mind that this will require a Scottish statutory instrument to be prepared each year), or should the regulation be reviewed at specified times such as every 3 or 5 years?

Comments

The charges should be subject to review and amendment every 3 years.

Q.11 Are there any factors the Scottish Government should take into account to reflect on the experiences of the matrix system that has been operating in England and Wales since 2008?

Comments

No comment



To: COMMUNITIES, HOUSING AND PLANNING POLICY BOARD

On: 21 AUGUST 2018

Report by: DIRECTOR OF COMMUNITIES, HOUSING AND PLANNING SERVICES

Heading: CONTROL OF DOGS (SCOTLAND) ACT 2010 – CALL FOR EVIDENCE

1. SUMMARY

- 1.1 At its meeting on 28 June 2018, the Scottish Parliament Public Audit and Post-Legislative Scrutiny Committee agreed to undertake post-legislative scrutiny on the Control of Dogs (Scotland) Act 2010.
- 1.2 The aim of the Control of Dogs (Scotland) Act 2010 is to ensure that dogs which are out of control are brought and kept under control by tackling irresponsible dog ownership and by shifting the focus from “breed” to “deed”.
- 1.3 The Control of Dogs (Scotland) Act 2010 makes provision for local authorities to impose measures on an owner, or person in charge of a dog, who fails to keep their dog under control. The Public Audit and Post-Legislative Scrutiny Committee is seeking to review the effectiveness of the Act in meeting its objective “...to ensure that dogs which are out of control are brought and kept under control in Scotland”. The consultation is seeking to determine a number of issues:
 - The effectiveness of the Act in reducing the number of out of control dogs/ dog attacks in Scotland;
 - How well local authorities are carrying out their duties under the Act;
 - What challenges local authorities face in carrying out their duties under the Act;
 - If there are any weaknesses in the Act or any specific changes that should be considered;
 - Any other issues relating to the Act that should be brought to the attention of the Committee.

- 1.4 The call for evidence was issued to all local authorities on 3 July 2018 with a closing date of 5 October 2018.
-

2. RECOMMENDATIONS

- 2.1 It is recommended that the Communities, Housing and Planning Policy Board:
- (i) notes the call for evidence on the Control of Dogs (Scotland) Act 2010; and
 - (ii) approve the Council's response to the Call for Evidence as detailed in Appendix 1 to this report.
-

3. BACKGROUND

- 3.1 The Control of Dogs (Scotland) Act 2010 came into force on 26 February 2011. It is intended to highlight the responsibility of dog owners by identifying dogs that are out of control and put measures in place to require owners to change a dog's behaviour before the dog becomes dangerous.
- 3.2 In Renfrewshire, the main responsibility for responding to complaints and undertaking enforcement under the Control of Dogs (Scotland) Act 2010 is held by Communities, Housing and Planning Services. Renfrewshire Council has 2 Animal Wardens that undertake these duties as part of their core role within the Renfrewshire Wardens Service.
- 3.3 Since the introduction of the Control of Dogs (Scotland) Act 2010, in February 2011, Renfrewshire Council has issued over 100 dog control notices.
- 3.4 There is no firm evidence to confirm whether the issue of out of control dogs is getting better or worse. Complaints rise when it is brought into focus by the press or when someone is attacked and then tail off again. In the years following the introduction of the Control of Dogs (Scotland) Act 2010, there was a greater awareness and profile in the media which resulted in a higher number of reports. Beyond this however, complaints have remained relatively consistent over the years as the table below highlights, covering the number of dog control notices issued and the number of overall complaints or requests for service received each year. The figures for 2018 are year to date.

Year	DCNs	Complaints
2012	6	78
2013	27	107
2014	24	160
2015	14	152
2016	16	188
2017	9	140
2018	9	85

- 3.5 Overall the proposed Council response attached as Appendix 1 is supportive of the Control of Dogs (Scotland) Act 2010 and highlights that it has had a useful impact in allowing the Council to take action in circumstances where a dog has not been under the full control of the owner, but where it would be difficult to evidence that the dog was dangerous. The response highlights that there are some challenges that the Council faces in responding to complaints and taking enforcement action in relation to the Control of Dogs. The Council response does make some suggestions about how the legislation or the associated guidance might be improved to assist local authorities in implementing the legislation in a consistent and joined up manner.
- 3.6 The response suggests that the Public Audit and Post-Legislative Scrutiny Committee should consider the following areas that might strengthen the existing legislation and guidance:
- Making it a specific offence for a dog owner not to give their details to an authorised officer acting in relation to this legislation.
 - Publicising the measures taken through a Dog Control Notice to reassure the public and act as a further deterrent.
 - Issuing guidance to pass failed Dangerous Dogs Act prosecutions to local authorities for them to consider action under the Control of Dogs legislation.
 - Putting in place measures that would require dog owners with a Dog Control Notice to register this with their new local authority when they move, to close a gap that exists where dogs move to other local authorities.

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning** – Renfrewshire is safe – by monitoring and ensuring that dogs are kept under control, Renfrewshire's communities will be safe from out of control dogs.
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None

7. Equality & Human Rights

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

8. Health & Safety – None

9. Procurement – None

10. Risk – None

11. Privacy Impact – None

12. Cosla Policy Position – None

List of Background Papers

- (a) Background Paper 1 – Food Law Code of Practice (Scotland)

The foregoing background papers will be retained within Communities, Housing and Planning 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 the Communities and Regulatory Manager.

MC/OR
25 July 2018

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

SUBMITTING EVIDENCE TO A SCOTTISH PARLIAMENT COMMITTEE

DATA PROTECTION FORM

Name:	Chris Dalrymple
Date:	
Organisation: (if required)	Renfrewshire Council
Topic of submission:	Control of Dogs Act

☐ **I have read and understood the privacy notice about submitting evidence to a Committee.**

☐ **I am happy for my name, or that of my organisation, to be on the submission, for it to be published on the Scottish Parliament website, mentioned in any Committee report and form part of the public record.**

☐ **I would like to be added to the contact list to receive updates from the Committee on this and other pieces of work. I understand I can unsubscribe at any time.**

Non-standard submissions

Occasionally, the Committee may agree to accept submissions in a non-standard format. Tick the box below if you would like someone from the clerking team to get in touch with you about submitting anonymously or confidentially (not for publication). It is for the Committee to take the final decision on whether you can submit in this way.

☐ **I would like to request that my submission be processed in a non-standard way.**

PUBLIC AUDIT AND POST-LEGISLATIVE SCRUTINY COMMITTEE

CONTROL OF DOGS (SCOTLAND) ACT 2010 CALL FOR EVIDENCE

SUBMISSION FROM RENFREWSHIRE COUNCIL

Please do not add any organisation logos

Please insert your response below

• The effectiveness of the Act in reducing the number of out of control dogs/ dog attacks in Scotland;

It is difficult to provide clear statistical evidence to determine what the position would have been if this Act had not been implemented.

However the Act has been effective in closing a gap that previously existed in the legislative framework. In Renfrewshire many of the cases referred are from the Police who have reached the 'end' stage of their investigations into dangerous dogs. Very few dog on dog attacks would ever be considered under the Dangerous Dogs Act unless there was a history of serious and repeated behaviour. The legislation also appears to act as an effective deterrent and to promote responsibility amongst the majority of dog owners – especially where it is applied as one of a number of potential enforcement responses to promote responsible dog ownership.

• How well you think local authorities are carrying out their duties under the Act;

In Renfrewshire the Council has 2 officers that work as Animal Wardens and have primary responsibility for taking enforcement action in relation to this legislation. The issue of control of dogs, and responsible dog ownership are of significance to the local community and associated issues including dog fouling and welfare issues and regularly raised and addressed across all communities.

Most local authorities have control over housing stock where the resident must seek permission to have a dog. Locally, in Renfrewshire partnership working and the development of Responsible Dog Owner pledges have been supported by Housing Managers and Officers who are willing to revoke permission should the tenant refuse to engage.

Effective enforcement also relies on good partnership working with Police Scotland at a Divisional level. Maintaining close working with the Police and pursuing cases under the most appropriate legislation (either Dangerous Dogs Act or Control of Dogs Act) ensures a more complete and effective response to promoting and supporting responsible dog ownership in the area.

• What challenges you feel local authorities face in carrying out their duties under the Act;

At present the Act does not compel an individual to give the Animal Warden/ Council Officer their details when they are enforcing this legislation. This can lead to challenges in identifying and pursuing individuals that are possibly in contravention of the Control of Dogs Act.

At present the outcome of a Dog Control Notice is not publicised. Should the notice command the owner to always muzzle the dog for public safety reasons the Council cannot, at present let the public know. Its strength depends on the authorised officer making an observation and periodically visiting the area. If the notice was a public document, the public, could report the owner for not adhering to the notice. This would act to provide reassurance to the public that appropriate action had been taken as well as a further deterrent for dog owners.

• If there are any weaknesses in the Act or any specific changes you would like to see;

The issues raised in relation to the question above should be considered.

Consideration should be given to compelling an individual to give the Animal Warden/ Council Officer their details when they are enforcing this legislation. This has been particularly effective in other Acts where there is a specific offence of not giving details, such as section 8B of the Environmental Protection Act.

Consideration should be given to publicising the outcome of a Dog Control Notice. This would help support the experience of enforcement officers, that legislation which is 'self-policing' is more effective. Legislation, such as the smoking ban (Smoking, Health & Social Care Act (Scotland) 2005) the individual is offered a fine in Section 2 but Section 1 has greater sanction for allowing the Act of smoking to occur in the first instance. Again, Section 7 of this Act makes it an offence not to provide details to an authorised officer (without reasonable cause). With wider general awareness of the Dog Control Notice amongst the general public and of its terms, ongoing enforcement and compliance would be more effective.

• Any other issues relating to the Act you wish to bring to the attention of the Committee.

It would be beneficial for the committee to consider providing additional guidance around ensuring a consistent approach across Scotland about where the Control of Dogs Act ends and where the Dangerous Dogs Act begins. At present, many local authorities will not pursue a case where the dog has punctured the skin of a victim. These types of instances are put to the police to consider a case under dangerous dogs. On occasion however, a reported police case can be dropped due to insufficient evidence and therefore no further action is taken – in these circumstances greater consideration should be given to referring cases back from the Police to the Local Authority for action under the Control of Dogs Act to be considered.

In Renfrewshire we have tried to implement this by taking on cases that the police have been unable to pursue and subsequently have issued a Dog Control Notice.

This appears to be a useful approach - but is not consistently applied across all local authority areas.

Another area where a Scotland wide approach might be beneficial would be to ensure that where a dog owner moves to another local authority they be required to notify the new authority area of the Dog Control Notice for them to consider the circumstances and if relevant reissue a Dog Control Notice based on the previous case. In many cases this has not happened and subsequently dogs become difficult to trace.



To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Communities, Housing and Planning Services

Heading: Renfrewshire Local Development Plan – Development Plan Scheme 2018

1. Summary

- 1.1 The Planning etc. (Scotland) Act 2006 requires Local Planning Authorities to prepare an annual Development Plan Scheme setting out the programme for preparing and reviewing their Local Development Plan along with a participation statement indicating when, how and with whom consultation on the Local Development Plan will take place.
 - 1.2 The Renfrewshire Local Development Plan was adopted on 28 August 2014. The Development Plan Scheme attached as Appendix 1 outlines the timetable of the main stages in the preparation through to adoption of the next Renfrewshire Local Development Plan.
-

2. Recommendations

- 2.1 It is recommended that the Board:
 - (i) Approves the updated Renfrewshire Development Plan Scheme 2018 and Participation Statement.
-

3. Background

- 3.1 The current Development Plan for Renfrewshire consists of the Clydeplan Strategic Development Plan which was approved by Scottish Ministers on 24th July 2017 and the Renfrewshire Local Development Plan (2014).
- 3.2 This is the eleventh Development Plan Scheme produced by Renfrewshire Council.

- 3.3 The Development Plan Scheme sets out the stages and timetable of preparing the next Renfrewshire Local Development.
- 3.4 The timetable outlines the significant amount of consultation and engagement that has and will continue to take place before the next Local Development Plan is finalised. This is in line with Scottish Planning Policy, ensuring effective engagement and consultation right from the start as well as throughout the Development Plan process.
-

4. Next Steps

- 4.1 Should the Board approve the Development Plan Scheme 2018, it will then be sent to the Scottish Ministers. The updated version of the Development Plan Scheme will be available to view in local libraries and online at: <http://www.renfrewshire.gov.uk/article/3070/Preparation-of-the-Next-Local-Development-Plan>.
- 4.2 The Renfrewshire Local Development Plan Proposed Plan and Updated Environmental Report will be brought to this board later this year.
-

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community/Council Planning** –
 - Reshaping our place, our economy and our future - The Development Plan is a key document in establishing a land use framework for supporting, encouraging and delivering economic development in Renfrewshire through investment and regeneration.
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** – Not applicable

List of Background Papers

- (a) Appendix 1

Renfrewshire Local Development Plan – Development Plan Scheme 2018

FC/SM
4 July 21018

Author: Sharon Marklow, Strategy and Place Manager, 0141 618 7835, email
Sharon.marklow@renfrewshire.gov.uk

Renfrewshire Local Development Plan

Development Plan Scheme 2018





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Development Plan Scheme

The provisions of the Planning etc. (Scotland) Act 2006 require Renfrewshire Council as a Local Planning Authority to prepare a Development Plan Scheme (DPS), at least annually.

A Development Plan Scheme sets out Renfrewshire Council's programme for preparing and reviewing its Local Development Plan. It outlines what is likely to be involved at each stage of the Local Development Plan process and identifies any changes or updates to the programme.

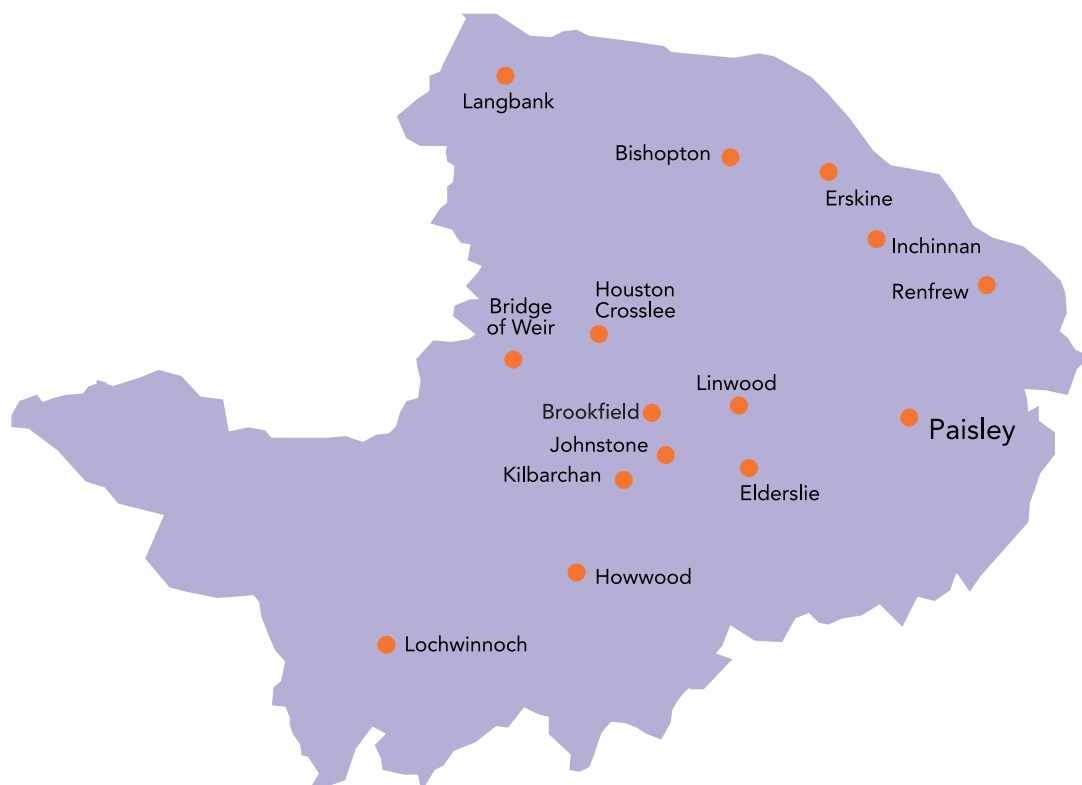
The Development Plan Scheme also includes a participation statement outlining when, how, and with whom, consultation will take place over the coming year.

The Development Plan System

The Development Plan system in Renfrewshire consists of five core statutory documents:

- The National Planning Framework for Scotland—Scottish Government's strategy for spatial development within Scotland, currently NPF3;
- The Strategic Development Plan—Clydeplan 2017;
- The Local Development Plan—The Renfrewshire Local Development Plan 2014;
- Supplementary Guidance—New Development Supplementary Guidance 2014; and,
- Supplementary Guidance—Housing Land Supply Supplementary Guidance 2015

The Development Plan aims to guide the use and development of land indicating where development or changes in land use should or should not take place. It sets out policies that provide the basis for planning decisions.



Map of Renfrewshire

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Strategic Development Plan

Clydeplan was approved with modifications by Scottish Ministers on 24th July 2017 and replaces the Glasgow and Clyde Valley Strategic Development Plan (2012).

Clydeplan sets out the long term development strategy for the City Region. It provides a strategic context for the Renfrewshire Local Development Plan identifying appropriate locations for investment and development. Clydeplan focuses on growing the economy of the city region in a low carbon and sustainable manner, setting out a framework to encourage investment in the right locations.

The next Renfrewshire Local Development Plan will require to reflect and be consistent with Clydeplan.

Map of the 8 Local Authorities within the Clydeplan area



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Local Development Plan

The Renfrewshire Local Development Plan was adopted on 28th August 2014.

The Renfrewshire Local Development Plan sets out the spatial strategy that facilitates investment and guides the future use of land in Renfrewshire. The Local Development Plan contains policies that provide a framework for decision making on planning applications to ensure that development and changes in land use are appropriate and in the right locations.

Spatial Strategy—Guides development throughout Renfrewshire in line with the vision of Renfrewshire's Community Plan.

Proposals Map—The Local Development Plan strategy and policies illustrated on maps.

New Development Supplementary Guidance—Sits alongside the Local Development Plan and provides more detailed guidance on certain policies and/or specific proposals. The New Development Supplementary Guidance supports, complements and forms part of the Renfrewshire Local Development Plan.

Housing Land Supply Supplementary Guidance—Sets a framework for the assessment of housing development on sites not allocated in the Renfrewshire Local Development Plan, in circumstances where the five year effective land supply is not being maintained.

Action Programme—The Action Programme sets out a list of actions required to implement the policies and proposals in the Renfrewshire Local Development Plan, indicating who will be involved in implementing these actions and the timescales.



Main stages of the Renfrewshire Local Development Plan preparation

Main Issues Report (MIR) (completed)—Sets out the Council's general proposals for development along with reasonable alternatives to these proposals.

Consultation on the Main Issues Report and accompanying Environmental Report, as the first stage in preparing the next Renfrewshire Local Development Plan, was undertaken between 6 February 2017 and 30 May 2017.

240 responses were received. These representations will be taken into account in preparation of the next stage of the Renfrewshire Local Development Plan, the Proposed Plan.

Proposed Plan (current stage)—Following analysis and consideration of the comments raised through the Main Issues Report consultation, the Proposed Plan represents the Council's settled view of what will be included within the final adopted Local Development Plan. It contains all relevant strategies, policies and development proposals as well as proposals maps, place plans and other illustrative diagrams to explain proposals in Renfrewshire.

Examination of the Proposed Plan—The Local Development Plan examination deals with issues that have arisen through the Proposed Plan stage that remain unresolved. Any outstanding objections will be subject to Examination by Reporter(s) appointed to act on behalf of the Scottish Government. The Reporter(s) will weigh up the issues whilst considering input from a variety of sources and stakeholders before reaching a conclusion and a recommendation.

Adoption of the Local Development Plan—Once through Examination and any modifications are made to the Plan where required, the Council can adopt the Renfrewshire Local Development Plan where it will replace the existing adopted Renfrewshire Local Development Plan (2014). Upon adoption the Renfrewshire Local Development Plan becomes a legal document used for the assessment of planning proposals.



Strategic Environmental Assessment

The Environmental Assessment (Scotland) Act 2005 requires all plans, programmes and strategies prepared by Councils and other public bodies to be subject to a Strategic Environmental Assessment, and this includes the Renfrewshire Local Development Plan.

The purpose of Strategic Environmental Assessment is to assess how the Local Development Plan might positively or negatively affect the environment and to consider how environmental impact can be avoided, reduced, mitigated or enhanced. The Strategic Environmental Assessment is an important process which places environmental considerations at the centre of the decision-making process.

An Environmental Report was published for consultation in February 2017 alongside the Renfrewshire Local Development Plan Main Issues Report. This Environmental Report illustrates how Renfrewshire Council has assessed the potential effects of the Renfrewshire Local Development Plan Main Issues Report on the environment; how the environmental assessment has influenced the development of preferred and alternative options for each main issue; and, how these main issues and options were changed or altered to ensure the effects can be mitigated.

The Environmental Report will be updated and published alongside the Proposed Renfrewshire Local Development Plan.





Stages of Strategic Environmental Assessment

Environmental Baseline Report — A state of the environment report that establishes current baseline data necessary to characterise the environment.

Strategic Environmental Assessment Scoping — A scoping report outlines the proposed extent, level of detail and issues that require to be covered within the Strategic Environmental Assessment Environmental Report.

Environmental Report – Identifies and describes the relevant aspects of the environment and provides an evaluation of the likely significant effects of implementing the plan's policies, proposals or alternatives. The Environmental Report is published alongside the Renfrewshire Local Development Plan.

Other Assessments

Other assessments required as part of the Local Development Plan preparation process include:

Habitats Regulations Appraisal – An assessment of the implications of the plan's policies or proposals on Special Protection Areas or Special Areas of Conservation.

Equality Impact Assessment – An Equality Impact Assessment aims to ensure that policies within plans do not significantly impact on age, disability, economic circumstance, ethnicity, gender or religion.

Timetable for Review of Local Development Plan

The Renfrewshire Local Development Plan is updated at least every 5 years. An up to date Local Development Plan provides certainty, decisions can be made with confidence as development plans lead and guide development and investment.

The programme for the review of the Renfrewshire Local Development Plan is set out overleaf. It details the key tasks and milestones in the preparation of the next Local Development Plan.

Renfrewshire Local Development Plan Timetable

STAGE	RENFREWSHIRE LOCAL DEVELOPMENT PLAN	STRATEGIC ENVIRONMENTAL ASSESSMENT	TIMESCALE
1	Publish the Renfrewshire Local Development Plan Scheme.		Annually
2	Monitor existing plan policies and changes in characteristics of the Renfrewshire area; research topics; consult appropriate parties in preparation of Monitoring Statement to inform the Main Issues Report. Engage with stakeholders to identify what are the main issues emerging in Renfrewshire.	Prepare Scoping Report for submission to the Consultation Authorities and Scottish Government.	Complete
3	Prepare a Monitoring Statement. Prepare and Publish the Main Issues Report and consult over a 12 week period.	Prepare and publish the draft Environmental Report alongside the Main Issues Report. Consult over a 12 week period.	Complete
4	Prepare and publish the Proposed Renfrewshire Local Development Plan taking into account the comments received on the Main Issues Report. Consultation and engagement on the Proposed Local Development Plan.	Publish an updated Environmental Report alongside the Proposed Local Development Plan taking account of the comments received. Consult and engage extensively over a 12 week period.	October 2018–February 2019
5	Consider representations to Proposed Renfrewshire Local Development Plan and requirement for modifications.	Consider representations to Proposed Renfrewshire Local Development Plan and requirement for modifications.	February–April 2019
6	Submit the Proposed Renfrewshire Local Development Plan with a report of conformity with the Participation Statement (start of Examination process)	Submit the Environmental Report alongside the Proposed Renfrewshire Local Development Plan.	April 2019
7	Examination		6-9 Months
8	Report on the Examination to Council to consider Reporter's findings and recommendations.		October 2019–December 2019
9	Publish the Renfrewshire Local Development Plan, with any modifications arising out of Examination Report, and advertise intention to adopt.	Publish finalised Environmental Report.	October 2019–December 2019
10	Adoption	Publish post - adoption Strategic Environmental Assessment statement, illustrating how the environmental report has influenced the Renfrewshire Local Development Plan.	Between November 2019 and January 2020

Participation Statement

A key objective of the Renfrewshire Development Plan Scheme is to illustrate when, how, and with whom, consultation will take place.

Renfrewshire Council is committed to extensive consultation and engagement, encouraging involvement throughout the preparation of the Renfrewshire Local Development Plan, and will have due regard to the provisions of the Scottish Government's Planning Advice Note 3/2010 on 'Community Engagement'.

The planning system has the potential to shape communities and the environment of Renfrewshire's towns and villages. It is important that people get involved in the Local Development Plan process.

It is often the case that the only time people get involved in planning is in relation to a planning application that they feel has a direct impact on them. Often making comments at this stage can be after the principle of the development of a site has already been identified and adopted through the development plan process.

Although participation and active engagement in the Local Development Plan process can help shape an area, it cannot however guarantee that everyone gets the outcome they want.

It is important that everyone is aware of the proposals and areas of change as early as possible and they have the opportunity to make comments.

Renfrewshire Council also consider that it is important that stakeholders get explanations as to how and why decisions are made.

Effective consultation and engagement aims to provide an opportunity for members of the public, businesses, developers, public bodies and key agencies, interest groups and community groups to discuss proposals.

Everyone is entitled to comment and this applies as much to people who support the Renfrewshire Local Development Plan as well as those who choose to object.



Participation of the Local Development Plan

The information below indicates a variety of methods that the Council will use to gather views, comments and opinions.

STAGE 1: DEVELOPMENT PLAN SCHEME (ANNUALLY)	
WHO	Scottish Ministers
METHOD OF PARTICIPATION	The Renfrewshire Development Plan Scheme is available in public libraries, at Renfrewshire House and on the Council's website.
STAGE 2: PRE MAIN ISSUES REPORT	
WHO	Members of the public, community groups, statutory organisations, key agencies, private and public sector, infrastructure providers, Scottish Government, landowners, developers, home builders and local businesses.
METHOD OF PARTICIPATION	Council update and reporting: Development Plans update report was submitted to the Planning and Property Policy Board January 2016.
	Social Media Engagement: Updates on the Renfrewshire Local Development Plan webpage, Local Development Plan mailing list set up, Twitter and Facebook feeds.
	Suggestions for Land Use Change: A Suggestions for Land Use Change exercise was carried out in 2015. This allowed any interested party to identify particular sites for consideration of potential inclusion in the next Renfrewshire Local Development Plan.
	One to One Meetings: A number of one to one meetings were held over an 8 week period with a wide range of stakeholders including key agencies, local businesses, land owners and developers. Discussions centred around emerging main issues, specific interests, resources, placemaking, future development sites, infrastructure requirements and timescales.
	Focus engagement: Planning officers met a range of community groups, Community Council's and Development Trusts to gather the views and ideas to shape the Renfrewshire Local Development Plan.
	Consultation Events: A Developers Day was held in October 2015 to provide updates on the Development Plan and the Council's framework for investment to a range of stakeholders.
	Planning officers attended the Council's annual Community Planning Conferences, Local Housing Strategy consultation events and the Housing Providers Forum. These provided an opportunity to engage with a wider audience and raise awareness of the review of the Renfrewshire Local Development Plan. Town Centre Strategies and Action Plan Consultation and Erskine Town Centre Charrette. Consultation on the community's ideas and priorities for improvements to their town centres and wider local areas. This engagement will help inform final Town Centre Strategies and the next Renfrewshire Local Development Plan.



STAGE 3: PUBLICATION OF THE RENFREWSHIRE LOCAL DEVELOPMENT PLAN MAIN ISSUES REPORT, MONITORING STATEMENT AND ENVIRONMENTAL REPORT (COMPLETE)	
WHO	Members of the public, community groups, Scottish Government, statutory organisations, key agencies, private and public sector, infrastructure providers, landowners, housing associations, neighbouring local authorities, local businesses, home builders and developers.
METHOD OF PARTICIPATION	<p>Council update & reporting: A board report was submitted to the Planning and Property Policy Board on 24 January 2017.</p> <p>17 week consultation and engagement period was carried out from 6 February 2017 to 30 May 2017.</p> <p>Statutory procedures: Publish advertisement in local press.</p> <p>Renfrewshire Local Development Plan Main Issues Report, Environmental Report and supporting background papers deposited at Renfrewshire House and all local libraries.</p> <p>Notification of Renfrewshire Local Development Plan Main Issues Report publication sent to neighbouring authorities, key agencies and Community Councils.</p> <p>Everyone on Local Development Plan consultation database notified.</p> <p>Online Publication and Social Media Engagement: Web based consultation system set up with an electronic copy of response Main Issues Report, Environmental Report and supporting background papers along with an electronic consultation response form.</p> <p>Storybook version of the Renfrewshire Local Development Plan Main Issues Report published online to focus on the main issues and make the document more accessible.</p> <p>Twitter and Facebook feeds.</p> <p>One to One Meetings: Rather than hold a Developer Day the consultation period was extended from 12 weeks to 17 weeks to allow for more one to one meetings which had proved to be very successful at the Pre-MIR stage in engaging a range of stakeholders in a more personal way.</p> <p>Meetings with various groups, members of the public, Community Councils, Community Planning Partners, Key Agencies, landowners, developers, local businesses, local interest groups and Council staff took place throughout the consultation period.</p> <p>Focused Engagement: Presentations to interested groups.</p> <p>Officers attended the Council's annual Community Planning Conference consultation events to facilitate the use of the Place Standard tool with members of the public and community groups. This provided an opportunity to engage with a wider audience and raise awareness of the preparation of the Renfrewshire Local Development Plan – Proposed Plan.</p>



STAGE 4: RENFREWSHIRE LOCAL DEVELOPMENT PLAN PROPOSED PLAN AND ENVIRONMENTAL REPORT

WHO	<p>Owners / occupiers / lessees of land or neighbouring land identified in the Proposed Local Development Plan for development.</p> <p>Everyone who commented on Renfrewshire Local Development Plan Main issues Report.</p> <p>All other interested parties as outlined in Stage 3.</p>
METHOD OF PARTICIPATION	<p>Council update & reporting: Report to the Communities, Housing and Planning Policy Board.</p> <p>Statutory procedures: Deposit Proposed Renfrewshire Local Development Plan at libraries and at Renfrewshire House.</p> <p>Adverts in local press.</p> <p>Notify owners, lessees or occupiers of potential development sites, and owners, lessees or occupiers of land neighbouring any potential development sites, which the Plan proposes specifically to be developed.</p> <p>Notify any person who commented on the Renfrewshire Local Development Plan Main Issues Report.</p> <p>Social Media Engagement: Update webpages, attach electronic version of Proposed Local Development Plan and updated Environmental Report, Twitter and Facebook feeds.</p> <p>Notify everyone on consultation database.</p> <p>Meetings: Meetings with various groups, local interest groups, Community Councils, Council staff and different services, Community Planning Partners, members of the public, Key Agencies, landowners, developers and local businesses.</p>
	<p>Focused Engagement: Presentations to Community Planning Partnership Groups, Councillors and other interested groups and establish Councillor Working Group.</p>



STAGE 5 – 10: MODIFICATIONS, SUBMISSION TO SCOTTISH MINISTERS, EXAMINATION AND ADOPTION

When Renfrewshire Council is satisfied that the Proposed Renfrewshire Local Development Plan is in its final form, whether modified or not, the Plan will be submitted to the Scottish Ministers. At the same time the Council will publish and make available alongside the Plan its Action Programme for implementing the Plan.

The Council also has to submit to the Scottish Ministers a report of conformity with the Participation Statement. This is to allow an assessment to be made as to whether Renfrewshire Council consulted appropriately and extensively on the Renfrewshire Local Development Plan—Proposed Plan. It sets out how stakeholders were involved in the plan preparation and outlines whether the process was consistent with the Participation Statement.

An Examination will be held into the Plan when there are unresolved objections to the Plan.

On completion of the Examination, the Reporter will prepare and publish the findings and submit to Renfrewshire Council. The Examination report and the Council's responses to the Reporter's recommendations will be made available for public inspection.

Renfrewshire Council will then modify Renfrewshire Local Development Plan in light of the Reporter's recommendations unless there is sufficient justification not to accept them.

Any significant amendments made to the Renfrewshire Local Development Plan will be subject to Strategic Environmental Assessment.

The modified Renfrewshire Local Development Plan will be published and forwarded to the Scottish Ministers.

Within 28 days from the advertisement of the intention to adopt the Renfrewshire Local Development Plan, the Council will proceed to adopt the Plan.

The Proposed Renfrewshire Local Development Plan, once adopted, is constituted as the Local Development Plan for Renfrewshire and will replace the current Adopted Renfrewshire Local Development Plan (2014).

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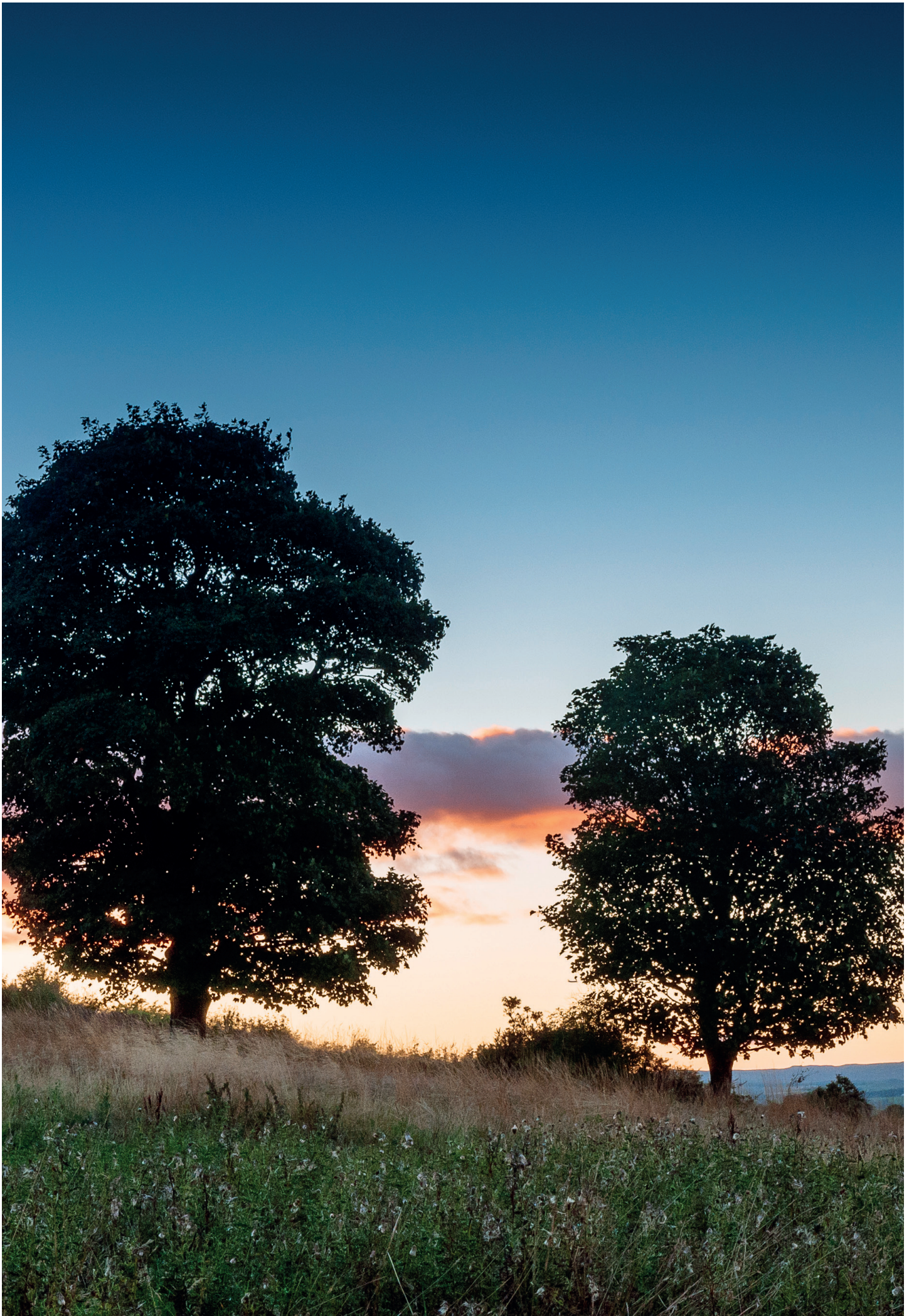
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If you would like information in another language or format please ask us.

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To: Communities, Housing and Planning Policy Board

On: 21 August 2018

Report by: Director of Communities, Housing and Planning Services

Heading: Renfrewshire Planning Performance Framework 2017 - 2018

1. Summary

- 1.1 The purpose of this report is to present to the Board the seventh Renfrewshire Planning Performance Framework that was submitted to the Scottish Government on the 27 July 2018 at Appendix 1.
-

2. Recommendations

- 2.1 It is recommended that the Board:
- (i) Notes the Renfrewshire Planning Performance Framework 2017 – 2018 as set out in Appendix 1 that was submitted to the Scottish Government on the 27 July 2018.
-

3. Background

- 3.1 A system of performance management has been established between local authorities and the Scottish Government, whereby every planning authority is asked to produce an annual Planning Performance Framework.
- 3.2 The Planning Performance Framework is not a policy document. It provides planning authorities an opportunity to demonstrate continuous improvement, achievements and successes over the year.
- 3.3 The framework was developed by the Heads of Planning Scotland to capture and highlight a balanced measurement of planning performance, showing commitment to the following areas:

- Speed of decision making;
- Providing certainty through timescales, process and advice;
- Delivery of good quality development;
- Project management;
- Communication and engagement;
- An overall 'open for business' attitude.

4. Renfrewshire Planning Performance Framework 2017 - 2018

- 4.1 This is the seventh year of reporting planning performance. Part 1, 2 and Part 3 of the Planning Performance Framework is where the Council demonstrates the evidence of continuous improvement, providing an explanation in support of planning's performance which is highlighted through the selected case studies.
- 4.2 Renfrewshire Planning Performance Framework also includes statistical indicators at Part 4, 5, 6, and Part 7. Renfrewshire Council continues to perform well in terms of the Scottish average.
- 4.3 The Planning Performance Framework demonstrates that Renfrewshire Council is committed to improving the service it provides in its role as a Local Planning Authority.

Implications of the Report

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

- 10. **Risk**– None
 - 11. **Privacy Impact**– None
 - 12. **COSLA Policy Position** – Not applicable
-

List of Background Papers

- (a) Appendix 1
Renfrewshire Planning Performance Framework 2017 - 2018
-

FC/SM
30 July 2018

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Renfrewshire Planning Performance Framework 2017 – 2018

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Renfrewshire Planning Performance Framework 2017 - 2018

Introduction

The Scottish Planning System is central to the delivery of a wide range of great places, high quality environments, economic opportunities, connectivity and regeneration outcomes.

Renfrewshire Council through the Planning Performance Framework aims to demonstrate how the Local Planning Authority continues to develop and deliver a Planning Service that assists in providing a wide range of public benefits such as high quality, warm and secure homes, sustainable development in the right places, protection and enhancement of Renfrewshire's assets, economic prosperity for Renfrewshire and the City Region as well as helping to meet climate change goals and obligations.

This seventh Renfrewshire Planning Performance Framework covering the period from 1 April 2017 to the 31 March 2018.

Planning in Renfrewshire

The Planning function in Renfrewshire Council is an integral part of a multi-disciplinary Service of Communities, Housing and Planning. This presents opportunities to bring together a range of areas where partnership working delivers a common goal of improving outcomes for the people of Renfrewshire with a thriving and healthy environment for everyone.

This collaborative approach provides more opportunities for efficiencies in service delivery, policy development and local budgeting outcomes. There is an increasing amount of synergies in the roles and responsibilities of the Service which allows resilience in tackling some of the challenges presented to local government. This partnership working has led to an enhanced service for key partners, stakeholders and Renfrewshire's communities.

Planning Delivery

Partnerships and joint working continues to be key to enhancing performance and improving the delivery of the Planning Service. Planning frameworks, policies and strategies continues to influence Renfrewshire's corporate strategies and the Community Planning agenda.

Over 2017 – 2018, Renfrewshire Council's Planning Service continues to be integral to delivering the outcomes of Community Planning and the Council Plan. The next Renfrewshire Local Development Plan and Local Development Plan Delivery Programme will provide the spatial expression of the Renfrewshire Community Plan. It will provide the framework for Local Place Plans and for communities in Renfrewshire to bring forward plans that reflect their aspirations for the future of the places they live in.

Planning will also assist in delivering elements of Community Empowerment. Assisting and engaging with local people, groups and organisations to realise the opportunities in their area, helping them to become custodians of places and assets.

Part 1: Defining and Measuring a High Quality of Renfrewshire's Planning Service

Part 1 of the Planning Performance Framework provides the qualitative evidence of performance in terms of the plans, strategies and projects that have been delivered over the past year.

The performance of Renfrewshire Council's Planning Service over the year is measured using the following elements:

Quality of Outcomes

Demonstrates the added value delivered by the Planning Service at Renfrewshire Council, outlining the high quality development on the ground and how Planning shapes places.

Illustrate how the Planning Service continues to improve planning processes, influence outcomes and achieve excellent quality development over the last year.

Quality of Service and Engagement

Demonstrates how Renfrewshire Council Planning Service's positive actions supported sustainable growth by being Open for Business, more importantly directing the right development to the right places.

Highlights how Renfrewshire Council created certainty through consistent advice, efficient and transparent planning processes, positive early consultation and engagement along with speedy decision-making, promoting good customer service.

Sets out how effective communications and partnership working with a range of stakeholders have resulted in successful outcomes.

Governance

Illustrates how Renfrewshire's Planning Service structure and processes are proportionate, effective and fit for purpose.

Demonstrates how resources and innovative working practices aimed to address priorities, through collaboration between Council Services, corporate working practices and joint working arrangements.

Culture of Continuous Improvement

Demonstrates a culture of learning and improving. It details the service improvements and changes over the last 12 months with the aim of improving performance, reflecting the importance of ensuring an excellent quality of service for all users of the Planning Service.

Case Studies

Case studies are used throughout this section to demonstrate how the Planning Service has assisted in delivering many of the priorities and outcomes of the Planning and Housing Service Improvement Plan along with the Council Plan and the Community Plan.

Performance Markers

The Scottish Government's **Performance Markers** have been used to cross-reference and sign post where Renfrewshire Council consider that evidence has been provided in the case studies, highlighting evidence of performance, areas of improvements along with future actions and priorities.



Renfrewshire Local Development Plan

(Performance Marker - 7, 9, 10, 11, 12, 13)

Following on from the wide range of consultation and engagement on the Renfrewshire Local Development Plan Main Issues Report and accompanying documents during 2017, all of the comments, views and representations provided will be taken into account in the Proposed Renfrewshire Local Development Plan.

The clear message from stakeholders that contributed to the plan preparation process was that the principal components of the Council's strategy for development as set out in the Renfrewshire Local Development Plan remained relevant. Therefore, there will not be notable change in the policy framework or overall strategy outcomes of the Plan given the positive feedback. However, there will be more of a focus on the visual expression and representation of Renfrewshire Local Development Plan policies and strategies for the next 5 years.

The next stage in the preparation of the new Renfrewshire Local Development Plan, the Proposed Plan, will be produced for extensive consultation and engagement in Autumn 2018. Again, there will be an emphasis on ensuring high quality meaningful community engagement where local people, stakeholders and custodians shape their local areas through the Plan.

The following **case studies** show how planning policies and guidance set out in the existing Renfrewshire Local Development Plan have delivered high quality places, unlocked development of stalled sites, supported investment in Renfrewshire, encourage development in the right locations as well as ensuring that Renfrewshire's environment was protected and where possible enhanced.

The case studies are split into five topic areas, each representing the five high level aims of the Renfrewshire Local Development Plan. The case studies also aim to demonstrate the added value delivered by the Planning Service in delivering a Plan led system.

The Renfrewshire Local Development Plan can be found on Renfrewshire Council's web pages at the following link <http://www.renfrewshire.gov.uk/article/2478/Renfrewshire-Local-Development-Plan>

Renfrewshire's Economy

Over the last few Planning Performance Frameworks, Renfrewshire Council have reported the success of working in partnership with the owners of Hillington Business Park, Glasgow City Council as the adjoining local authority, Key Agencies such as Transport Scotland and businesses and investors in the area.

Together there has been the successful marketing and branding of Hillington Park Simplified Planning Zone which has played a part in unlocking significant vacant and derelict land and creating a destination in Renfrewshire. The following link provide a link to Hillington Business Park web pages which highlights the benefits of the Simplified Planning Zone and the opportunity that this creates in the area

<https://www.hillingtonpark.com/about-us/spz/>

There is also similar information and details of the Simplified Planning Zone process can be found on Renfrewshire Council's web pages from a direct link from the Hillington Business Park website

<http://www.renfrewshire.gov.uk/article/2480/Hillington-Park-Simplified-Planning-Zone> as well as the

helpful web pages on Glasgow City Council's website at

<https://www.glasgow.gov.uk/index.aspx?articleid=17454>

All of these quick links provide a joined-up approach to promoting investment, business creation and more importantly Planning not being a barrier to development but more of a promotional tool to development of the right type in the right locations.

This year the ownership of Hillington Business Park changed at the end of 2017 with the park being acquired by Frasers Property who confirmed that they are looking to build on the success of the Simplified Planning Zone in delivering new industrial and business floorspace.

The Planning Service is leading early discussions with the new owners assisting in the preparation of the revised masterplan for the business park in line with the existing Simplified Planning Zone Scheme. This revised masterplan will support the continued development of more than 20 hectares of vacant and derelict land providing flexible business and industrial floorspace and a new commercial hub at the heart of the business park.

A number of new Simplified Planning Zone development notifications to support the delivery of the current and the revised masterplan are expected before the end of 2018.

Renfrewshire Council is also focused on developing a culture of continuous improvement and continues to share good practice, knowledge and skills with other local authorities and assisting others who are considering the establishment of a Simplified Planning Zone.

Case Study Title: Renfrewshire's Economy - Hillington Business Park	
Location: Hillington Business Park	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement 	
Key Markers:	
Performance Markers 1, 3, 6, 10,11, 12, 13, 14	
Key Areas of Work:	
<ul style="list-style-type: none"> • Masterplanning • Local Development Plan & Supplementary Guidance • Economic Development • Development Management Processes 	<ul style="list-style-type: none"> • Collaborative Working • Placemaking • Process Improvement • Skills Sharing • Staff Training
Stakeholders Involved:	
<ul style="list-style-type: none"> • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Authority Planning Staff • Authority Other Staff
Overview:	
<p>Over the PPF reporting period there have been a series of meetings and workshops to take forward innovative ideas for the revised masterplan for Hillington Business Park. There have also been on-going discussions regarding revising the Simplified Planning Zone given the success and take up of land and buildings by many new businesses.</p>	
Goals:	
<p>The Planning Service has dedicated officers that deal with the Simplified Planning Zone on-going work, this has meant that the owners, businesses and investors of Hillington Business Park have efficient, dedicated and knowledgeable planning staff to be involved in meetings and workshops as well as being able to advise investors/developers of the process and procedures that operate in the Simplified Planning Zone.</p>	
Outcomes:	
<p>The success of the development and/or use of land at Hillington Park is due to the on-going availability and knowledge of Planning staff at Renfrewshire Council who have been involved from the start of the process to assisting once development commences and completes. These dedicated staff members also train other staff within Renfrewshire Council as well as having CPD sessions to ensure everyone understands the key aims, processes and procedures of the Simplified Planning Zone as well as the masterplan principles for the site.</p> <p>The Simplified Planning Zone is still in place for another 7 years. The creation of a revised masterplan in association with Renfrewshire Council's planning staff is ongoing.</p>	



Renfrewshire's Centres

Renfrewshire has a variety of Centres in its network of centres including:

- Strategic Centres;
- Core Town Centres;
- Local Service Centres;
- Retail Warehouse Parks.

Renfrewshire's Centres form an important part of the areas distinct character and identity, acting as hubs for communities. The centres within the network offer a range of uses and activities as well as supporting new investment opportunities.

Braehead is a Strategic Centre in Renfrewshire's Network of Centres, identified in both Clydeplan Strategic Development Plan and the Renfrewshire Local Development Plan.

Braehead is a prime retail and leisure destination attracting over 17 million visitors each year. The centre is recognised as having a strategic role due to the range and choice of activities and is central to the wider Clyde Waterfront Regeneration Initiative as well as a key attraction in the Glasgow and the Clyde Valley area.

Renfrewshire Council continue to work in partnership with the owners of the Centre, INTU, as well as other stakeholders to ensure that this important centre evolves, with its role and function changing to reflect current market demands and opportunities.

This partnership working has been through the development of a masterplan which invests over £200 million into evolving the centres role and function. <https://www.intugroup.co.uk/en/our-centres/uk-overview/intu-braehead-glasgow/>

To facilitate the delivery of this masterplanned enhancement to the centre, Renfrewshire Council's Planning Staff in joint working with other staff at Renfrewshire Council along with other stakeholders and Key Agencies have published a Centre Strategy and Action Plan, this can be view on the following webpages http://www.renfrewshire.gov.uk/media/3713/Adopted-Centre-Strategy-Braehead/pdf/Adopted_Centre_Strategy_Braehead.pdf

Currently Renfrewshire Council in consultation and engagement with partners as well as INTU are refreshing the Centre Strategy and Action Plan to ensure it is up to date and current.

In preparation of the Proposed Renfrewshire Local Development Plan, INTU have been involved in workshop sessions in creating a Place Plan for Braehead Centre which will feature in the new Renfrewshire Local Development Plan to be published for consultation later in 2018.



Case Study Title:	
Renfrewshire's Centres – Braehead Strategic Centre	
Location and Dates:	
Braehead, Renfrew	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement 	
Key Markers:	
Performance Markers 3, 6, 7, 10, 11, 12	
Key Areas of Work:	
<ul style="list-style-type: none"> • Design • Regeneration • Centres • Masterplanning • Local Development Plan & Supplementary Guidance • Economic Development 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Placemaking • Development Management Processes • Planning Applications
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff
Overview:	
<p>The framework for Braehead Centre is clearly set out in the Renfrewshire Local Development Plan which promotes the masterplan to assist with the centre's evolution to provide a range and choice of uses and activities. The Local Development Plan framework has been supplemented with the Centre Strategy and Action Plan which lists short, medium and long term goals. The Planning Service along with other Services at Renfrewshire Council has continued to work with investors, Key Agencies and surrounding local authorities to assist in delivery of the actions set out in the Centre Strategy. This work has facilitated the creation of a Place Plan for the Centre which will feature in the Proposed Renfrewshire Local Development Plan.</p>	
Goals:	
<p>The Planning Service has facilitated in bringing investment, improved facilities and services for the Renfrewshire Area by promoting a plan-led system leading to environmental enhancements, regeneration and increased centre activities.</p>	
Outcomes:	
<p>This joint approach to planning at the Braehead Centre will ensure an up to date, visual depiction of the investment to Renfrewshire Centres in the next Renfrewshire Local Development Plan. Work is on-going.</p>	

Renfrewshire's Infrastructure

The City Deal investment in Renfrewshire offers a major opportunity for the delivery of economic development. Renfrewshire's City Deal projects aim to deliver innovation and growth, bringing new employment opportunities.

Renfrewshire's City Deal projects will support growth at Glasgow International Airport, unlock development potential of key sites and establish training programmes to support unemployed people and people in low incomes.

A 20 year investment programme which will see over £270 million of new infrastructure being delivered in Renfrewshire.

Renfrewshire will benefit from three of the largest infrastructure investments of City Deal which is:

- The Airport Access Project;
- The Clyde Waterfront and Renfrew Riverside Project;
- The Glasgow Airport Investment Area.

The current Renfrewshire Local Development Plan set out an early vision for Glasgow Airport Investment Zone which as an area its attributes have proven in the past to be very attractive and can continue to be so in the future with the City Deal investment.

The next Renfrewshire Local Development Plan will focus on maximising the benefits of City Deal Investment ensuring economic growth is supported by infrastructure as well as aiming to ensure investment maximises the benefits for local people as well as the wider Renfrewshire economy.

Renfrewshire's Planning Service aims to support the City Deal projects by setting a framework to facilitate a range of employment locations, housing development, the integration of key infrastructure as well as the protection and enhancement of many of Renfrewshire's environmental assets.

The Planning Services has to date outlined a potential development framework as well as policies and guidance in the Renfrewshire Local Development Plan Main Issues Report that was subject to extensive consultation and engagement. Planners have also contributed to masterplans, development principles and other design briefs for the site.

A Strategic Environmental Assessment of the projects was also undertaken by the Planning Service providing an environmental overview for the projects and a framework for individual Environmental Assessments.

Since its initial conception, the Planning Service have been involved in assisting with outline business cases. Providing evidence and background reports to support the City Deal bids.

Planning have also been involved in the strong collaboration between Services and corporate working groups as well as joint working arrangements with other stakeholders including elected members, local authorities and Key Agencies to promote the advancement of the City Deal Projects.

Early and pre-application advice has given throughout the process and will continue to be a substantial proportion of the Planning Services' day to day work in relation to planning applications, consultation and engagement processes, advice in supporting information for planning applications, entering into processing agreements to keep everyone on track and the need for any legal agreements through developer contributions.



Case Study Title:	
Renfrewshire's Infrastructure - City Deal Projects	
Location and Dates:	
Renfrew, Inchinnan and Glasgow Airport	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Governance 	
Key Markers:	
Performance Markers 2, 3, 4, 6, 9, 10, 11, 12, 13, 15	
Key Areas of Work:	
<ul style="list-style-type: none"> • Design • Environment • Greenspace • Masterplanning • Local Development Plan & Supplementary Guidance • Economic Development • Development Management Processes • Planning Applications 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Placemaking • Process Improvement • Project Management • Skills Sharing • Transport • Active Travel
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff
Overview:	
The Planning Service has provided added value in the City Deal projects through preparing frameworks, policies, guidance, advice and design principles through the Local Development Plan process as well as advice and assistance through the Development Management processes and procedures.	
Goals:	
The Planning Services aims to be integral to the successful delivery of City Deal projects on the ground.	
Outcomes:	
A brief description of the added value provided by Planning is above and this will be on-going until the projects have been successful delivered.	



Renfrewshire's Places

Dargavel Village covers an extensive area of land, some 964 hectares and is one of the largest brownfield sites in Scotland. Owned by BAE Systems, the site was formerly a Royal Ordnance Factory.

Manufacturing at the factory ceased in 1999 and the site was subsequently identified as a mixed use Community Growth Area within the Glasgow and Clyde Valley Strategic Development Plan and Renfrewshire Local Development Plan, with the potential to contribute to the sustainable development across the City Region.

Delivery of Dargavel Village is through a masterplanned approach to remediate and redevelop the brownfield site. Through the Planning Service various planning consents are now in place for a range of uses including 4,000 new homes, a woodland park, education and health facilities, recreation and open space facilities, retail provision and associated infrastructure including a motorway junction. A S75 legal agreement is in place between the Council and BAE Systems which identifies a range of planning obligations, delivery mechanisms and timescales.

The Planning Authority has worked closely with site owner BAE Systems for over a decade on the site regeneration strategy, masterplan, design briefs/codes as well as a range of other placemaking frameworks to incorporate good urban design, facilitating high quality development and making best use of the significant land asset.

Works commenced at the site in 2012 and development is forecast to reach completion by 2037.

Initial phases of the development are complete, providing strategic infrastructure across the site and a range of new homes in a sustainable location. This has delivered:-

- Major road and drainage infrastructure, including the first phase of a new motorway junction;
- Extensive earthworks and remediation activity;
- Structural landscaping and new greenspaces including the formation of a 'village square';
- Approximately 855 new private sector and affordable homes built and occupied;
- Traffic management and environmental enhancements,
- First phase of park and ride facilities at Bishopton Rail Station;
- Preparatory engineering works for delivery of social housing units,

Future phases of development will see the delivery of a range of community facilities, including the construction of a new primary school and delivery of village centre with a food store, health facility and associated commercial units along with new homes for the elderly population. Early phases of a 'Central Park' at the heart of the community is beginning to take shape alongside the 400 hectare community woodland park as a key asset for Dargavel. This can be seen on the following web page

<https://www.baesystems.com/en-uk/bishopton/about-daragvel-village>

In view of the range of activities and requirements at the site a Project Management Framework was established, providing for a series of thematic groups to develop and progress elements such as infrastructure, affordable housing and education. Groups meet on a regular basis, enabling officers to co-ordinate resources from a range of Council Services, statutory agencies and stakeholders to facilitate delivery of the masterplan.

Continual consultation, conversations and community engagement has also been a key element of successful delivery of the site. A Community Liaison Group attended by local residents, businesses and key stakeholders of which the Planning Service is key, provides an opportunity to discuss site progress and input into delivery of proposals.

The site has provided the opportunity to pilot innovative approaches, in particular the delivery of green infrastructure. Strategic drainage, access network and habitat features are integrated and closely aligned in a series of blue and green corridors to create a range of multi-functional spaces which act as a spine for the development.

Innovation has also been key to the delivery of planning obligations, including the exploration of funding mechanisms to deliver the new primary school earlier than anticipated, the provision of a 'shared campus' approach to delivery of community facilities and phased delivery of affordable housing, while ensuring that the agreed targets are met.

The impact of development has been transformational, with 200 hectares of brownfield land already returned to active use, significantly reducing Renfrewshire's vacant and derelict land. The initial delivery of 855 homes has provided a range and choice of new housing in a sustainable location.

Approximately 1000 affordable homes will be provided across the site, through a range of housing types and tenures. The will assist and contribute to achieving the outcomes identified in the Renfrewshire Local Housing Strategy, as well as contributing towards the Scottish Government's targets for new affordable housing across the country. The project is also on the Renfrewshire Council's web page at <http://www.renfrewshire.gov.uk/dargavel>

Successful delivery of the initial phases of the masterplan has also provided the appropriate infrastructure, leisure and community facilities which not only support the new development but ensure this is effectively integrated with the existing village.

The project offers lessons of working at scale and the importance of a collaborative approach between the public, private sectors and community sectors, set within an appropriate delivery framework.

In addition, the project demonstrates the importance of flexibility and using a range of approaches and mechanisms to support delivery.

The project is an exemplar of regeneration at a significant scale which has been effectively delivered through strong and sustained partnership working between the public and private sectors.

The project strongly reflects the approach of the Council in supporting the right development in the right places, delivering the spatial strategy within the Development Plan and creating an accessible, high quality place which contributes to sustainable economic growth across Renfrewshire.

Case Study Title:	
Renfrewshire's Places - Dargavel Village, Bishopton	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Governance • Culture of continuous improvement 	
Key Markers:	
Performance Markers 2, 3, 6, 10, 11, 12 & 15	
Key Areas of Work:	
<ul style="list-style-type: none"> • Design • Regeneration • Environment • Greenspace • Masterplanning • Local Develop Plan & Supplementary Guidance • Housing Supply 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Placemaking • Project Management • Affordable Housing • Development Management Processes • Planning Applications
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Planning Board Members • Authority Planning Staff • Authority Other Staff
Overview:	
The ongoing development at Dargavel Village strongly demonstrate the benefits of a collaborative approach and the commitment of partners to create a sustainable, mixed use community, integrated effectively with the existing village.	
Goals:	
The project also offers valuable transferable lessons for the Planning Service in relation to collaborative working, communication and delivery structures, as well as the importance of innovative approaches and flexibility in delivery.	
Outcomes:	
Delivery on the ground illustrates a commitment not only to fully embed best practice design principles, but to ensure that these are enhanced and reflected at scale across the site, for example in the delivery of a strong Green Network.	



Renfrewshire's Environment

Renfrewshire benefits from a rich built heritage and a varied natural environment, these are key resources for places across Renfrewshire. These resources require to be protected for future generations. The Planning Service at Renfrewshire Council is key to ensuring that goal is delivered.

Built and natural heritage assets assist in supporting economic growth, improving health and well-being along with enhancing connectivity between people and places.

The Planning Service through the plan-led process of the Renfrewshire Local Development Plan continues to promote sustainable patterns of development that contribute towards minimising carbon and greenhouse gas emissions and facilitate adaptation to the likely effects of climate change.

By promoting excellent quality development in the right locations, the Renfrewshire Local Development Plan aims to assist with conserving and enhancing natural heritage, green spaces, landscape character, biodiversity, as well as recreational and access resources and active travel routes.

Green infrastructure is an integral part of place-making, both existing assets and new opportunities. The Planning Service plays a central role, through pre-application advice and meetings and through the processing of planning application, in ensuring that the design and layout of new developments consider the relationship with and how it can enhance the surrounding area, particularly in relation to the natural environment and biodiversity.

Renfrewshire's Planning Service not only promotes and supports development and use of land that protects and enhances Renfrewshire's varied cultural and built heritage assets, including projects which will restore these assets, it facilitates where possible to deliver high quality public realm and place making.

High quality development that contributes positively to the local environment is encouraged by Planning. Natural environment plays a vital role in the prosperity of Renfrewshire with green spaces attracting visitors to Renfrewshire as well as contributing to the health and wellbeing of existing residents.

Along with the Renfrewshire Local Development Plan and Supplementary Guidance, the Renfrewshire Biodiversity Action Plan is designed to integrate and guide the work of 25 organisations which play an active role in biodiversity conservation within Renfrewshire.

It establishes a positive and ambitious vision for biodiversity conservation and promotion, as well as outlining the stepping stones the local biodiversity partners will use to reach this outcome. It provides the basis for partnership initiatives which promote biodiversity across Renfrewshire, supporting the delivery of policies and guidance within the Renfrewshire Local Development Plan and the creation of sustainable places.

The publication of the plan in early 2018 followed a two year period of intensive engagement between the partners to ensure that all local players endorsed the actions selected as priorities over the next five years.

The Renfrewshire Biodiversity Action Plan can be viewed on Planning web pages at <http://www.renfrewshire.gov.uk/biodiversity>

Case Study Title:	
Renfrewshire's Environment - Biodiversity Action Plan	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Governance 	
Key Markers:	
10, 11, 12, 13	
Key Areas of Work:	
<ul style="list-style-type: none"> • Conservation • Environment • Greenspace 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Placemaking
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff
Overview:	
<p>The Renfrewshire Biodiversity Action Plan 2018 - 2022 has created a streamlined, positive and ambitious programme for action for the Council and its partners, supporting the delivery of biodiversity actions as well as green network and place making principles embedded in the Local Development Plan.</p>	
Goals:	
<p>The plan is already producing positive outcomes for Renfrewshire's biodiversity, with a series of partners delivering early actions. This demonstrates the success of a collaborative approach which has considered a variety of innovative mechanisms to ensure objectives can be achieved.</p>	
Outcomes:	
<p>The development of the new plan has galvanised the partners involved in the Local Biodiversity Action Plan Steering Group, providing a focus for effective delivery, and has reminded public, private and voluntary sector organisations that, even in a time of resource challenges, much more can be achieved through joint action.</p>	



Renfrewshire Biodiversity Action Plan 2018–2022



Renfrewshire Biodiversity Action Plan's Vision for 2030: Renfrewshire Renewed Naturally
By 2030 Renfrewshire will have a species-rich system of green and blue networks from the uplands of the Renfrewshire Heights to the tidal waters of the Clyde estuary. It will be an environment abundant in wildlife that is enjoyed and respected by people, making Renfrewshire a beautiful place to live, work and visit.

People Power: Communication and Engagement Action plan				
Action No.	Benefits and/or beneficiaries	Action/Activity	Partners (Leads in Bold)	Potential Timescales
PP01	Communication and engagement	Review the role of the Local Biodiversity Action Plan Steering Group in taking forward biodiversity initiatives in Renfrewshire	LBAPSG,	2018–2019
PP02	Communication and engagement	Develop a Community Engagement Strategy for Renfrewshire's Biodiversity Action Plan.	LBAPSG,	2018–2019
PP03	Communication and engagement	Organise events in urban areas to emphasise the link between biodiversity and Renfrewshire's built heritage.	LBAPSG, RC, RL, CRF, RSPB, SOC, CFS	2018–2021
PP04	Communication and engagement	Support funding bids and implementation of the planned reconstruction and redesign of the garden spaces at Paisley Museum, including features linked to the natural history collections. This should include incorporation of interpretative geological features that link the local landscape to the geology collections.	RL, RC, RGGF,	2018–2021
PP05	Communication and engagement	Continue to use Paisley Museum's natural history collections and Renfrewshire Leisure's various exhibition spaces to engage people on Renfrewshire's biodiversity and geodiversity.	RL, RC,	2018–2022
PP06	Communication and engagement	Carry out bioblitzes in publicly accessible sites in Renfrewshire's towns and villages as events highlighting the potential importance of urban areas for biodiversity and to engage local communities.	LBAPSG	2018–2019
PP07	Communication and engagement	Continue to support volunteers monitoring Renfrewshire's plants (as shown in Appendix 1) and to draft proposals for conservation initiatives to prevent significant decline of plant species.	BSBI, FHHS, RSPB, RC	2018–2022

Case Study Title: Supporting Sustainable Growth - Renfrewshire's Strategic Housing Investment Plan	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement • Governance 	
Key Markers:	
10, 11, 12, 13	
Key Areas of Work:	
<ul style="list-style-type: none"> • Regeneration • Environment • Housing Supply • Affordable Housing 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Project Management
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Hard to reach groups • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff • Scottish Government
Overview:	
<p>An update on last year's Planning Performance Framework, is that Renfrewshire Council are making considerable progress in delivering the aspirations of Renfrewshire's Local Housing Strategy through successful deliver of the Strategic Housing Investment Plan aiming to meet the housing supply target of 200 homes each year to 2021.</p>	
Goals:	
<p>The Planning Service has been integral to the delivery of Renfrewshire's Strategic Housing Investment Plan given that Planning and Housing are part of the same Service. Planning has been instrumental in outlining the right sites in the right locations by highlighting sites to partners that are identified in the Renfrewshire Local Development Plan. Planning has also assisted in working through potential opportunities and constraints on sites, preparing development briefs with design principles, providing early pre-application advice, setting good design parameters and dealing with planning applications.</p>	
Outcomes:	
<p>Joint working on Renfrewshire's Strategic Housing Investment Plan has promoted good sharing of knowledge and practice from both fields. It has promoted good alignment of staff resources as well as staff gaining more skills in different fields of work.</p> <p>This work continues to be on-going with an emphasis in delivering the Scottish Government's ambition of 50,000 new affordable homes by 2021.</p> <p>Renfrewshire Council's Strategic Housing Investment Plan can be found on the following web pages http://www.renfrewshire.gov.uk/article/4232/Strategic-Housing-Investment-Plan-201819---202223</p>	



Case Study Title: The Planning Service's Positive Actions - Renfrewshire Growing Grounds Forum	
Elements of a High Quality Planning Service this study relates:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement 	
Key Markers:	
11, 12	
Key Areas of Work:	
<ul style="list-style-type: none"> • Conservation • Regeneration • Environment • Greenspace 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Placemaking • Skills Sharing
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Hard to reach groups 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff
Overview:	
<p>Preparing for the introduction of Part 9 of the Community Empowerment (Scotland) Act 2015 coming into force on 1 April 2018, which placed new duties on local authorities to provide allotments and other community growing opportunities, the Renfrewshire Growing Ground Forum which is led by the Planning Service has focused on how to deliver the outcomes of the new Act.</p> <p>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.</p> <p>In particular 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.</p> <p>The impact of the Forum has been significant, with a support and guidance network provided to members. This has included organising appropriate tenure arrangements, providing financial assistance, funding advice and providing technical guidance on-site. An essential element has also been encouraging peer learning between members.</p> <p>As a result of building relationships through the Forum, Renfrewshire Council and its local partners are well placed to take on the statutory duties arising from the Community Empowerment Act.</p> <p>A key success of the Forum is that it has reached beyond land use outcomes, with members making connections with other Community Planning Partner organisations. This strongly demonstrates the success of the group in supporting the integration of spatial and community planning objectives.</p>	

Goals:

The success of the Forum provides a strong basis for Renfrewshire Council's Planning Service and its partners to effectively deliver the new duties and powers arising from the provisions of the Community Empowerment Act. This has been achieved using existing resources, demonstrating that this successful approach need not require significant additional investment.

Outcomes:

The Renfrewshire Growing Grounds Forum has applied a collaborative and inclusive approach to community growing across the local authority area, supporting reuse of vacant land, the creation of sustainable places and delivering on community aspirations in line with the land use strategy identified in the Renfrewshire Local Development Plan. Project on-going with the implementation of the Community Empowerment Act.



Case Study Title: Policy in Practice - Renfrewshire's Vacant and Derelict Land Strategy	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement 	
Key Markers:	
10, 11, 12	
Key Areas of Work:	
<ul style="list-style-type: none"> • Regeneration • Environment • Greenspace • Local Develop Plan & Supplementary Guidance • Housing Supply • Affordable Housing 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Placemaking • Economic Development
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff
Overview:	
<p>The Renfrewshire Local Development Plan sets out a commitment to reduce the amount of vacant and derelict land across Renfrewshire. The Renfrewshire Vacant and Derelict Land Strategy prepared and consulted upon during 2017 and published in early 2018 aims to support the Plan's aspirations by identifying a number of actions to promote the redevelopment and/or reuse of brownfield and previously used land to enhance places and support sustainable economic growth.</p> <p>The Planning Service monitors vacant and derelict land annually. Although the total area of vacant land has been decreasing over the years in Renfrewshire, it remains a priority to reuse and redevelop land across Renfrewshire and the Planning Service is key to ensuring that aim is delivered by assisting in regenerating neighbourhoods, ensuring the right houses are built in the right locations, improving local environments and green spaces and creating new employment opportunities.</p> <p>The Renfrewshire Vacant and Derelict Land Strategy identified five key themes and a series of related actions which Planning lead on, these include:</p> <ul style="list-style-type: none"> • Utilising City Deal Investment to support sustainable economic growth and unlocking the development potential of stalled sites; • Prioritising housing development on brownfield and previously used land; • Supporting development in Renfrewshire's Centres; • Considering the potential of innovative delivery mechanisms; • Encouraging the creation of amenity green space where future redevelopment is not currently viable. 	

As a result of the Plan led system and Planning's proactive pre-application advice and decisions on planning applications and appeals, the development take-up of vacant and derelict land has seen a significant increase in 2017 with residential development on brownfield land increasing from 18 hectares to 60 hectares during the last year.

Renfrewshire's Vacant and Derelict Land Strategy can be found on the following web page
http://www.renfrewshire.gov.uk/media/5759/Renfrewshire-Vacant-and-Derelict-Land-Strategy-2018/pdf/Renfrewshire_Vacant_and_Derelict_Land_Strategy_2018_Reduced_size.pdf

Goals:

Renfrewshire Council's Planning Service will promote the priorities set out in the Renfrewshire Local Development Plan and the Renfrewshire Vacant and Derelict Land Strategy with the aim to reduce the amount of vacant and derelict land by continuing to promote new commercial and residential developments along with enhancing green spaces.

Outcomes:

Moving forward, Planning will build upon the progress made in 2017 and continue to work on the priorities set out in the Vacant and Derelict Land Strategy as well as assisting in delivering the range of actions to further reduce the amount of vacant and derelict land and regenerate and enhance neighbourhoods across Renfrewshire.



Case Study Title: Customer Service Charters – Enforcement Charter	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Quality of outcomes • Quality of service and engagement 	
Key Markers:	
5, 9, 11, 12	
Key Areas of Work:	
<ul style="list-style-type: none"> • Enforcement • Development Management Processes • Planning Applications 	
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Hard to reach groups • Local Developers • Key Agencies 	<ul style="list-style-type: none"> • Planning Committee • Authority Planning Staff • Authority Other Staff
Overview:	
<p>Renfrewshire Council's Enforcement Charter was updated in August 2017 and sets out Service Standards, information to provide an understanding off Enforcement Regulations along with process maps to explain procedures. It is considered that the document provides effective channel shifting as Elected Members, general public and other Services get a clear message on what will and will not be investigated.</p>	
Goals:	
<p>For the Planning Service, having a clear and concise document has meant that planning officers can deal with cases more effectively and efficiently, meeting the Service Standards set out.</p>	
Outcomes:	
<p>The case study has demonstrated that clear and concise advice and guidance with process maps included as well as examples can allow a better understanding of sometimes complex planning legislation and regulations.</p> <p>Ensuring that this guidance is clearly visible on the web pages is important with hyperlinks found on general correspondence as well as automated responses to general mailboxes. The up to date Enforcement Charter can be found using the following link http://www.renfrewshire.gov.uk/media/1165/Renfrewshire-Councils-Planning-Enforcement-Charter/pdf/Enforcement_Charter_2017.pdf</p> <p>It is considered that member training on these matters is also important and this training should be refreshed every two years in line with the refresh of the Enforcement Charter.</p> <p>Further work on other charters and process maps is on-going to try and ensure that everyone has a better understanding of Planning Legislation and Regulations as well as the Planning Service's standards.</p>	

Case Study Title: Culture of Continuous Improvement – The Community Plan	
Elements of a High Quality Planning Service this study relates:	
<ul style="list-style-type: none"> • Quality of outcomes • Governance • Culture of continuous improvement 	
Key Markers:	
6	
Key Areas of Work:	
<ul style="list-style-type: none"> • Local Develop Plan & Supplementary Guidance • Place Standard • Performance Monitoring • Skills Sharing 	<ul style="list-style-type: none"> • Interdisciplinary Working • Collaborative Working • Community Engagement • Placemaking
Stakeholders Involved:	
<ul style="list-style-type: none"> • General Public • Hard to reach groups • Local Developers 	<ul style="list-style-type: none"> • Authority Planning Staff • Authority Other Staff • Key Agencies
Overview:	
<p>The Planning Service have worked closely with the Community Planning Team at Renfrewshire Council and assisted in the production of the new Community Plan for Renfrewshire. In preparing the new Community Plan (Local Outcome Improvement Plan) the Planning Service suggested that the vision and focus of the local priorities set out in the new Community Plan be spatially represented in the next Renfrewshire Local Development Plan. The Proposed Renfrewshire Local Development Plan, due to be published later 2018, will provide Place Plans covering the towns and villages of Renfrewshire, outlining and aiming to capture the aspirations of the local area.</p>	
Goals:	
<p>This joint working arrangement has meant that the corporate priorities are captured and set out within the statutory Local Development Plan, providing an enhanced status for the Plan as well as the Planning Service. The Community Plan can be viewed at the following page</p> <p>http://www.renfrewshire.gov.uk/article/6265/Our-Renfrewshire-community-plan-2017---2027</p>	
Outcomes:	
<p>The new Community Plan for Renfrewshire is now in place and the Proposed Renfrewshire Local Development Plan will go out for extensive consultation and engagement later in 2018. Both Plan will reflect the priorities and aspiration for Renfrewshire.</p> <p>The Planning Service is currently working with the Community Planning Team and a range of other Council Services as well as other Community Planning partners to prepare a pilot Place Plan for an area in Renfrewshire. The pilot Local Place Plan seeks to support communities to actively participate and lead the design and development of their local area. The initiative involves the preparation of plans through a series of workshops and events with local communities and stakeholders. This exercise will take place during the summer of 2018.</p>	

Case Study Title: Benchmarking – Development Planning and Development Management	
Elements of a High Quality Planning Service this study relates to:	
<ul style="list-style-type: none"> • Governance • Culture of continuous improvement 	
Key Markers:	
6, 11, 12, 13	
Key Areas of Work:	
<ul style="list-style-type: none"> • Skills Sharing • Staff Training 	<ul style="list-style-type: none"> • Collaborative Working • Performance Monitoring
Stakeholders Involved:	
<ul style="list-style-type: none"> • Planning Authorities for across Scotland 	
Overview:	
<p>Renfrewshire Council benchmark with various groups including the Heads of Planning sub-committee, the West of Scotland Planning Benchmarking Group, the National Development Plan Forum along with national Solace benchmarking families, and at the strategic level Development Planning and Development Management Benchmark extensively with the eight Councils who prepare Clydeplan. A wide range of topic were discussed including:</p> <p>Performance Frameworks, the Planning Bill, the use of an increase in planning fees, the High Hedges legislation, the adoption of SuDS, the Forestry Commission and felling licences, the new EIA regulations and cumulative impact, the validation process, the Health Impact Assessments, Schemes of Delegation, Officer training programme, S75 obligations, cross boundary applications, Staffing levels within each authorities' planning service, Enforcement resources that are available, The use of shared services, elected member training.</p>	
Goals:	
This allows Renfrewshire's Planning Service to learn from others and look at benefits gained from trying other ways of working as well as the efficiencies gained.	
Outcomes:	
Benchmarking allows for sharing of experience and best practice, discussing and interpreting legislation and practice of practical issues that can be shared.	



Part 2: Supporting Evidence

In preparing the Planning Performance Framework for 2017/2018, Renfrewshire Council has drawn on a range of information from the general public, applicants and agents for planning applications, Key Agencies, internal Planning and Housing staff, local members, other Council Services, developers, community council meetings and meetings of local forums.

This has provided feedback on how the Planning Service performs as well as assists with setting actions for 2018/2019, potential Service improvements as well as innovative ways of working or efficiencies in working practices.

The Planning Performance Report goes through a series of checks and reviews from officers to senior management and then to local members to ensure that the annual review of the Planning Service has captured all of the key issues, changes and improvements made over the year.

Partnership working is key to producing the Renfrewshire Planning Performance Framework and this year Planning worked closely with the Community Planning Team to ensure the report reflected the joint working between both services in the Council.

Formal and informal benchmarking in the lead up to producing the Planning Performance Framework goes on each year with the local authorities that surround Renfrewshire. This again allows for the reporting in the Planning Performance Framework to advance each year.

The checklist below outlines the topics covered in the case studies in part 1 of the Renfrewshire Planning Performance Framework, all sources of evidence are identified in the relevant case studies.

Case Study Topics	Issue covered in PPF7	Case Study Topics	Issue covered in PPF7
Design		Interdisciplinary Working	X
Conservation		Collaborative Working	X
Regeneration	X	Community Engagement	X
Environment	X	Placemaking	X
Greenspace	X	Charrettes	
Town Centres	X	Place Standard	
Masterplanning	X	Performance Monitoring	
LDP & Supplementary Guidance	X	Process Improvement	
Housing Supply	X	Project Management	
Affordable Housing	X	Skills Sharing	X
Economic Development	X	Staff Training	
Enforcement	X	Online Systems	
Development Management Processes	X	Transport	
Planning Applications	X	Active Travel	

Part 3: Service Improvements for Renfrewshire

In the coming year Renfrewshire Council will aim to achieve the following Service Improvements:

- Continue to develop Place Plans which represent the spatial expression of Renfrewshire Council's Community Plan;
- Produce a 'How to Guide' for other communities to produce a Place Plan for their area;
- Continue to work with other teams in the Council such as City Deal, Regeneration Team and the Paisley 2021 Legacy Team to produce guiding principles, design criteria and placemaking principles for development;
- Prepare a Service Improvement Plan for Development Management in partnership with local members and stakeholders in the Development Management process;
- Produce Process Mapping / advice for increasing the validation rate of applications;
- Finalise the Design Manual for affordable Housing

The following table outlines what Renfrewshire Council set out to achieve in 2017–2018

Committed Improvements	Action Required
1. Making Plans for the future - Community Planning & Planning	<p>Work alongside the Community Planning Team at Renfrewshire, assisting with consultation and engagement as well as stakeholder sessions to raise awareness of the changes to Community Planning, the format and content of Locality Plans and how we can get Renfrewshire residents along with other stakeholders to inform and shape plans.</p> <p>As part of the initial consultation and engagement for the Local Outcome Improvement Plan and Locality Plans, Planning and Community Planning will work together to formally establish the Place Standard Tool in Renfrewshire as a technique for providing constructive feedback on priorities, key issues and desired outcomes for Renfrewshire. The aim will be to roll out an electronic version of the Place Standard Tool to allow a range of stakeholders to engage. The feedback on the Place Standard Tool will require joint analysis between Planning and Community Planning and then this can be used as a corporate baseline and evidence base for future plans, policies and strategies in Renfrewshire.</p> <p>Establish and prepare Place Plans through the next Renfrewshire Local Development Plan which will be the spatial framework for the Locality Plans for Renfrewshire with the Renfrewshire Local Development Plan Action Programme facilitating delivery of priorities.</p>
Progress 2017-18	<p>The Planning Service has assisted the Community Planning Team in preparing the new Community Plan, through workshops, meetings and attendance at consultation and engagement events, community council meetings and information sessions.</p> <p>Planning together with Community Planning worked with the Improvement</p>

	<p>Service to create a Place Standard for the Community Plan as a tool for providing feedback and a benchmark for how people viewed their local area before the implementation of the plan and then at various stages throughout the 10 years that the plan is to be in place.</p> <p>An electronic version of the place standard tool was rolled out which provided feedback from people that would not normally come to information sessions or events and could provide comments from their own home whenever they could manage.</p> <p>Joint analysis of the feedback from the Place Standard tool set out priorities, outlined areas of action for both the Community Plan and the new Renfrewshire Local Development Plan. This information and feedback then set the basis for future plans, policies and strategies.</p> <p>The Council is strongly committed to empowering communities to become more involved in the planning and development of their places. During 2018 the Council has been working in partnership with the residents of Foxbar, a residential neighbourhood to the south of Paisley, to create a Place Plan for their area.</p> <p>A Steering Group with representatives from the local community, the Council and Community Planning Partners developed the project from the initial stage, ensuring that the approach and outcomes were led by and aligned to priorities and actions identified by local residents. Guided by the Steering Group, the emerging plan has been informed by a series of consultation events, including sessions with local schools and care homes, on street discussions and a series of one to one meetings with community and third sector organisations active within the area. This culminated in three informal 'drop in' sessions visited by over 150 residents.</p> <p>The emerging plan identifies a number of opportunities for change and improvement within the area, aligned to community aspirations. These include potential 'early win' projects in developing new community growing grounds and enhancing cycle links within the area. Through the Steering Group, the Council and partners are supporting local community representatives to develop and deliver actions identified within the Plan.</p> <p>The outcomes of the plan will support delivery of the Renfrewshire Community Plan 2017-2027 and will also form a key element of Place Plans in the context of the emerging Renfrewshire Local Development Plan. Alongside the emerging Foxbar Plan, a 'How To Guide' is being developed to support and encourage local communities across the Renfrewshire to develop their own Place Plans.</p> <p>ACTION ON-GOING</p>
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Committed Improvements	Action Required
2. Making Plans for the future - The Next Renfrewshire Local Development Plan	<p>In line with Action 1 above, by assisting Community Planning through early consultation and engagement on Locality Plans, Planning will commence the preparation of Place Plans which cover all of Renfrewshire providing the spatial dimension for the key themes, priorities and outcomes of the Locality Plans.</p> <p>The preparation of the Place Plans will be undertaken with community groups and those that indicate at the Community Planning events that they would want to contribute to plans for areas in Renfrewshire.</p> <p>These Place Plans would then form the basis of consultation in the Proposed Renfrewshire Local Development Plan and be part of the statutory planning framework for Renfrewshire.</p>
Progress 2017-18	<p>Based on the Pilot Place Plan Produced for Foxbar, the new Renfrewshire Local Development Plan will have a number of Place Plans covering the eight areas identified in the new Community Plan, providing the framework for the visual representation of the priorities and actions identified in this Plan.</p> <p>The Place Plans feature in the Proposed Renfrewshire Local Development Plan which will be published later in 2018.</p> <p>ACTION ON-GOING</p>
3. Making Plans for the future – City Deal	<p>Through the next Renfrewshire Local Development Plan, the statutory framework and relevant policies will be in place to guide City Deal investment to the right locations. Planning also propose to work alongside our City Deal colleagues to set guiding principles, design criteria and placemaking principles to ensure that the investment and development that results from City Deal projects are of good design and provide a positive lasting legacy of the City Deal investment.</p>
Progress 2017-18	<p>The Planning Services has to date outlined a potential development framework as well as policies and guidance in the Renfrewshire Local Development Plan Main Issues Report that was subject to extensive consultation and engagement. Planners have also contributed to masterplans, development principles and other design briefs for the site.</p> <p>The Proposed Renfrewshire will be published later in 2018 and will outline the framework and policies for City Deal investment.</p> <p>ACTION ON-GOING</p>

4. People Make the System Work	<p>Working in partnership with Community Councils, Development Trusts and other key community groups to prepare Place Plans.</p> <p>Renfrewshire Council consider if community representatives are given support and assistance in preparing Place Plans then communities will be ready to take on the task of preparing Place Plans for their own communities, should the proposals as set out in the Scottish Government review of the Scottish Planning System be implemented.</p>
Progress 2017-18	<p>The Planning Service has been working with a Community Council in one of Renfrewshire's villages to produce a Place Plan. This work is on-going, early drafts of the Place Plan for the village has been produced however some of the identified uses of land as proved more controversial than the Community Council anticipated and so at present they are trying to work through some issues of getting consensus for the Place Plan.</p> <p>This exercise has provided some good learning points for when Planning roll it out to other groups and bodies.</p> <p>ACTION ON-GOING</p>

Committed Improvements	Action Required
5. Building More Homes and Delivering Infrastructure	<p>Renfrewshire Council aim to investigate mechanisms and/or frameworks to ensure affordable homes are delivered more quickly by having procedures / protocols which set out procurement / legal / estate options for various stalled and regeneration housing sites.</p>
Progress 2017-18	<p>This work is currently on-going, there has been extensive discussion on the best way forward in relation to protocols and procedures. Various working groups has been set up within the Council to take this work forward as well as benchmarking taking place with other external groups such as HOPS and ALACHO.</p> <p>Getting procedures/protocols in place has proved more challenging than first thought.</p> <p>ACTION ON-GOING</p>
6. Building More Homes and Delivering Infrastructure	<p>The preparation of a Development Opportunity Brief for sites where we know that there is a housing need and demand, the land is available for development and there would also be potential grant availability for affordable housing.</p>

	<p>The Development Opportunity Brief would provide an information that would assist in marketing the site for residential purposes, providing details in relation to infrastructure, services, site conditions, education provision, access and transportation considerations, potential site numbers with a layout outlining the potential form of development which Planning would consider acceptable. It could provide in principle 'Development Ready' land for housing, leading to more certainty for developers.</p>
Progress 2017-18	<p>Briefs have been prepared, please see web pages http://www.renfrewshire.gov.uk/media/6887/Marketing-Particulars--Development-Site-Beith-Road-Johnstone/pdf/Marketing_Particulars_-_Development_Site_Beith_Road_Johnstone_3.pdf</p> <p>The take up of brownfield and previously used land has been exceptional in Renfrewshire. This can be seen in Renfrewshire Council's Vacant and Derelict Land Audit with take up of the land increasing from 18 hectares to 60 hectares. See web page for Audit http://www.renfrewshire.gov.uk/article/7524/Vacant-and-Derelict-Land-Survey</p> <p>ACTION COMPLETE</p>
7. Building More Homes and Delivering Infrastructure	<p>Prepare a Design Manual for affordable Housing in Renfrewshire taking account of design, space standards, which would include best practice examples as well as examples that have not work so well.</p>
Progress 2017-18	<p>This action is on-going a design manual has been prepared and it is out for consultation with stakeholders such as Housing Associations and local developers.</p> <p>Feedback on the manual will be considered when finalising the document.</p> <p>ACTION ON-GOING</p>

Part 4: National Headline Indicators

A: National Headline Indicators Key Outcomes – Development Planning

Development Planning		2017-18	2016-17
Local and Strategic Development Planning			
Age of local/strategic development plan(s) at end of reporting period	<p>Local Development Plan</p> <p>The Renfrewshire Local Development Plan (Adopted 28 August 2014)</p> <p>= 3 years and 7 months (31 March 2018)</p> <p>Strategic Development Plan</p> <p>Glasgow and the Clyde Valley Strategic Development Plan (Adopted 24 July 2017)</p> <p>= 8 months</p>	<p>Local Development Plan</p> <p>The Renfrewshire Local Development Plan (Adopted 28 August 2014)</p> <p>= 2 years and 7 months (31 March 2017)</p> <p>Strategic Development Plan</p> <p>Glasgow and the Clyde Valley Strategic Development Plan (Adopted 25 May 2012)</p> <p>= 4 years, 10 months</p>	
Will the local/strategic development plan(s) be replaced by their 5 th anniversary according to the current development plan scheme?	Yes	Yes	
Has the expected date of submission of the plan to Scottish Ministers in the development plan scheme changed over the past year?	Yes – Slightly later due to legal challenge of Clydeplan Strategic Development Plan	Yes – Later due to delay on decisions from DPEA in relation to current housing planning appeals that are central to setting out Renfrewshire Council’s future development strategy	
Were development plan scheme engagement/consultation commitments met during the year?	Yes	Yes	

Effective Land Supply and Delivery of Outputs		
Established housing land supply	10,297 units	10,347 units
5 year effective housing land supply programming	4524 units	4195 units
5 year effective land supply total capacity	7838 units	7918 units
5 year housing supply target	3520 units	3520 units
5 year effective housing land supply (to one decimal place)	6.4 years	5.9 years
Housing approvals	609 units	1,292 units
Housing completions over the last 5 years	3,271 units	2,192 units
Marketable employment land supply	134.6 hectares	124.7 hectares
Employment land take-up during reporting year	5.06 hectares	6.32 hectares

B: National Headline Indicators Key Outcomes – Development Management

Development Management	2017-18	2016-17
Project Planning		
Percentage of applications subject to pre-application advice	31%	31%
Number of applications subject to pre-application advice	214	218
Percentage of major applications subject to processing agreement	0.2%	0.9%
Number of major applications subject to processing agreement	2	6
Decision Making		
Application approval rate	97.2%	97.7%
Delegation rate	98.1%	96.4%
Validation	57%	68%
Decision-making timescales		
	2017-18	2016-17
Major developments	18.6 Weeks	20 Weeks
Local developments (non-householder)	10 Weeks	9.8 Weeks
Householder developments	7.6 Weeks	7.6 Weeks

Legacy Cases		
Number cleared during reporting period	0	0
Number remaining	3	3

C: Enforcement activity

	2017-18	2016-17
Time since enforcement charter published / reviewed Requirement: review every 2 years	Published August 2017 Update required August 2019	Published August 2015
Complaints lodged and investigated	5	16
Breaches identified – no further action taken	0	2
Cases closed	4	13
Notices served	1	1
Direct Action	0	0
Reports to Procurator Fiscal	0	0
Prosecutions	0	0

D: Key Outcomes - Commentary

The Development Plan

Good progress continues on the replacement of the Renfrewshire Local Development Plan this is despite a slight delay due to legal challenges to Clydeplan – the Strategic Development Plan and multiple appeal related to planning applications for residential development in the green belt.

Effective Land Supply in Renfrewshire

Renfrewshire Council is pleased to report a good and varied effective land supply, particularly in terms of increasing the 5 year effective housing land supply in compliance with Scottish Planning Policy and in agreement with Homes for Scotland.

It is considered that despite housing approvals for 2017 – 2018 being half that of the previous year, it is good to report that housing completions in Renfrewshire remain strong.

There is also the reporting of positive outputs in relation to marketable employment land supply, although we note that employment land take up in Renfrewshire has decreased slightly. It is considered that with the good progress on Renfrewshire's City Deal projects that this figure will rise significantly over the next few years.

Pre-Application Advice

In relation to the percentage of applications subject to pre-application advice, it is considered that although this figure has remained constant over the last year, Renfrewshire Council require to look at a better system for recording pre-applications as the 31% figures does not reflect the reality in relation to pre-application advice given out over the year. Nor does this figure reflect the service provided nor the feedback given by applicants/developers in relation to pre-applications provided by the Planning Service at Renfrewshire Council.

Processing Agreements

Although Processing Agreements has dropped over the last year, this is not for the lack of effort from the Planning Service in promoting such measures. Feedback from applicants/developers has confirmed that Processing Agreements are not required when submitting a planning application at Renfrewshire Council as deadlines and key milestones in determining application are adhered to as much as possible by the Planning Service.

Decision Making

The application approval rate remains high and consistent at Renfrewshire Council as well as the delegation rate. The Planning Service are pleased with these figures as they indicate that Planning is not a barrier to the right development in the right places.

The dip in validation rate has raised some concern for the Planning Service and over the next few months, guidance, advice and clearer processes and procedures will be put in place with an aim of increasing the validation rate.

Also of note and some concern is the overall decision-making timescales for Local Development (Non Householder) applications. A new recording system is to be put in place with a more in-depth look at what seems to be causing the increase in decision making timescales for these applications.

Scheme of Delegation

The Planning Service recently amended the Scheme of Delegation at it was approved at Full Council in March 2018. Following a motion in September 2017 the elected members considered and agreed that the Scheme of Delegation for planning application be reviewed. The principle reason was due to the high number of residential planning application, contrary to the Local Development Plan in green belt or greenfield land. The Elected members wanted to be made aware of residential applications over a certain threshold that would be on green belt or greenfield land.

Renfrewshire Council's Scheme of Delegation remains in keeping with the spirit of the changes that came in through the 2006 Planning Act to ensure that speed and certainty in statutory decision making is key to determining planning applications in Renfrewshire.

Legacy Cases

Renfrewshire Council has always maintained a low number of legacy cases. It is noted that 3 legacy cases remain. It should be noted that recent progress on these three legacy cases has occurred and it is anticipated that Renfrewshire Council will resolve these outstanding issues with these cases in the near future.

Enforcement Activity

In relation to enforcement activity, Renfrewshire Council is pleased that the number of complaints/ concerns raised in relation to authorised development and/or breaches of planning control is low. It is considered that this low level of activity is due to the proactive nature of the planning officers and assistant planners in the Planning Service providing advice and dealing with concerns in a timeously manner prevent many issues getting to a formal complaints or enforcement action.

Renfrewshire Council Planning Service consider that as well as the proactive system of dealing with issue, the up to date Renfrewshire Council Enforcement Charter clearly sets out processes and procedures to explain enforcement.

Part 5: Scottish Government Official Statistics

A: Decision-making timescales (based on 'all applications' timescales)

Category	Total number of decisions	Average timescale (weeks)	
	2017-2018	2017-2018	2016-17
Major developments	2	18.6 Weeks	20 Weeks
Local developments (non-householder)	251	10 Weeks	9.8 Weeks
• Local: less than 2 months	49%	6.6 Weeks	6.4 Weeks
• Local: more than 2 months	51%	13.3 Weeks	13.6 Weeks
Householder developments	303	7.6 Weeks	7.6 Weeks
• Local: less than 2 months	73%	6.7 Weeks	6.9 Weeks
• Local: more than 2 months	27%	9.9 Weeks	10.1 Weeks
Housing developments			
Major	1	19.3 Weeks	18.1 Weeks
Local housing developments	61	12 Weeks	11.4 Weeks
• Local: less than 2 months	39%	6.6 Weeks	6.6 Weeks
• Local: more than 2 months	61%	15.5 Weeks	15.1 Weeks
Business and industry			
Major	0	-	-
Local business and industry	13	9 Weeks	11.1 Weeks
• Local: less than 2 months	62%	7.1 Weeks	5.4 Weeks
• Local: more than 2 months	38%	12.1 Weeks	16.9 Weeks
EIA developments	0	-	-

Other consents	136	8.6 Weeks	7.5 Weeks
Planning/legal agreements	0	-	31.9 Weeks
• Major: average time	-	-	31.9 Weeks
• Local: average time	-	-	-

B: Decision-making: local reviews and appeals

Type	Total number of decisions	Original decision upheld			
		2017-18		2016-2017	
		No.		No.	
			%		%
Local reviews	1	1	100%	3	100%
Appeals to Scottish Ministers	9	9	100%	3	100%

C: Context

In relation to householder developments, Renfrewshire Council is pleased to be continuing the positive trend of determining much more of these applications within the statutory timescales.

It is noted that we need to concentrate on reducing the timescales on determining the non-householder local developments planning applications as well as the decision making timescales for housing developments.

Planning/Legal agreements continue to be low at Renfrewshire Council this is due to the majority of sites coming forward in the right locations where there is either adequate infrastructure to serve the development or that Renfrewshire Council Planning Service works in partnership with applicants/developers to make good any infrastructure deficits, without the need for agreements, to ensure that again that Planning is not the barrier to development.

Renfrewshire Council welcomes the positive performance in relation to Local Reviews and Appeals to the Scottish Ministers.

Part 6: Workforce Information

Workforce information is a snapshot of Renfrewshire Council's Planning staff at the 31st of March 2018.

	Tier 1 <i>Chief Executive</i>	Tier 2 <i>Director</i>	Tier 3 <i>Head of Service</i>	Tier 4 <i>Manager</i>
Head of Planning Service			1	

RTPI Qualified Staff	Headcount	FTE
Development Management	8	7.45
Development Planning	7	5.31
Enforcement	0	0
Specialists	0	0
Other (including staff not RTPI eligible)	7	7

Staff Age Profile	Headcount
Under 30	3
30-39	7
40-49	6
50 and over	6

At Renfrewshire Council the Planning and Housing function were brought together in 2016 to form one integrated Service covering a range of areas of work. This allows housing staff to learn and be involved in the preparation of planning documents such as the Local Development Plan and for planning staff to learn and be involved in the preparation of housing related documents such as the Local Housing Strategy and the annual review of the Strategic Housing Investment Programme.

This current structure has provided a number of opportunities and benefits in relation to staff development and training as well as promoting joint working arrangements which allow processes to be proportionate but also fit for purpose.

Part 7: Planning Board Information

The table below presents information on the number of meetings and site visits during 2017-18 for Renfrewshire Council.

Board Meetings & Site Visits	Number per year
Full Council meetings	8
Planning Board	5
Area committees (where relevant)	-
Board site visits	6
LRB	3
LRB site visits	1



Prospective Planning Application

Reference No. 18/0390/NO



Renfrewshire
Council

KEY INFORMATION

Ward

4 Paisley Northwest

Prospective Applicant

Keppie Design
160 West Regent Street
Glasgow
G2 4RL

Report by Director of Communities, Housing & Planning Services

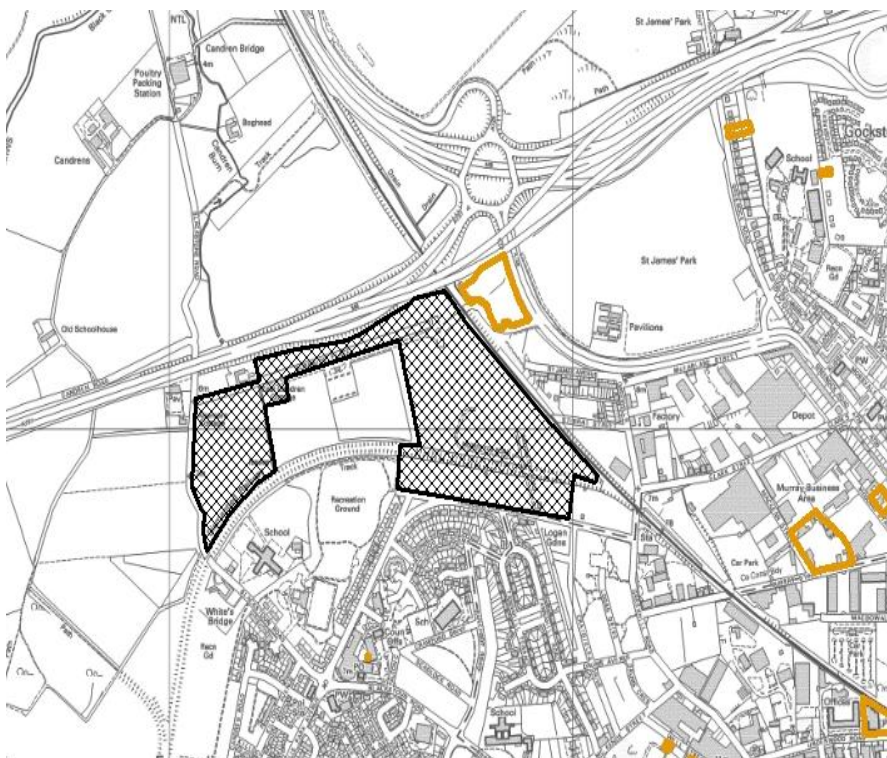
PROSPECTIVE PROPOSAL: ERECTION OF MIXED USE DEVELOPMENT INCLUDING RESIDENTIAL, HOTEL, CLASS 3 (FOOD AND DRINK), GENERAL INDUSTRIAL, STORAGE AND DISTRIBUTION AND LONG STAY CAR PARKING WITH ASSOCIATED ACCESS, INFRASTRUCTURE, LANDSCAPING AND MISCELLANEOUS WORKS

LOCATION: LAND TO SOUTH OF ST JAMES INTERCHANGE, BURNSIDE PLACE, PAISLEY

RECOMMENDATION

That the Board note the key issues identified to date and advise of any other issues.

Fraser Carlin
Head of Planning and
Housing



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IDENTIFIED KEY ISSUES

- The site is identified within the adopted Renfrewshire Local Development Plan as a Transition Area which supports a mix of uses provided they are able to co-exist with existing uses.

Site Description and Proposal

The site lies on land at St James Interchange, to the north west of Paisley, close to the A737 trunk road.

The site extends to approximately 19.54 hectares and is a prior notification in relation to a mixed-use development including residential, hotel, Class 3 (food and drink), general industrial, storage and distribution and long stay car parking with associated access, infrastructure, landscaping and miscellaneous works.

Local Development Plan

The site is identified within the Local Development Plan under Policies E3 – 'Transition Areas' and P4 – 'Housing Action Programme Sites'.

Relevant Site History

None relevant.

Community Consultation

The applicant's Proposal of Application Notice advises that a public consultation event took place on 4th July 2018 at the Tannahill Centre, Blackstoun Road, Paisley. A notice advertising the public consultation event was placed in the local press on 27th June 2018.

A copy of the PAN has been issued to Ferguslie Community Council and local members.

A report, prepared by the applicant, on the results of the community consultation event will require to accompany any forthcoming application for planning permission.

Key Issues

The principle matters which would require to be assessed should the prospective application be submitted are: -

- (1) Whether the development would be acceptable having regard to the provisions of the Local Development Plan.
- (2) Whether the design, layout, density, form and external finishes would respect the character of the area.

- (3) Whether access, parking, circulation, servicing and other traffic arrangements are acceptable in terms of road safety and public transport and active travel accessibility;

- (4) Whether the local infrastructure, particularly sewerage and drainage are capable of accepting the requirements of the proposed development; and

- (5) Whether there is any other environmental, policy or site specific considerations that require to be addressed.

Recommendation

That the Board note the key issues identified to date and advise of any other issues that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind. Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact Sharon Marklow on 0141 618 7835.

Prospective Planning Application

Reference No. 18/0392/NO



Renfrewshire
Council

KEY INFORMATION

Ward

5 Paisley East and Central
6 Paisley Southeast

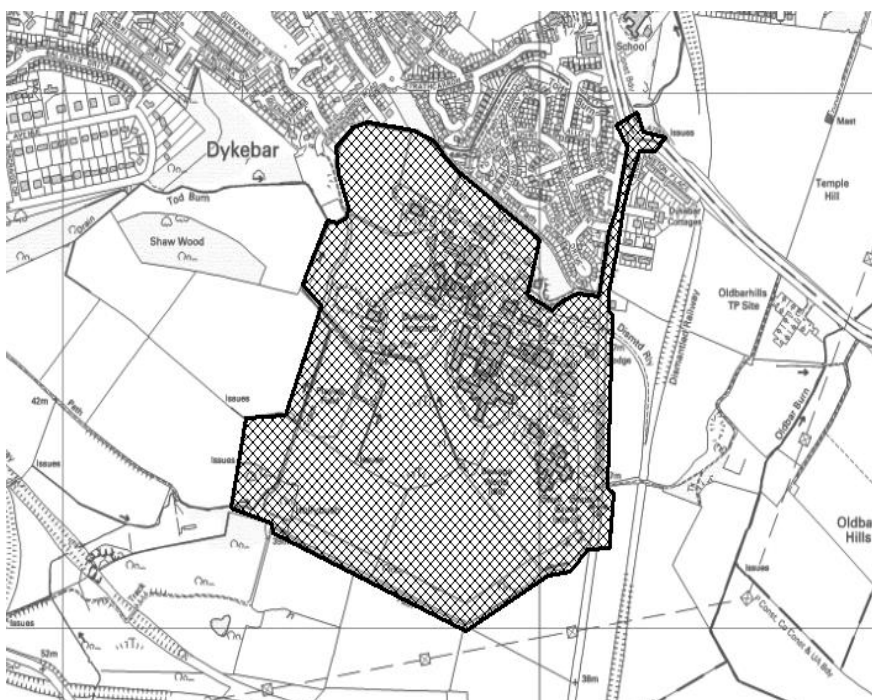
Prospective Applicant

Cala Land Management
BDW Trading Ltd
Bellway Homes Ltd
NHS GGC

Report by Director of Communities, Housing & Planning Services

PROSPECTIVE PROPOSAL: ERECTION OF RESIDENTIAL DEVELOPMENT WITH ASSOCIATED ACCESS AND ANCILLARY WORKS

LOCATION: MAIN BUILDING AND GROUNDS, DYKEBAR HOSPITAL, GRAHAMSTON ROAD, PAISLEY, PA2 7DE



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RECOMMENDATION

That the Board note the key issues identified to date and advise of any other issues.

Fraser Carlin
Head of Planning and
Housing

IDENTIFIED KEY ISSUES

- The site is identified within the adopted Renfrewshire Local Development Plan as Paisley South Expansion Area. Identified as a long term residential expansion to Paisley with a masterplan approach required in developing the site.

Site Description and Proposal

The site lies on the south eastern edge of Paisley to the south of the established residential area of Dykebar, and west of Grahamston Road (B771).

The site extends to approximately 49.58 hectares and the north-east half of the site incorporates Dykebar Hospital grounds and buildings, some of which are listed.

The proposal is for the erection of a residential development.

Local Development Plan

The site is identified within the Local Development Plan under Policy P6 'Paisley South Expansion Area'.

Relevant Site History

None relevant.

Community Consultation

The applicant's Proposal of Application Notice advises that a public exhibition took place on the 20 June 2018 at Dykebar Hospital. A copy of the PAN has been issued to Hawkhead and Lochfield Community Council, Paisley East and Whitehaugh Community Council and local members.

A report, prepared by the applicant, on the results of the community consultation event will require to accompany any forthcoming application for planning permission.

Key Issues

The principle matters which would require to be assessed should the prospective application be submitted are:-

- (1) Whether the development would be acceptable having regard to the provisions of the Local Development Plan.
- (2) Whether the design, layout, density, form and external finishes would respect the character of the area.
- (3) Whether access, parking, circulation, servicing and other traffic arrangements are

acceptable in terms of road safety and public transport and active travel accessibility;

(4) Whether the local infrastructure, particularly sewerage and drainage are capable of accepting the requirements of the proposed development;

(5) Whether there is any other environmental, policy or site specific considerations that require to be addressed; and,

(6) Whether there will be any adverse impact to the character or setting of the existing listed buildings on site.

Recommendation

That the Board note the key issues identified to date and advise of any other issues that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind. Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact Sharon Marklow on 0141 618 7835.

Prospective Planning Application

Reference No. 18/0478/NO



Renfrewshire
Council

KEY INFORMATION

Ward

9 Johnstone North,
Kilbarchan, Howwood,
Lochwinnoch

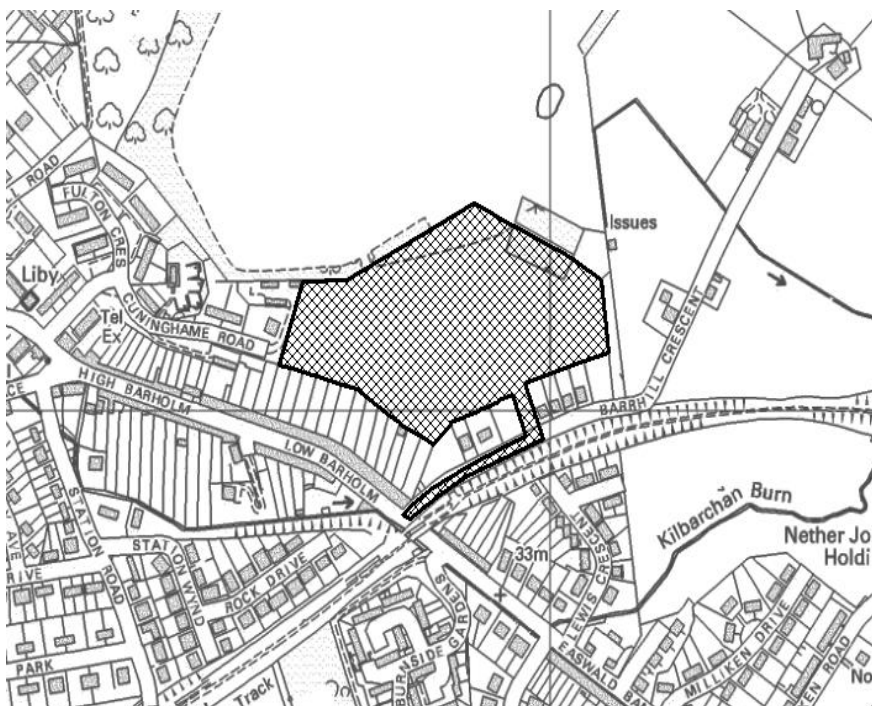
Prospective Applicant

AWG Property Ltd
CEMEX UK Property
47 Melvine Street
Edinburgh
EH3 7HL

Report by Director of Communities, Housing & Planning
Services

PROSPECTIVE PROPOSAL: ERECTION OF RESIDENTIAL
DEVELOPMENT WITH ASSOCIATED ACCESS,
LANDSCAPING, OPEN SPACE AND ASSOCIATED
WORKS

LOCATION: SITE ON NORTHERN BOUNDARY OF NOS 2 TO
16, BARRHILL CRESCENT, KILBARCHAN, JOHNSTONE



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RECOMMENDATION

That the Board note the
key issues identified to
date and advise of any
other issues.

Fraser Carlin
Head of Planning and
Housing

IDENTIFIED KEY ISSUES

- The site is identified within the Renfrewshire Local Development Plan as Green Belt.

Site Description and Proposal

The site comprises an area of agricultural land, extending to approximately 4.7 ha, on the north eastern edge of Kilbarchan, outwith the established village envelope. To the south and west lies existing residential development, with further Green Belt land to the north and east.

It is proposed to develop the site for residential purposes (in principle), with vehicular access being taken from Barrhill Crescent, with the potential to accommodate an undefined number of units. Ancillary works include landscaping and engineering works.

Local Development Plan

The site is identified within the adopted Renfrewshire Local Development Plan as Green Belt (ENV1).

Relevant Site History

16/0036/NO - Erection of residential development with associated access, landscaping and engineering works. Accepted. January 2016.

Community Consultation

The applicant's Proposal of Application Notice advises that a public exhibition shall be held on 23 August 2018 at Steeple Hall, between the hours of 2pm and 7pm, with copies of the Proposal of Application Notice sent to Kilbarchan Community Council and local members.

A report, prepared by the applicant, on the results of the community consultation event will require to accompany any forthcoming application for planning permission in principle.

Key Issues

The principle matters which would require to be assessed should the prospective application be submitted are:-

(1) Whether the development would be acceptable having regard to the provisions of the Local Development Plan.

(2) Whether the design, layout, density, form and external finishes would respect the character of the area.

(3) Whether access, parking, circulation, servicing and other traffic arrangements are acceptable in terms of road safety and public transport and active travel accessibility;

(4) Whether the local infrastructure, particularly sewerage and drainage are capable of accepting the requirements of the proposed development; and

(5) Whether there is any other environmental, policy or site specific considerations that require to be addressed.

Recommendation

That the Board note the key issues identified to date and advise of any other issues that that it is considered should be brought to the attention of the prospective applicant.

Members are reminded of the advice contained in 'Guidance on the Councillors' Code of Conduct' (Standards Commission Scotland, 2011); 'Guidance on the Role of Councillors in Pre-Application Procedures' (Commissioner for Ethical Standards in Public Life in Scotland/CoSLA 2014); and 'The Planning System in Scotland: An Introduction for Elected Members' (The Improvement Service, 2011). Members must be mindful that any opinions or views expressed at this stage are done so having regard to the overarching requirements of fairness and impartiality and of keeping an open mind. Local Government (Access to Information) Act 1985 - Background Papers: For further information or to inspect other background papers, please contact Sharon Marklow on 0141 618 7835.

RENFREWSHIRE COUNCIL

SUMMARY OF APPLICATIONS TO BE CONSIDERED BY
THE COMMUNITIES, HOUSING & PLANNING POLICY
BOARD ON 21/08/2018

APPN. NO: WARD:	APPLICANT:	LOCATION:	PROPOSAL:	Item No.
17/0520/CC 9 - J'stone N, Kilbarchan, H'wood, LochW	Turnberry Homes Limited	40 Church Street, Lochwinnoch, PA12 4JA	Demolition of industrial buildings	A
RECOMMENDATION: GRANT subject to conditions				
17/0519/PP 9 - J'stone N, Kilbarchan, H'wood, LochW	Turnberry Homes Limited	40 Church Street, Lochwinnoch, PA12 4JA	Erection of residential development comprising 24 dwellinghouses and 9 flats with associated access roads, car parking and landscaping.	B
RECOMMENDATION: GRANT subject to conditions				
18/0211/PP 10 - Houston, Crosslee and Linwood	Taylor Wimpey West Scotland & NHS Greater Glasgow and Clyde	Johnstone Hospital, Bridge of Weir Road, Linwood, Paisley	Erection of 110 two storey dwellinghouses, associated landscaping, infrastructure and associated works.	C
RECOMMENDATION: GRANT subject to conditions				
18/0297/CC 9 - J'stone N, Kilbarchan, H'wood, LochW	Mr James	Police Station, Calder Street, Lochwinnoch, PA12 4DD	Demolition of police station	D
RECOMMENDATION:				
18/0259/PP 9 - J'stone N, Kilbarchan, H'wood, LochW	Mr Craig James	Police Station, Calder Street, Lochwinnoch, PA12 4DD	Erection of two storey detached dwellinghouse	E
RECOMMENDATION:				
18/0462/PP 1 - Renfrew North and Braehead	Braehead Glasgow Limited	Braehead Retail Park, King's Inch Drive, Renfrew	Erection of (non-food) retail warehouse development including sprinkler tank, sub-station and pump room, and provision of parking, access, landscaping and public realm	F
RECOMMENDATION:				

APPN. NO: WARD:	APPLICANT:	LOCATION:	PROPOSAL:	Item No.
18/0483/PP 4+12 - Paisley NW, Erskine & Inchinnan	Renfrewshire Council	Site between White Cart Bridge and Portnauld, Abbotsinch Road, Renfrew	Construction of a cycleway and bridge with associated landscaping and ancillary infrastructure	G

RECOMMENDATION:

Total Number of Applications to be considered = 7

Planning Application: Report of Handling

Reference No. 17/0520/CC



KEY INFORMATION

Ward 9:

Johnstone North, Kilbarchan, Howwood and Lochwinnoch

Applicant:

Turnberry Homes Limited
Great Western Business Park
18 Allerdyce Drive
Glasgow
G15 6RY

Registered: 10/07/2017

Report by Director of Communities, Housing and Planning Services

PROSPECTIVE PROPOSAL:

DEMOLITION OF INDUSTRIAL BUILDINGS

LOCATION:

40 CHURCH STREET, LOCHWINNOCH

APPLICATION FOR:

CONSERVATION AREA CONSENT

RECOMMENDATION

Grant subject to conditions.

Fraser Carlin
Head of Planning and
Housing



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IDENTIFIED KEY ISSUES

- The building is an unlisted building located within the Lochwinnoch Conservation Area.
- There have been four representations received. The points raised include retaining the old village school building or at least the stone from the building, the character of the conservation area and potential impact from the proposals, the loss of the remaining industrial buildings from the village.
- Historic Environment Scotland has not objected to the proposals.

Renfrewshire Council Communities, Housing and Planning Policy Board

COMMUNITIES, HOUSING AND PLANNING SERVICES
REPORT OF HANDLING FOR APPLICATION 17/0520/CC

APPLICANT:	Turnberry Homes Limited
SITE ADDRESS:	40 Church Street, Lochwinnoch, PA12 4JA
PROPOSAL:	Demolition of industrial buildings
APPLICATION FOR:	Conservation Area Consent

DATE OF ADVERT:	30/08/2017
NUMBER OF REPRESENTATIONS AND SUMMARY OF ISSUES RAISED:	<p>Four representations have been received. The representations can be summarised as follows:</p> <ol style="list-style-type: none"> 1. The part of the site on the Church Street frontage was once the old village school dating back more than 160 years and if it cannot be saved then as much of the old stone work as is possible should be retained for use in the proposal, to reflect the character of the conservation area and status of the site. 2. The Struthers Lemonade Factory has since, 2007, been included on the Buildings at Risk Register maintained by Historic Environment Scotland and is currently assessed as being only at low risk. 3. The building to be demolished is the one remaining element representing the industrial character of that part of Lochwinnoch and must not simply be wiped out without trace to the detriment of the character of the conservation area. 4. Renfrewshire Council describe Lochwinnoch as a "well preserved Industrial village" yet allowing complete eradication of the few remaining industrial buildings associated with significant and well known industry would completely contradict this statement. 5. A decision on this application would be premature without a Conservation Area Appraisal being undertaken. 6. The retention of these buildings would afford the new development some unique character <p>With regard to the issues raised through objection, whilst most of these have been addressed in the body of this report and through the technical documents submitted in support of the demolition, it should be noted that the dilapidated nature of the site and buildings is having a detrimental effect on the surrounding properties, physically, environmentally and economically through the restrictions it imposes to new development.</p> <p>Turnberry Homes proposes to redevelop the site to provide a new development of houses and flats which would respond appropriately to the surrounding context and which would impact positively on the conservation area.</p>

	<p>Having considered the proposals, the demolition of these buildings is not considered to be detrimental to the character of the Conservation Area and this proposal therefore complies with the technical guidance from Historic Environment Scotland, Policy ENV3 of the Adopted Renfrewshire Local Development Plan and the New Development Supplementary Guidance.</p> <p>Additionally, the demolition and clearance of the buildings would allow an alternative use at this location, contributing to the regeneration of this site and the wider village environment.</p>
CONSULTATIONS:	<p>Historic Environment Scotland - No objection. Historic Environment Scotland while maintaining the view that the school building makes a positive contribution to the character of Lochwinnoch Conservation Area and that there should be a presumption in favour of retention do not object to the proposal in light of the cost plan information submitted on the costs associated with retention of the buildings.</p>

LOCAL DEVELOPMENT PLAN POLICIES/ OTHER MATERIAL CONSIDERATIONS	<p><u>Adopted Renfrewshire Local Development Plan 2014</u> Policy P1: Renfrewshires Places Policy ENV3: Built Heritage</p> <p><u>New Development Supplementary Guidance</u> Delivering the Places Strategy: Places Development Criteria Delivering the Environment Strategy: Conservation Areas</p> <p><u>Material considerations</u> Historic Environment Scotland Policy Statement 2016 Managing Change in the Historic Environment - Demolition</p>
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PLANNING HISTORY	17/0519/PP – Erection of residential development comprising 24 dwellinghouses and 9 flats with associated access roads, car parking and landscaping. Concurrent application yet to be determined.
SITE VISITS	21/09/2017
DESCRIPTION	<p>Conservation area consent is sought for the demolition of a two storey former school building and warehouse buildings to the rear which lie on the north west side of Church Street, Lochwinnoch within the Conservation Area.</p> <p>Struther's Lemonade operated from the premises for many years until 2006 when they ceased trading.</p> <p>The premises have lain vacant since and as a consequence these buildings are now derelict and a source of concern due to their advanced state of neglect and deterioration.</p> <p>The older former school house buildings occupy the frontage of the site facing Church Street. The buildings are not listed but lie within the conservation area.</p>

	<p>It is believed that the original buildings constructed on the site were the central 2 storey building along with a single storey side wing to the south-east.</p> <p>This was followed later with a single storey wing to the north west and a large classroom extension behind the east wing, along with a rear building creating a small courtyard.</p> <p>The centre building is two storeys with three bays and of rubble construction.</p> <p>The single storey extensions to either side date from a similar period. The larger warehouse buildings to the rear are more recent additions with little townscape or conservation merit.</p> <p>The application is accompanied by supporting information in the form of a Conditions Survey (incorporating structural statement) and Cost Plan Comparison (which considers and assesses options for the subsequent redevelopment of the site).</p> <p>The application proposals involve complete demolition.</p> <p>These redevelopment proposals are the subject of a concurrent application at this Board, seeking planning permission for a residential development comprising of 24 dwellinghouses and 9 flats with associated access roads, car parking and landscaping.</p>
OTHER COMMENTS	<p>The proposals require to be considered in the context of the obligations set out in the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, within Scottish Planning Policy, and Historic Environment Scotland's Policy Statement 2016.</p> <p>Consideration must also be given to the relevant policies within the Adopted Renfrewshire Local Development Plan, and Historic Environment Scotland's 'Managing Change in the Historic Environment Guidance Notes.</p> <p>Scottish Planning Policy recognises the historic environment as a key cultural and economic asset. The policy principles include enabling positive change in the historic environment, sensitively managing change, and avoiding or minimising adverse impacts.</p> <p>Within conservation areas, proposals should preserve or enhance the character or appearance; and proposals which do not harm the character or appearance (i.e. have a neutral impact) should be treated as preserving a conservation areas character or appearance.</p> <p>Historic Environment Scotland's Policy Statement advises that planning authorities should carefully consider the contribution that an unlisted building makes to a conservation area and that retention, restoration and conversion should be considered before demolition.</p>

	<p>It also notes that in some cases demolition may be appropriate, for example, if the building is of little townscape value, if its structural condition rules out its retention at reasonable cost, or if its form or location makes its re-use extremely difficult.</p> <p>Having regard to the above, it is considered that the proposals comply with Scottish Planning Policy and guidance with regard to the historic environment and that the proposals, when taken in the context of the anticipated redevelopment of the site, comply with the general requirements in respect of the limitations imposed by the condition of the existing building and for sensitive redevelopment of any vacant site subsequently arising.</p> <p>Having regards to Historic Environment Scotland Managing Change in the Historic Environment Guidance Note on 'Demolition, the appropriate tests are also considered to have been met.</p> <p>In this regard Planning Application Reference, No: 17/0519/PP which is also under consideration represents a scheme which is both sensitive to its context and suitable for the site.</p> <p>The guidance note also comments that if consent for demolition is granted, salvage and reuse of the materials can ensure retention of architectural features and materials and in this particular case, it merits noting that the current proposal seeks to utilise some of the stone in boundary features within the site.</p> <p>In terms of the Renfrewshire Local Development Plan, Policy P1: Renfrewshire's Places presumes in favour of a continuance of the built form.</p> <p>In this regard the application site has lain vacant for some time, unable to secure investment and the development proposed through Planning Application Reference No: 17/0519/PP seeks planning permission for a residential development in a predominantly residential area and can be considered to be acceptable in principle.</p> <p>Policy ENV3: Built Heritage sets out that development proposals, including enabling development, within or in the vicinity of built heritage assets will be required to demonstrate that there is no negative impact to their site or setting and is in accordance with the provisions set out in the New Development Supplementary Guidance. The proposals are considered to be compliant in this regard.</p> <p>It is considered that adequate justification has been submitted to justify the demolition of this unlisted building in the Conservation Area and that the proposal accords with Policy P1 and Policy ENV3 of the Local Development Plan; and the relevant aspects of the New Development Supplementary Guidance.</p>
RECOMMENDATION	GRANT subject to conditions

1 **Reason for Decision**

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan

- 2 No demolition shall take place until it has been demonstrated to the written satisfaction of the planning authority that signed and binding contracts are in place to secure the redevelopment of the site immediately following demolition, and in a manner consistent with that set out in planning permission reference number 17/0519/PP. The redevelopment of the site shall thereafter only proceed in accordance with the terms and conditions of this planning permission.

Reason: In the interest of amenity and to ensure that the listed building is not demolished unless approved development is to take place on the cleared site immediately following its demolition.

Fraser Carlin
Head of Planning and Housing

Local Government (Access to Information) Act 1985 - Background Papers
For further information or to inspect any letters of objection and other background papers, please contact Sharon Marklow on 0141 618 7835.

Planning Application: Report of Handling

Reference No. 17/0519/PP



Renfrewshire
Council

KEY INFORMATION

Ward 9:

Johnstone North, Kilbarchan,
Howwood and Lochwinnoch

Applicant:

Turnberry Homes Limited
Great Western Business Park
18 Allardyce Drive
Glasgow
G15 6RY

Registered: 10/07/2017

Report by Director of Communities, Housing and Planning
Services

PROSPECTIVE PROPOSAL:

ERECTION OF RESIDENTIAL DEVELOPMENT
COMPRISING 24 DWELLINGHOUSES AND 9 FLATS WITH
ASSOCIATED ACCESS ROADS, CAR PARKING AND
LANDSCAPING.

LOCATION:

40 CHURCH STREET, LOCHWINNOCH

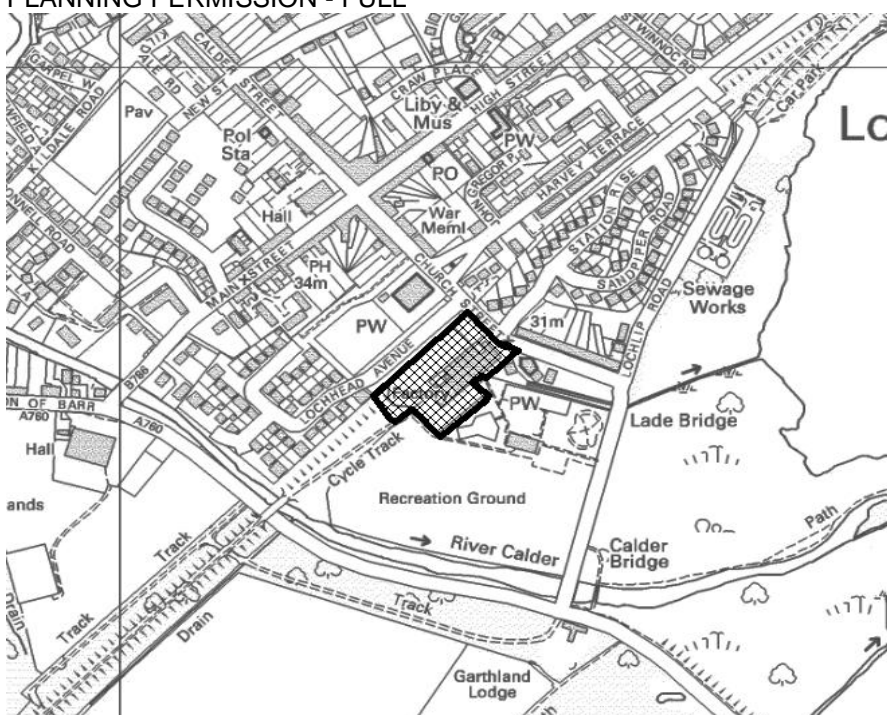
APPLICATION FOR:

PLANNING PERMISSION - FULL

RECOMMENDATION

Grant subject to conditions.

Fraser Carlin
Head of Planning and
Housing



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IDENTIFIED KEY ISSUES

- The proposals accord with the adopted Renfrewshire Local Development Plan land use designation Policy P1 'Places' and Policy ENV3 'Built Heritage'.
- There have been 37 representations, 35 against and 2 in support of the proposal as well as two petitions with 40 signatories. The points raised include conserving existing heritage, impact on adjacent listed building and conservation area, design, massing, traffic, residential amenity.
- The form, siting, design, density, external finish and layout of the proposed development are considered to be acceptable.

Renfrewshire Council Communities, Housing and Planning Policy Board

COMMUNITIES, HOUSING AND PLANNING SERVICES
REPORT OF HANDLING FOR APPLICATION 17/0519/PP

APPLICANT:	Turnberry Homes Limited
SITE ADDRESS:	40 Church Street, Lochwinnoch, PA12 4JA
PROPOSAL:	Erection of residential development comprising 24 dwellinghouses and 9 flats with associated access roads, car parking and landscaping.
APPLICATION FOR:	Planning Permission-Full

DATE OF ADVERT:	20/06/2018
NUMBER OF REPRESENTATIONS AND SUMMARY OF ISSUES RAISED:	<p>Thirty seven representations have been received, with thirty five against the proposal and two in support. In addition, two petitions have been received with 40 signatories. The representations can be summarised as follows;</p> <ol style="list-style-type: none"> 1. The existing heritage should be conserved within a conservation area. 2. Removal of the former school house would affect the visual harmony of the grouping which exists with the adjacent listed buildings of Lade House and Calder Church. 3. The development, as currently proposed, would not preserve nor enhance the character and appearance of the area. 4. The development, as currently proposed, is not in sympathy with the characteristic built form of the area. 5. The scale, form, materials and detailing of the development, as currently proposed, does not respect the characteristics of adjoining buildings in the area. 6. The proposed site coverage is overly dense for the neighbourhood. 7. The amended proposals would appear to go some way in addressing concerns regarding access to Calder UF Church, but could create difficulties for parking associated with the Church at peak times. 8. There could be a heightened risk of accidents as a result of the amended access proposals. 9. The massing of block of 3 storey flats is inappropriate for this area and could lead to unacceptable overlooking. 10. The junction spacing and increase in traffic could lead to traffic and pedestrian safety problems. <p>Referring to the points of objection and issues raised with regard to the former school house which would be demolished to facilitate development of the site, the applicants have submitted substantive and detailed information in support of the</p>

	<p>concurrent application for conservation area consent to demolish the buildings onsite.</p> <p>This information has adequately demonstrated that due to the structural damage which has occurred through years of neglect, any scheme for the redevelopment of the site which required its retention/reinstatement would be financially unviable.</p> <p>The level of damage which has occurred would mean that the building would in effect require to be rebuilt and in so doing its original character and integrity would be lost.</p> <p>The cost of this reinstatement/rebuilding alone would prove an unjustifiable burden on development costs. While Historic Environment Scotland maintain their view that the school buildings make a positive contribution to the character of Lochwinnoch Conservation Area, they withdrew their objection on the basis of the structural survey and financial cost plan submitted in support of the application for demolition.</p> <p>With regard to design it is considered that new design should reflect the surrounding scale, hierarchy and massing of the existing built form and the sensitive use of appropriate colour, texture and pattern of materials, whether traditional or contemporary, and their use and detailing is crucial in making a development stand out or blend in.</p> <p>In so far as the streetscene on Church Street, it is considered that this would be enhanced with the development of this site and through the development as amended.</p> <p>Through its layout and design, the development now proposed seeks to reinforce the local identity of Lochwinnoch and enhance the distinctive character and appearance of the area.</p> <p>Some objectors have suggested that the spring on the site should be maintained for the benefit of the local community. It is understood that the spring is a natural spring which runs under and the site and can be accessed at many points outwith the application site.</p> <p>Should planning permission be granted the spring, which requires water to be pumped to the surface, will be decommissioned as there is no opportunity to have it retained within the development. It may be that there would be opportunities in the surrounding area for the local community to access this spring independently.</p>
CONSULTATIONS:	<p>Scottish Civic Trust - Object to the proposal on the basis that historic structures on the site will be lost and that no application for conservation area consent has been made.</p> <p>They consider that the application proposal does not recognise the site's historical significance and has a lack of attention to quality, place and character.</p> <p>In conclusion the Trust objects to the proposal in its original</p>

	<p>format but does not object in principle to the suitable development of the site.</p> <p>Architectural Heritage Society of Scotland - Accept the principle of developing the Struthers site but object to the original proposal for the site as it neither enhances nor preserves the character or appearance of the conservation area.</p> <p>Do not oppose the removal of the bulk of the factory buildings on the site but do object to the removal of the school house and note that no application for conservation area consent for its demolition has been made.</p> <p>AHSS note the presence of the spring well within the site and consider that this should be preserved and incorporated into the design of the development.</p> <p>Environment and Infrastructure Services (Roads/Traffic) - No objection subject to conditions to achieve appropriate visibility splays.</p> <p>Environment and Infrastructure Services (Design Services) - Have requested that additional information is required to demonstrate the current condition of the lade upstream from the development site in terms of its alignment, level of flow and blockage status.</p> <p>Information is also required post cessation of well abstraction to demonstrate acceptable ground water table/ground water flood risk and that the spring has been decommissioned in accordance with SEPA guidance.</p> <p>Environmental Protection Section - No objection subject to conditions in respect of ground conditions.</p> <p>Children Services - No objection.</p> <p>Lochwinnoch Community Council – Generally welcome the new residential development, especially as it is a brownfield site in the heart of the village that has been derelict for 10 years and has become an eyesore in the streetscape.</p> <p>However, it is considered that the development, as proposed, does not protect or enhance the visual amenity, setting or architectural character of Lochwinnoch Conservation Area.</p> <p>It is also considered that a significant part of the proposed development fails to meet the criteria for compliance within Policy ENV3 of the Local Development Plan in relation to:</p> <ul style="list-style-type: none"> • Massing, scale and height in relation to neighbouring buildings; • Discordant fenestration with the required conservation character of the vernacular streetscape; • Preservation and enhancement of key views within the existing street design of the conservation village.
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	<p>Issues were also raised in relation to the applicant capping and closing the underground water supply.</p> <p>Response to the points raised by the Community Council In response to the issues of concern raised by Lochwinnoch Community Council, the following should be considered:</p> <p>The applicant has revised the plans to take account of many of the issues raised by the Council, Community Council and other representations received to the initial plans.</p> <p>As outlined above, the design, layout, scale and massing has been altered to reflect the surrounding scale, hierarchy and massing of the existing built form, with a sensitive use of appropriate colour, texture and pattern of materials.</p> <p>The development as proposed should protect and reinforce the local identity of Lochwinnoch and enhance the distinctive character and appearance of the area.</p> <p>The applicant is well aware of the issues in relation to the spring and considers that there would be opportunities in the surrounding area for the local community to access this spring independently.</p> <p>It should be noted that following amendments to the original submission and renotification of the scheme, there were no additional representation received from the Community Council.</p>
PRE-APPLICATION COMMENTS:	<p>Design, layout and the enhancement of the conservation area were key to proposals.</p> <p>Roads, access and the water environment were also important considerations.</p>

ENVIRONMENTAL STATEMENT/ APPROPRIATE ASSESSMENT	N/A
DESIGN STATEMENT	This sets out the planning policy position in relation to the proposed development and outlines the general approach to siting, design, layout, scale and massing.
OTHER ASSESSMENTS	<p><u>Ground Investigation Report</u> - It is stated that the current site owners extract potable groundwater from the sand and gravel deposits beneath the site.</p> <p>This is understood to be from a standpipe/well present at the northwest corner of the existing building.</p> <p>As the groundwater beneath the site is of drinking water standard in order to protect the ongoing abstractions only a limited initial investigation using hand boring/drive in standpipes has been undertaken at this stage.</p> <p>It is recommended that a full investigation involving deeper trial</p>

	<p>pits and boreholes will be required once water production has ceased on site.</p> <p><u>Flood Risk Assessment</u> - The report states that the site is not at significant risk of flooding from surface water runoff.</p> <p>It is further stated that information on ground water levels within the site was not available at the time of assessment, however, it is known that there are springs associated with the former use of the site, which may currently discharge into the lade under the site.</p> <p>The report states that assuming that the springs discharge to the lade and water can flow to Castle Semple Loch, the site would not appear to be at significant risk from groundwater flooding.</p> <p>It considers that more information on local groundwater levels and the spring should be obtained, to show that development is not at risk from elevated groundwater levels.</p> <p>It is recommended that a CCTV survey is undertaken of the lade, to confirm its condition, line and to identify any inflows able to enter the lade from upstream and through the site.</p> <p>It is stated that there should be no development on top of the lade, unless the lade is blocked, infilled or diverted.</p>
LOCAL DEVELOPMENT PLAN POLICIES/ OTHER MATERIAL CONSIDERATIONS	<p><u>Adopted Renfrewshire Local Development Plan 2014</u> Policy P1: Renfrewshire's Places Policy ENV3: Built Heritage Policy I5: Flooding and Drainage</p> <p><u>New Development Supplementary Guidance</u> Delivering the Places Strategy: Places Development Criteria and Places Checklist Delivering the Environment Strategy: Conservation Areas; Contaminated Land Delivering the Infrastructure Strategy: Connecting Places; Flooding and Drainage</p> <p><u>Material considerations</u> Renfrewshire's Places Residential Design Guidance 2015 Historic Environment Scotland Policy Statement 2016</p>

PLANNING HISTORY	17/0520/CC – Demolition of industrial buildings. Concurrent application yet to be determined.
SITE VISITS	18/04/2018
DESCRIPTION	Planning permission is sought for the demolition of existing factory buildings and the erection of a residential development on Church Street, partially located within the conservation area of Lochwinnoch.

	<p>The site extends to approximately 0.9 hectares and comprises the former Struthers Lemonade factory.</p> <p>Existing buildings on site comprise a former traditional school house fronting onto Church street with later warehouse buildings to the rear. Struthers Lemonade operated from these premises until 2006 when their operations ceased.</p> <p>The premises have lain vacant since, however, water extraction continues from a natural spring well on the site, which will eventually cease prior to the commencement of any development on site.</p> <p>The site is relatively flat and is bounded by Church Street to the north and Lochhead Avenue to the west, which provides access to a residential area located further to the south west.</p> <p>To the east immediately adjacent to the application site is located the Grade A listed Calder United Reform Church and the Grade B listed Ladeside House.</p> <p>To the south are playing fields and a children's play park. National Cycle Route 7 bounds the site to the south and south east.</p> <p>The site is bounded to the north and south west by established residential areas with dwellings of mixed age, design and size.</p> <p>It is proposed to erect twenty four dwellinghouses and nine flats.</p> <p>Since its original submission, the proposal has been amended to reflect the location of the site partially within the conservation area and to ensure that the site frontage, and the development as a whole, could add positively to the townscape qualities of Church Street and the character and setting of the conservation area generally.</p> <p>The proposal has therefore been amended to delete a three storey generic flatted block from the site frontage and to introduce a flatted development of lower height and of a design specific to this location.</p> <p>A concurrent application, which is also under consideration at this board, seeks conservation area consent for the demolition of the School House buildings which are located on the part of the site within the Conservation Area.</p>
DESIGN AND MATERIALS	<p>The application proposal has attempted to reflect the mix of houses in terms of size, style and design paying particular attention to the portion of the site located within the conservation area and the streetscape features and character of the properties fronting onto Church street.</p> <p>In line with Renfrewshire's Places Design Guide, the layout is outward facing, with the properties along Church Street designed to take cues from the surrounding conservation area</p>

	reflecting the height, design, scale and massing of traditional buildings.
SCALE AND POSITIONING	It is considered that given the form and layout of the proposal, it is of an appropriate density that can be accommodated acceptably on the site, with limited impact to the surrounding area.
PRIVACY AND OVERLOOKING	It is considered that the separation distances between the dwellings and their orientation will ensure that the dwellings proposed do not impact unacceptably on existing properties.
DAYLIGHT AND OVERSHADOWING	Due to its location, positioning and form, the development proposed would not impact unacceptably on the levels of daylight or shadow experienced by existing dwellings.
LANDSCAPING (INCLUDING GARDEN GROUND)	<p>Appropriate separation distances are proposed as well as good levels of open space throughout the development.</p> <p>The applicant proposes a landscape scheme where tree planting and hedging will be planted along the site frontage to create a green edge to the development.</p> <p>Further landscaping is also proposed along the site boundary and enable the residential development to fit well with the surrounding area.</p>
ACCESS AND PARKING	The proposals are considered to demonstrate an acceptable layout with appropriate access, parking and pedestrian arrangements. Environment and Infrastructure Services (Roads/Traffic) is satisfied that the proposal meets the relevant parking, access and traffic requirements.
SITE CONSTRAINTS	Conservation Area.
OTHER COMMENTS	<p>The application site is identified in the Renfrewshire Local Development Plan as Policy P1 'Renfrewshires Places'.</p> <p>Policy P1 states that there will be a general presumption in favour of the continuance of the built form in these areas and considers that new developments should be compatible and complementary to existing uses and demonstrate that they would cause no significant harm as set out by the criteria in the New Development SG.</p> <p>The New Development Supplementary Guidance, Places Development Criteria, sets out a number of criteria which new residential developments are required to meet.</p> <p>In addition, Renfrewshire Places Design Guide sets out standards in relation to separation distances, layouts, parking provision and open space. Assessing the development in terms of these criteria, the following conclusions can be made.</p> <p>The proposed development comprises a total of twenty four terraced, semi - detached and detached dwellinghouses and a block of nine flats.</p>

	<p>The surrounding area is characterised by a tight street form and traditional buildings within the conservation area and a mix of house types outwith in terms of, design, size and differing plot sizes.</p> <p>The application proposal has attempted to reflect the mix of houses in terms of size, style and design paying particular attention to the portion of the site located within the conservation area and the streetscape features and character of the properties fronting onto Church street.</p> <p>In line with Renfrewshire's Places Design Guide, the layout is outward facing, with the properties along Church Street designed to take cues from the surrounding conservation area reflecting the height, design, scale and massing of traditional buildings.</p> <p>The dwellings located further into the site while maintaining a degree of formality and uniformity in layout and design have appropriate separation distances and amenity space to reflect the house type proposed.</p> <p>Located behind the main facade of the site created by the flatted dwelling and semi detached houses fronting onto Church Street, the interior of the site is mostly screened from public view but retains a layout appropriate to its location on the edge of the conservation area.</p> <p>It is considered that the separation distances between the dwellings and their orientation will ensure that the dwellings proposed do not impact unacceptably on existing properties.</p> <p>Appropriate separation distances are proposed as well as good levels of open space throughout the development. The palette of materials to be used also reflects those found in and around this area.</p> <p>It is considered that given the form and layout of the proposal, it is of an appropriate density that can be accommodated acceptably on the site, with limited impact to the surrounding area.</p> <p>The applicant proposes a landscape scheme where tree planting and hedging will be planted along the site frontage to create a green edge to the development.</p> <p>Further landscaping is also proposed along the site boundary and enable the residential development to fit well with the surrounding area.</p> <p>It is concluded therefore, that the application proposal complies with Policy P1 and the relevant criteria in the New Development Supplementary Guidance.</p> <p>Policy ENV3 of the Local Development Plan, and the New Development Supplementary Guidance on Development within Conservation Areas and Listed Buildings seek to preserve and</p>
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	<p>enhance townscape quality and requires that it is demonstrated that the proposal will enhance the visual amenity, individual settings, buildings, open space and historical architectural character of the Conservation Area.</p> <p>These policies are expanded upon by Historic Environment Scotland's Guidance Notes on ' New Design in Historic Settings' which considers that the introduction of successful new buildings can enhance the historic setting, become a valued addition and contribute to a sense of place.</p> <p>It considers that new interventions in historic settings do not need to look 'old' in order to create a harmonious relationship with their new surroundings but should respect the urban grain which is the pattern of streets and spaces rather than of buildings.</p> <p>With regard to design it is considered that new design should consider the surrounding scale, hierarchy and massing of the existing built form and the sensitive use of appropriate colour, texture and pattern of materials, whether traditional or contemporary, and their use and detailing is crucial in making a development stand out or blend in.</p> <p>In so far as the streetscene on Church Street, it is considered that this would be enhanced with the development of this site and through the development as amended.</p> <p>Through its layout and design, the development now proposed seeks to reinforce the local identity of Lochwinnoch and enhance the distinctive character and appearance of the area.</p> <p>In this regard, the proposal has been designed to reflect its location and context and has sought to make a positive contribution to the larger area. The dwellings proposed are set in line with the traditional frontage of Church Street and are of similar height to adjacent development.</p> <p>The dwellings proposed are of contemporary design and materials and although different from surrounding dwellings, the layout, scale, mass and height is reflective of surrounding dwellings and buildings.</p> <p>Materials are of high quality with a mix of render, slate and timber.</p> <p>As such the development sits comfortably with its surroundings and both the listed church buildings on either side. The materials uses generally match those which are historically dominant in the area and the development has a positive impact on the existing townscape.</p> <p>It fits into the grain of the conservation area by respecting its historic layout, street patterns and land form.</p> <p>Given that the proposal is for residential use the unique character and general ambience of the area will be maintained.</p>
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	<p>With regard to the setting of the listed Churches on either side of the development site, the development proposed has sought to consider key vistas to, from and across these heritage assets and the prominence of these buildings in views into and through the surrounding area.</p> <p>The layout and design has therefore sought to maintain important views by setting the front elevation of the development back from the site frontage, while still fostering a sense of enclosure and formality, allowing views of these important buildings from Main street and other important vistas in the surrounding area.</p> <p>The proposed development due to its positioning, massing and design does not dominate these historic assets nor detract from their setting within the conservation area generally.</p> <p>Indeed given the previous usage of the site and the industrial/commercial buildings associated with it, the current proposal would positively add to the character of the conservation and setting of these listed buildings.</p> <p>It is concluded therefore, that the application proposal complies with the relevant policy considerations and will protect, preserve and enhance the visual amenity and character of the conservation area.</p> <p>Policy I5, and the Flooding and Drainage Supplementary Guidance, set out a series of criteria which require to be considered. The applicants have, through the submission of a Flood Risk Assessment (FRA), demonstrated that the site is not at risk of flooding from surface water runoff.</p> <p>However, information on ground water levels within the site were not available at the time of the assessment and a condition would be imposed on any grant of planning consent requiring the submission of reports to demonstrate that the development would not be at risk from elevated groundwater levels and CCTV information to confirm the condition and line of the lade and any inflows to it through the site. Environment and Infrastructure Services (Design Services) has stated that this information together with a drainage strategy is required prior to the commencement of development to ensure that persons occupying the developed site would not be put at risk from flooding.</p> <p>In terms of the Supplementary Guidance on infrastructure design, the proposals are considered to demonstrate an acceptable layout with appropriate access, parking and pedestrian arrangements. Environment and Infrastructure Services (Roads/Traffic) is satisfied that the proposal meets the relevant parking, access and traffic requirements.</p> <p>With regard to potential contamination, the Environmental Protection Section has no objection to the proposals and is satisfied that any potential contamination of the site can be satisfactorily addressed by conditions.</p>
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	<p>It is considered that the amended proposals addresses many of the points raised through objection in relation to design, layout, massing and materials.</p> <p>It is considered that the proposals are acceptable having regard to the relevant development plan policies and associated guidance. The proposals relate to a residential development scheme on a site which has lain vacant for some time and which has steadily fallen into disrepair and the application proposal represents a viable development option which should be welcomed. It is therefore recommended that planning permission be granted subject to conditions.</p>
RECOMMENDATION	GRANT subject to conditions

1 Reason for Decision

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan

2 No development shall begin on site until written approval of:

- a) a site investigation report (characterising the nature and extent of any soil, water and gas contamination within the site); and, if remedial works are recommended therein,
- b) a remediation strategy/method statement identifying the proposed methods of implementing all remedial recommendations contained with the site investigation report;

prepared in accordance with current authoritative technical guidance, has been provided by the Planning Authority.

Reason: To ensure that the site will be made suitable for its proposed use.

3 Prior to occupation of any unit within an identified phase of development:

- a) a Verification report confirming completion of the works specified within the approved Remediation Strategy for that phase of development; or
- b) if remediation works are not required but soils are to be imported to site, a Verification Report confirming imported soils are suitable for use on the site

shall be submitted to the Planning Authority and approved in writing.

Reason: To demonstrate that the works necessary to make the site suitable for use have been completed.

4 That prior to the commencement of development a Drainage Impact Assessment shall be submitted to, and approved in writing by, the Planning Authority.

Reason: To accord with the Adopted Renfrewshire Local Development Plan; and to ensure that appropriate drainage measures are incorporated into the development.

5 That prior to the commencement of any construction works, samples of all external

finishing materials shall be submitted for the written approval of the Planning Authority in respect of type, colour and texture. Thereafter only those materials which obtain written approval shall be used in the implementation of this planning permission.

Reason: In the interests of the amenity of the site and the surrounding area.

- 6 That before any development of the site commences a scheme of landscaping shall be submitted to and approved in writing by the Planning Authority ; the scheme shall include:- (a) details of any earth moulding and hard landscaping, grass seeding and turfing; (b) a scheme of tree and shrub planting, incorporating details of the number, variety and size of trees and shrubs to be planted; (c) an indication of all existing trees and hedgerows, plus details of those to be retained, and measures for their protection in the course of development, and (d) details of the phasing of these works;

Reason: In the interests of the visual amenity of the area.

- 7 That prior to the occupation of the development hereby permitted, all planting seeding, turfing and earth moulding included in the schemes of landscaping and planting detailed on the plans approved under Condition 6 above, shall be completed; and any trees, shrubs or areas of grass which die, are removed, damaged, or diseased, within 5 years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species;

Reason: In the interests of amenity.

- 8 That all of the car parking, pedestrian footpaths and vehicular circulation routes and service yard areas shall be formed, hard surfaced and fully operational and available for use prior to the commencement of trading of any unit to which the particular car park, circulation route or service yard applies.

Reason: In the interests of pedestrian and traffic safety.

- 9 That prior to the commencement of development, CCTV information which demonstrates the condition, alignment, flows, blockages to the lade and that the lade is not overbuilt by buildings shall be submitted to, and approved in writing by, the Planning Authority.

Reason: To ensure that the site is not at risk from elevated ground water levels.

- 10 That prior to the commencement of development, post cessation of well abstraction site investigations to demonstrate acceptable ground water table/ground water flood risk and evidence that the spring has been decommissioned in accordance with SEPA guidance shall be submitted to, and approved in writing by, the Planning Authority.

Reason: To ensure that the site is not at risk from elevated ground water levels.

- 11 That prior to the commencement of development evidence which demonstrates that no building is proposed within 5 m of the well abstraction standpipe location, shall be submitted to, and approved in writing by, the Planning Authority.

reason: To ensure that no building is erected over the lade.

- 12 That prior to the commencement of development plans demonstrating minimum finished floor levels of 31.65m AOD shall be submitted to, and

approved in writing by, the Planning Authority.

reason: In the interests of flood mitigation.

Fraser Carlin
Head of Planning and Housing

Local Government (Access to Information) Act 1985 - Background Papers
For further information or to inspect any letters of objection and other background papers,
please contact Sharon Marklow on 0141 618 7835.

Planning Application: Report of Handling

Reference No. 18/0211/PP



Renfrewshire
Council

KEY INFORMATION

Ward 10:

Houston, Crosslee and
Linwood

Applicant:

Taylor Wimpey West
Scotland & NHS Greater
Glasgow and Clyde
Cirrus Building
Marchburn Drive
Paisley
PA3 2SJ

Registered: 23/03/2018

Report by Director of Communities, Housing and Planning
Services

PROSPECTIVE PROPOSAL:

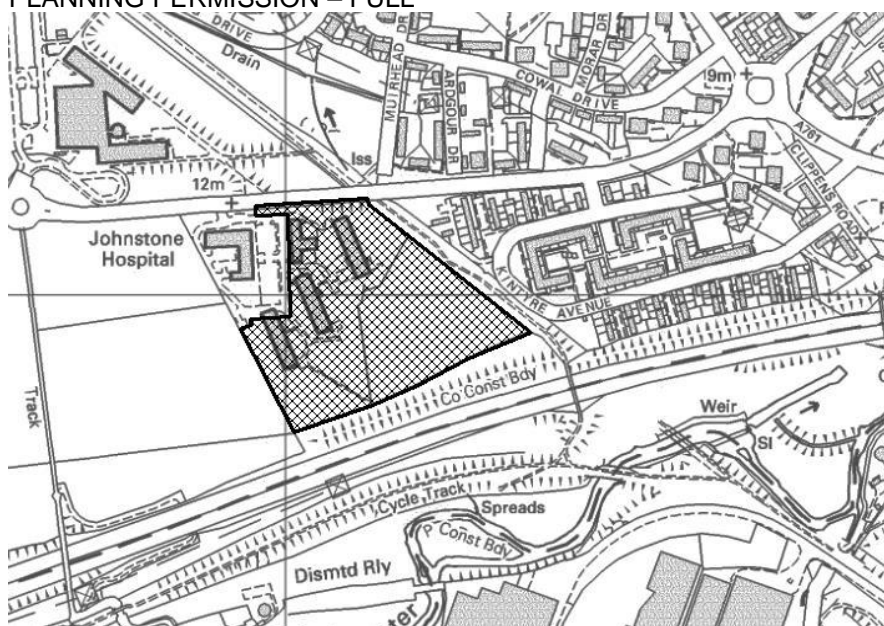
ERECTION OF 110 TWO STOREY DWELLINGHOUSES,
ASSOCIATED LANDSCAPING, INFRASTRUCTURE AND
ASSOCIATED WORKS.

LOCATION:

JOHNSTONE HOSPITAL, BRIDGE OF WEIR ROAD, LINWOOD

APPLICATION FOR:

PLANNING PERMISSION – FULL



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RECOMMENDATION

Grant Subject to
Conditions

Fraser Carlin
Head of Planning and
Housing

IDENTIFIED KEY ISSUES

- The proposals accord with the adopted Renfrewshire Local Development Plan and are consistent with the Policy P1 'Places' and Policy P3 'Additional Housing Sites'.
- There have been two representations, one in support and one objecting on the grounds of traffic and roads capacity.
- Linwood, Houston and Brookfield Community Council have objected to the application on the following grounds; pre application consultation, type of housing, school capacity, traffic and transportation issues, overdevelopment, lack of green space, pressure of local infrastructure.
- The form, design, density and layout of the development is considered to be acceptable.

Renfrewshire Council Communities, Housing and Planning Policy Board

COMMUNITIES, HOUSING AND PLANNING SERVICES
REPORT OF HANDLING FOR APPLICATION 18/0211/PP

APPLICANT:	Taylor Wimpey West Scotland & NHS
SITE ADDRESS:	Johnstone Hospital, Bridge of Weir Road, Linwood
PROPOSAL:	Erection of 110 two storey dwellinghouses, associated landscaping, infrastructure and associated works.
APPLICATION FOR:	Planning Permission-Full

DATE OF ADVERT:	25 April 2018.
NUMBER OF REPRESENTATIONS AND SUMMARY OF ISSUES RAISED:	<p>Two letters of representation have been received (one letter of objection and one letter in support of the proposals).</p> <p>The points raised in the letter of objection can be summarised as follows;</p> <ul style="list-style-type: none"> • Traffic and road capacity issues on the local network. <p>Traffic generation from the proposed development and the potential impact on the local road network has been assessed and Environment & Infrastructure Services (Roads/Traffic) has no objections in this regard.</p>
CONSULTATIONS:	<p>Glasgow Airport Safeguarding - No comments/objections.</p> <p>NATS - No comments/objections.</p> <p>Transport Scotland - No objection, subject to a condition regarding the installation of a barrier between the trunk road and the site.</p> <p>Scottish Water - Have provided a standard advisory note and offer no objections to the proposals.</p> <p>West of Scotland Archaeology Society - No objection subject to the implementation of a programme of archaeological works, in accordance with a written scheme of investigation.</p> <p>Environment & Infrastructure Services (Roads/Traffic) - No objections have been raised in terms of any roads issues, with regards the proposed development.</p> <p>The submitted Transport Assessment is considered to be satisfactory.</p> <p>A meeting took place during the assessment of the application, at which numerous issues were discussed. These have subsequently been resolved by the applicant, through the submission of amended layout plans.</p> <p>Therefore, a no objections response has been returned, with one condition recommended on any approval issued.</p> <p>Environment & Infrastructure Services (Design) - No objection. The submitted Drainage Impact and Flood Risk Assessments are considered to be suitable.</p>

Environmental Protection Section - Satisfied with the findings of the air quality and noise impact assessments, therefore no further comments or objections.

Have recommended conditions relating to the submission of site investigation and verification reports.

Children Services - No objections, capacity in local schools is considered to be adequate to absorb new pupils, as a result of the proposed development.

Linwood Community Council - Have a number of objections to the proposal, which are summarised as follows. They have concerns regarding the pre-application consultation process and how it was carried out; the type of housing which is proposed on site, (no affordable or accessible housing proposed); school capacity, given the boundaries defined and location of the site; roads and transportation issues, which also relate to the ongoing works at the Deafhillock roundabout; the submitted Transport Assessment is inaccurate, flawed and outdated.

Houston Community Council - Consider the proposals to constitute overdevelopment of the site and lack green space; school capacity, given the boundaries defined and location of the site; lack of connectivity between the site and existing settlement; traffic generation and capacity issues on the local road network.

Brookfield Community Council - Consider that the number of units proposed is overdevelopment of the site and would put additional pressure on local infrastructure, exaggerated by the neighbouring development currently under construction at the Merchiston hospital site.

Response to objections raised by Community Councils

In response to the issues of concern raised by Linwood, Houston and Brookfield Community Councils, the following should be considered;

The pre-application consultation process was carried out in accordance with current planning legislation and regulations.

The Adopted Renfrewshire Local Development Plan (2014) does not identify a specific need for new affordable (i.e. subsidised) housing in the area of the development site. There is though a range of detached and semi-detached units proposed on site which will add to the range and mix of housing within the local area.

Children Services have confirmed there is capacity at local schools for the new pupils likely to be generated from the development.

Traffic generation and road network capacity has been assessed and Environment & Infrastructure Services (Roads/Traffic) has no objections in this regard.

It has also been raised that the site is being overdeveloped and it is acknowledged that the Local Development Plan gives an indicative capacity of 50 units on the site. This indicative capacity was provided initially by the landowner (NHS) prior to any detailed layout and constraints being assessed on the site. Following extensive pre-

	<p>application discussions, the layout is considered suitable and appropriate for the scale of the site. The site has the capacity for the number of units proposed, without resulting in overdevelopment.</p> <p>It is considered that the gardens are a suitable size and in line with the footprint of the dwellings. There is also adequate green space/provision of play facilities within the site.</p>
PRE-APPLICATION COMMENTS:	Discussions centred around good design and layout for the site, connectivity, links to public transport, schools and general access requirements, as well as drainage along with noise implications from surrounding uses.

ENVIRONMENTAL STATEMENT	Not required.
APPROPRIATE ASSESSMENT	Not applicable.
DESIGN/ACCESS STATEMENT	Provides further information on the development proposal, including site background and details, communications and planning, site analysis and appraisals and design principles.
OTHER ASSESSMENTS -	<p><u>Tree Survey</u> - Identifies all species on site and plan for any removals and tree protection measures to be put in place where appropriate.</p> <p><u>Landscape Strategy</u> - Provides further information in respect to planning context, landscape design objectives, landscape layout and design proposals, and key open space areas.</p> <p><u>Ecological Survey</u> - Recommends a number of surveys and assessments are undertaken, prior to works commencing on site.</p> <p><u>Transport Statement</u> - Provides an assessment of the development with respect to site access, sustainable transport, traffic generation and distribution, junction and network assessment, and car parking and servicing. The analysis undertaken confirms that the impact of the development proposal can be accommodated on the road network.</p> <p><u>Flood Risk Assessment</u> - Assessment concludes that the proposed development does not present an unacceptable or unmanageable flood risk, subject to a number of recommendations.</p> <p><u>Drainage Impact Assessment</u> - Assessment concludes that the proposed development can be drained in a sustainable manner to meet the requirements of Scottish Water and Renfrewshire Council subject to a number of recommendations.</p> <p><u>Noise Impact Assessment</u> - Assesses the impact of road traffic noise on the proposed development, with a recommendation for acoustic barriers and uprated glazing at certain plots to maintain residential amenity.</p> <p><u>Pre-Application Consultation Report</u> - Provides an overview of the consultation undertaken, including the public event held on the 26th April 2018. There was a mixed response from the 35 attendees at the event.</p>

LOCAL DEVELOPMENT PLAN POLICIES/ OTHER MATERIAL CONSIDERATIONS	<p><u>Adopted Renfrewshire Local Development Plan (August 2014)</u></p> <p>Policy P3 - Additional Housing Sites Policy I1 - Connecting Places Policy I3 - Potential Transport Improvements Policy I5 - Flooding and Drainage</p> <p><u>New Development Supplementary Guidance</u></p> <p>Places Development Criteria Places Checklist Open Space Provision in New Developments Infrastructure Development Criteria Connecting Places Flooding and Drainage</p> <p><u>Material considerations</u></p> <p>Renfrewshire's Places Residential Design Guide Scottish Government publications on Designing Streets and Designing Places.</p>
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PLANNING HISTORY	<p>17/0154/NO - Erection of residential development with landscaping, infrastructure and associated works - Accepted.</p> <p>17/0353/EO - Request for screening opinion as to the requirement for an Environmental Impact Assessment for a residential development - EIA not required.</p>
SITE VISIT	23/03/2018
DESCRIPTION	<p>This application seeks planning permission for the erection of a residential development comprising 110 detached and semi-detached dwellinghouses with associated access, infrastructure and landscaping, on the site of the former Johnstone Hospital, Linwood.</p> <p>The site extends to approximately 4.0 hectares in area. It is bound to the east by a cycle track and residential properties at Kintyre Avenue, the A737 trunk road to the south with open countryside beyond, St Benedicts High School to the north and the Scottish Ambulance depot is sited, directly adjoining the site to the west.</p> <p>In terms of topography, the site slopes relatively steeply downhill from Bridge of Weir Road, until it levels off to a flat site within the main area.</p> <p>The former hospital buildings have been cleared from the site which now leaves a vacant brownfield site on the edge of Linwood.</p> <p>There are a number of mature trees sited across the site with a significant tree belt running parallel to the A737 Trunk Road.</p> <p>The proposed residential layout is positioned around a two loops within the site and one means of vehicular access taken from Bridge of Weir Road.</p> <p>The frontage to the site would be landscaped along the entrance on Bridge of Weir Road and banks of existing and planted trees would form a barrier around much of the rest of the site boundary.</p>

	<p>A play area will be formed on the eastern boundary and a SUDS pond would be constructed at the south east corner of the site.</p> <p>The proposed house types within the site, would be a mix of detached and semi-detached, two storey dwellings, a number of which would also have detached garages within the curtilage.</p>
DESIGN AND MATERIALS	<p>The style of the dwellings proposed is of a modern design which is acceptable for the location and context of the site.</p> <p>They will be finished in render and concrete roof tiles. Gutters, down pipes, soffit's, fascias and windows will be finished in UPVC.</p>
SCALE AND POSITIONING	<p>The proposed development is considered to respond to the semi-urban context in which it is sited.</p>
PRIVACY AND OVERLOOKING	<p>The structure and position of buildings within the layout provide for a sufficient level of privacy, amenity and garden ground.</p>
DAYLIGHT AND OVERSHADOWING	<p>No impact.</p>
LANDSCAPING (INCLUDING GARDEN GROUND)	<p>There is sufficient provision of amenity and recreational open space within the development, with one equipped play spaces and one natural play space.</p> <p>The proposal is therefore also considered to comply with the New Development Supplementary Guidance on Open Space Provision in New developments.</p>
ACCESS AND PARKING	<p>The proposed development is considered to incorporate good linkages to the wider area. The layout contributes to permeability and ease of movement.</p> <p>A bus stop on Bridge of Weir Road which is directly in front of the site, provide public transport links.</p> <p>A suitable vehicular access is proposed and the development also incorporates suitable parking provision.</p>
SITE CONSTRAINTS	<p>Existing surrounding uses.</p>
OTHER COMMENTS	<p>Policy P3 states that the Council will support and encourage residential development on the sites identified in Schedule 1 and shown on the proposals maps as additional allocated housing sites. Johnstone Hospital is identified as a redevelopment opportunity. Development proposals must comply with the criteria as set out in the New Development Supplementary Guidance.</p> <p>The New Development Supplementary Guidance and associated Residential Design Guide identify a checklist of design considerations which form the basis of good places design.</p> <p>This checklist has been prepared within the context of the Scottish Government publications on Designing Streets and Designing Places. The design considerations will be assessed as follows.</p>

Context and Character

The proposed development is considered to respond to the semi-urban context in which it is sited, given it is located on the edge of Linwood and the linkages to the town proposed.

The style of the dwellings proposed is of a modern design, with a mix of detached and semi-detached properties.

It is considered the design and layout of the proposed development is acceptable for the location and context of the site, on the south west edge of Linwood.

Access and Connectivity

The proposed development is considered to incorporate good linkages to the wider area.

Pedestrian linkages are proposed between the site and the neighbouring houses at Kintyre Avenue, which would both be along Bridge of Weir Road and across the existing cycle path which runs along the north east boundary and separates the site from the existing settlement.

The proposed pedestrian links would integrate the two distinct places and link the new development to the town.

There is a bus stop on Bridge of Weir Road, directly in front of the site, which would provide public transport links to the residents of the proposed development.

There is one vehicular access to and from the site, on to Bridge of Weir Road. This is considered acceptable for a development of this scale and layout.

Layout and Built Form

The layout contributes to permeability and ease of movement.

Within the site a clear road hierarchy will be formed, with the wider primary loop road allowing for the distribution of vehicles throughout the site.

The primary loop roads incorporate footways on both sides, and is required mainly for the distribution of vehicles through the site.

The form and layout proposed is also considered to benefit from a clear and defined structure, with active frontages onto all streets, pedestrian routes and open spaces. The layout is considered to contribute to the overall character and sense of place.

The structure and position of buildings within the layout provide for a sufficient level of privacy, amenity and garden ground. In this regard, a minimum distance of 9m from the rear elevation of the residential unit to the rear boundary of the plot has been achieved.

It is recognised that the plots which back onto the A737 trunk road, may be impacted upon by road traffic noise. In order to mitigate this impact, the recommendations made in the Noise Impact Assessment with respect to acoustic barriers and uprated glazing will be required for these plots, (the landscaping scheme also proposes planting along this boundary to minimise any impact

further).

There will also be no adverse impact upon air quality (an Air Quality Assessment was submitted with the application to assess any potential impact). The consultation response from the Environmental Protection Section is noted in this regard.

Environment and Community

This mix of dwelling types is considered to be sufficient given the location of the development.

There is also considered to be a sufficient provision of amenity and recreational open space within the development, with one equipped play spaces and one natural play space.

The proposal is therefore also considered to comply with the New Development Supplementary Guidance on Open Space Provision in New developments.

Potential for flood risk has also been assessed, with submission of both a Flood Risk and Drainage Impact Assessment and a sustainable urban drainage system has been incorporated into the layout.

Buildings and Design

The proposed dwellings display modern architectural forms, and are considered to positively contribute to the built environment and the overall character of the place.

A landscape and planting strategy has been submitted as part of the application. The landscaping seeks to reinforces the defined layout and built form through appropriate structure planting, particularly around the site boundaries and at the main vehicular entrance to the site.

It is considered that existing landscape features have been fully considered in the development of the proposed layout.

It is acknowledged that a number of trees will be felled to accommodate the development, however this will not impact significantly on the overall level of tree coverage within the area. The trees within the site, do not benefit from any statutory protection. In addition, new planting will take place to compensate for the loss of existing trees on site.

A key consideration in the assessment of this application is connectivity between the development and the wider transport network. It has been demonstrated above that the development layout incorporates pedestrian friendly streets where priority is given to pedestrians and cyclists.

There is also a high degree of permeability through the development. It has been demonstrated that the development will provide suitable access to active travel and public transport networks including the National Cycle Network (NCN), which runs along the north east boundary of the site.

Policy I3 states that transport improvements which are required to facilitate new development will be supported where they include

	<p>walking, cycling or public transport enhancements or new and improved junctions and roads.</p> <p>The proposed works are considered by Environment & Infrastructure Services to be acceptable, while Transport Scotland has not objected to the application with respect to impact on the trunk road network.</p> <p>The applicant has demonstrated suitable measures which will mitigate the impact of the development on the trunk road and local road network.</p> <p>The development also incorporates suitable parking provision.</p> <p>In view of the above, the proposed development is considered to comply with the Policy I1, I3 and the supplementary guidance on infrastructure development and connecting places.</p> <p>With respect to Policy I5 and the supplementary guidance on Flooding and Drainage, the proposed development was concluded to have no detrimental impact in this regard.</p> <p>A Flood Risk Assessment was undertaken along with a Drainage Impact Assessment which details the proposed Sustainable Urban Drainage System measures.</p> <p>In view of the above, the proposed development is considered to comply with Policy I5 and the associated supplementary guidance.</p>
RECOMMENDATION	<p>Having given consideration to the above assessment, it is found that the proposal complies with the policies and guidance of the Council. It is therefore recommended that the application should be approved, subject to conditions.</p>

Reason for Decision

- 1 The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan.
- 2 Prior to the commencement of development on site:
 - a) a site investigation report (characterising the nature and extent of any soil, water and gas contamination within the site); and, if remedial works are recommended therein,
 - b) a Remediation Strategy and Implementation Plan identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report.

Reason - To ensure that the site will be made suitable for its proposed use.
- 3 That prior to the occupation of any dwellinghouse hereby approved, a Verification Report confirming completion of the works specified within the approved Remediation Strategy shall be submitted to, and approved in writing by, the Planning Authority.

Reason - To demonstrate that works required to make the site suitable for use have been completed.

- 4 That before development starts, full details and/or samples of the facing materials to be used on all external walls and roofs shall be submitted to, and approved in writing by, the Planning Authority. Thereafter only the approved materials shall be used in the development of the site.

Reason: These details have not been submitted.

- 5 That development shall not commence until the developer has secured the implementation of a programme of archaeological works in accordance with a written scheme of investigation which has been submitted to and approved by the Planning Authority. Thereafter the developer shall ensure that the programme of archaeological works is fully implemented and that all recording and recovery of archaeological resources within the development site is undertaken to the satisfaction of the Planning Authority in agreement with the West of Scotland Archaeology Service.

Reason: To ensure the proper monitoring and recording of any archaeological items of interest within the site.

- 6 That before development commences on site, written details of a barrier between the site and the trunk road shall be submitted to and approved in writing by the Planning Authority.

Reason: In the interest of road and pedestrian safety.

- 7 That prior to the occupation of dwellinghouses situated in plots 25-42 as shown on approved drawing AL(0)02 Rev F, a verification report confirming installation of the mitigation measures detailed within the approved Noise Impact Assessment Technical Report R-7749-GH-MI including the installation of double glazing units with a minimum specification of 12mm/16mm/6mm to achieve a minimum acceptable noise reduction, and a 4m high acoustic barrier shall be submitted for the written approval of the Planning Authority.

Reason - To ensure that road traffic noise is adequately mitigated at these plots.

- 8 That prior to the commencement of development on site, full details and/or samples of the materials to be used for all hard surfaces within the development hereby approved shall be submitted to, and approved in writing by, the Planning Authority.

Reason - A full specification detailing finishing materials has not been submitted.

- 9 That the road which fronts Plots 18 & 19, shall be extended to the western site boundary, to provide a means of access to the land beyond.

Reason: To provide inter connectivity beyond the site boundaries.

- 10 That before any of the dwellinghouses situated on a site upon which a fence is to be erected is occupied, the fence, or wall, for which the permission of the Planning Authority has been obtained, shall be erected;

Reason: To safeguard the amenity of future residents.

Planning Application: Report of Handling

Reference No. 18/0297/CC



KEY INFORMATION

Ward 9:

Johnstone North,
Kilbarchan, Howwood and
Lochwinnoch

Applicant:

Mr James
17 Elm Walk
Bearsden
G61 3BQ

Registered: 23/04/2018

Report by Director of Communities, Housing and Planning
Services

PROSPECTIVE PROPOSAL:
DEMOLITION OF POLICE STATION

LOCATION:

POLICE STATION, CALDER STREET, LOCHWINNOCH

APPLICATION FOR:

CONSERVATION AREA CONSENT



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RECOMMENDATION

Grant subject to
conditions

Fraser Carlin
Head of Planning and
Housing

IDENTIFIED KEY ISSUES

- The proposals accord with the adopted Renfrewshire Local Development Plan land use designation Policy P1 'Places' and Policy ENV3 'Built Heritage'.
- The building is an unlisted building located within the Lochwinnoch Conservation Area.
- It was the former police station building which is now vacant.
- There have been two letters of objection on the grounds that the proposed building is out of character with the street and conservation area and concern over the utilities linked to adjoining houses.
- Historic Environment Scotland have not objected to the proposals.

Renfrewshire Council Communities, Housing and Planning Policy Board

RENFREWSHIRE COUNCIL

COMMUNITIES, HOUSING AND PLANNING SERVICES
REPORT OF HANDLING FOR APPLICATION 18/0297/CC

APPLICANT:	Mr James
SITE ADDRESS:	Police Station, Calder Street, Lochwinnoch, PA12 4DD
PROPOSAL:	Demolition of police station
APPLICATION FOR:	Conservation Area Consent

DATE OF ADVERT:	02/05/2018
NUMBER OF REPRESENTATIONS AND SUMMARY OF ISSUES RAISED:	<p>Two representations have been received.</p> <p>One representation states that the proposed building is out of character with the rest of the street and does not blend with the conservation area of the village.</p> <p>The second representation raises concerns over drainage, water and electrical supply as these utilities are linked to the adjoining dwellinghouses.</p> <p>In response to the comments made in the representations, impact on the character of the conservation area is addressed in detail in the main body of the report. In summary, the demolition of a non traditional building is acceptable given that the replacement dwellinghouse will preserve the character of the surrounding area and Conservation Area.</p> <p>Concerns over drainage, water and electricity supply are not material planning considerations. However, they have been forwarded to the applicant for consideration.</p>
CONSULTATIONS:	Historic Environment Scotland - No comments.
PRE-APPLICATION COMMENTS:	None.

ENVIRONMENTAL STATEMENT	Not applicable.
APPROPRIATE ASSESSMENT	Not applicable.
DESIGN STATEMENT	Provides background information on the proposal, concluding that demolition of the police station and erection of the detached dwellinghouse in the manner proposed would have a minimal impact on the streetscene.
OTHER ASSESSMENTS	Not applicable.
LOCAL DEVELOPMENT PLAN POLICIES/ OTHER MATERIAL CONSIDERATIONS	<p><u>Adopted Renfrewshire Local Development Plan (August 2014)</u> Policy ENV3 - Built Heritage</p> <p><u>New Development Supplementary Guidance</u> Delivering the Environment Strategy - Development within Conservation Areas</p>

	<u>Material considerations</u> Scottish Planning Policy Historic Environment Scotland Policy Statement: June 2016 Historic Environment Circular 1 Historic Environment Scotland's Managing Change in the Historic Environment Guidance Notes.
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PLANNING HISTORY	18/0259/PP - Erection of two storey detached dwellinghouse. Concurrent application yet to be determined.
SITE VISIT	08/05/2018
DESCRIPTION	<p>This application seeks conservation area consent for the demolition of a former police station on Calder Street, Lochwinnoch.</p> <p>The police station comprises of a single storey flat roofed building adjoining the north western gable elevation of a two storey semi detached dwellinghouse. It sits 3m forward of the front elevation of the semi detached dwellinghouses, 10.5m back from the heel of the footway on Calder Street, and has a rectangular footprint of approx 60 square metres.</p> <p>The building is finished in brown roughcast to match the adjoining dwellings.</p> <p>The application site is bound by an access lane to the north west with residential properties beyond, Calder Street to the north east with residential properties beyond, the adjoining semi detached properties to the south east and further residential properties to the south west.</p> <p>It is proposed to redevelop the site through the erection of a two storey detached dwellinghouse (see concurrent application 18/0259/PP).</p>
DESIGN AND MATERIALS	The police station is a flat roofed rectangular building, finished in brown roughcast.
SCALE AND POSITIONING	The police station is single storey, and set back 10.5m from the edge of the footway.
PRIVACY AND OVERLOOKING	Not applicable. These will be assessed in detail as part of concurrent planning application 18/0259/PP.
DAYLIGHT AND OVERSHADOWING	Not applicable. These will be assessed in detail as part of concurrent planning application 18/0259/PP.
LANDSCAPING (INCLUDING GARDEN GROUND)	Not applicable. These will be assessed in detail as part of concurrent planning application 18/0259/PP.
ACCESS AND PARKING	Not applicable. These will be assessed in detail as part of concurrent planning application 18/0259/PP.
SITE CONSTRAINTS	Conservation Area designation

OTHER COMMENTS	<p>In considering the demolition of unlisted buildings in conservation areas, Historic Environment Scotland's Guidance advises that planning authorities should take into account the contribution that the building makes to the character, appearance and history of the relevant conservation area.</p> <p>There is a presumption in favour of retention of unlisted buildings in conservation areas where they make a positive contribution to the character of the area.</p> <p>The police station forms part of a group of buildings of non traditional appearance, set back from the street frontage. This contrasts with the predominant built form along this section of Calder Street which comprises of 1.5 and 2 storey terraces, some of traditional character and appearance, which directly abut the footway.</p> <p>The police station itself is functional in its design and finish.</p> <p>Historic Environment Scotland have not made any comments on the proposed demolition.</p> <p>On assessment, the building is not considered to make an overly significant or positive contribution to the character of the conservation area. On this basis, it is considered that demolition of the building is acceptable subject to the appropriate redevelopment of the site.</p> <p>Historic Environment Scotland guidance advises that proposals for demolition of unlisted buildings in conservation areas should be considered in conjunction with details of replacement development as it is considered that gap sites could be harmful to the character of the conservation area if allowed to lie undeveloped for a considerable time.</p> <p>The key principle in such cases being that the character of the conservation area should be preserved or enhanced.</p> <p>A detailed assessment of the replacement dwellinghouse will be undertaken for the purposes of concurrent application 18/0259/PP. However, it is considered that demolition of the police station and erection of a dwellinghouse which matches the design and appearance of the dwellinghouses which adjoin the police station, will preserve the character of the conservation area.</p> <p>Having assessed the proposal against the Historic Environment Scotland Policy Statement and guidance notes, the Adopted Renfrewshire Local Development Plan and relevant Supplementary Guidance, it is considered that the demolition of the police station would not be detrimental to the character of the conservation area.</p> <p>Historic Environment Scotland guidance on demolition advises that demolition should not begin until evidence is given of contracts let for the redevelopment of the site. This is to ensure that the site is not left vacant for a prolonged period of time following demolition. Such a condition is considered to be appropriate in this instance.</p>
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RECOMMENDATION	In light of the above assessment, it is considered that the proposal accords with the relevant policies and guidance of the Council in respect of the Adopted Local Development Plan, the New Development Supplementary Guidance and the Historic Environment Scotland Policy Statement and guidance. It is therefore recommended that Conservation Area Consent be granted.
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1 Reason for Decision

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan

- 2 That prior to the demolition of the building taking place, details regarding the phasing of the redevelopment of the site shall be submitted to, and approved in writing by, the Planning Authority. The phasing details shall include timing for the demolition of the police station, the subsequent removal of demolition waste from the site, and the erection of the approved dwellinghouse including evidence of contracts let for the new development. The redevelopment of the site shall thereafter proceed in accordance with the agreed phasing details, to the satisfaction of the Planning Authority, with any subsequent alterations to the phasing plan being first agreed in writing with the Planning Authority.

Reason: To ensure the redevelopment of the site is phased in an appropriate manner, in the interests of the character of the conservation area.

Fraser Carlin
Head of Planning and Housing

Local Government (Access to Information) Act 1985 - Background Papers

For further information or to inspect any letters of objection and other background papers, please contact Sharon Marklow on 0141 618 7835.

Planning Application: Report of Handling

Reference No. 18/0259/PP



Renfrewshire
Council

KEY INFORMATION

Ward 9:

Johnstone North,
Kilbarchan, Howwood and
Lochwinnoch

Applicant:

Mr James
17 Elm Walk
Bearsden
G61 3BQ

Registered: 09/04/2018

Report by Director of Communities, Housing and Planning
Services

PROSPECTIVE PROPOSAL:

ERECTION OF TWO STOREY DETACHED DWELLING
HOUSE

LOCATION:

POLICE STATION, CALDER STREET, LOCHWINNOCH

APPLICATION FOR:

PLANNING PERMISSION - FULL

RECOMMENDATION

Grant Subject to
Conditions

Fraser Carlin
Head of Planning and
Housing



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IDENTIFIED KEY ISSUES

- The proposals accord with the adopted Renfrewshire Local Development Plan land use designation Policy P1 'Places' and Policy ENV3 'Built Heritage'.
- There have been two letters of objection on the grounds that the proposed building is out of character with the street and conservation area and concern over the utilities linked to adjoining houses.
- The form, siting, design, density, external finish and layout of the proposed development are considered to be acceptable.

Renfrewshire Council Communities, Housing and Planning Policy Board

RENFREWSHIRE COUNCIL

COMMUNITIES, HOUSING AND PLANNING SERVICES
REPORT OF HANDLING FOR APPLICATION 18/0259/PP

APPLICANT:	Mr Craig James
SITE ADDRESS:	Police Station, Calder Street, Lochwinnoch, PA12 4DD
PROPOSAL:	Erection of two storey detached dwellinghouse
APPLICATION FOR:	Planning Permission-Full

DATE OF ADVERT:	02/05/2018
NUMBER OF REPRESENTATIONS AND SUMMARY OF ISSUES RAISED:	<p>Two representations have been received.</p> <p>One representation states that the proposed building is out of character with the rest of the street and does not blend with the conservation area of the village.</p> <p>The second representation raises concerns over drainage, water and electrical supply as these utilities are linked to the adjoining dwellinghouses.</p> <p>In response to the comments made in the representations, impact on the character of the conservation area is addressed in detail in the main body of the report. In summary, the proposal provides an opportunity to re-use a vacant, brownfield site in the middle of Lochwinnoch, erecting a dwellinghouse which respects the character of the surrounding area and conservation area.</p> <p>Concerns over drainage, water and electricity supply are not material planning considerations. However, they have been forwarded to the applicant for consideration.</p>
CONSULTATIONS:	<p>Environment & Infrastructure Services (Roads/Traffic) - No objection subject to conditions with respect to visibility splay requirements, construction of the access, gates should be prohibited from opening outwards, and containment of surface water within the site. A property of the size proposed requires 3 parking spaces.</p> <p>Environmental Protection Section - No objection. Land contamination advisory note to be included in the decision notice.</p>
PRE-APPLICATION COMMENTS:	None.

ENVIRONMENTAL STATEMENT	Not applicable.
APPROPRIATE ASSESSMENT	Not applicable.
DESIGN STATEMENT	Provides background information on the proposal, concluding that demolition of the police station and erection of the detached dwellinghouse in the manner proposed would have a minimal impact on the streetscene.

LOCAL DEVELOPMENT PLAN POLICIES/ OTHER MATERIAL CONSIDERATIONS	<p><u>Adopted Renfrewshire Local Development Plan (August 2014)</u> Policy P1 - Renfrewshire's Places Policy ENV3 - Built Heritage</p> <p><u>New Development Supplementary Guidance</u> Delivering the Places Strategy - Places Development Criteria and Places Checklist Delivering the Environment Strategy - Built Heritage and Conservation Areas</p> <p><u>Material considerations</u> Renfrewshire's Places Residential Design Guide.</p>
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PLANNING HISTORY	18/0297/CC - Demolition of police station. Concurrent application yet to be determined.
SITE VISIT	08/05/2018
DESCRIPTION	<p>This application seeks planning permission for the erection of a two storey detached dwellinghouse on the site of the former police station on Calder Street, Lochwinnoch.</p> <p>The police station comprises of a single storey flat roofed building adjoining the north western gable elevation of a two storey semi detached dwellinghouse. It sits 3m forward of the front elevation of the semi detached dwellinghouses, 10.5m back from the heel of the footway on Calder Street, and has a rectangular footprint of approx 60 square metres. The building is finished in brown roughcast to match the adjoining dwellings.</p> <p>The application site is bound by an access lane to the north west with residential properties beyond, Calder Street to the north east with residential properties beyond, the adjoining semi detached properties to the south east and further residential properties to the south west.</p> <p>Demolition of the police station will be assessed separately under concurrent conservation area consent application 18/0297/CC.</p> <p>The proposed dwellinghouse is two storey, incorporating a dual pitched gable roof 5.5m in height at eaves level, and 8m in height at the ridge line. It will follow through the line of the adjacent semi detached dwellinghouse with respect to both the front elevation and the eaves, with a slight set down in the ridge line. There will be a 0.8m separation between the gable elevation of the proposed house and the adjacent dwellinghouse.</p> <p>The proposed dwellinghouse also incorporates a single storey porch to the front, and a single storey extension to the rear.</p> <p>The existing parking area to the front of the police station will be utilised as a driveway, while there is also associated garden ground to the rear.</p>

DESIGN AND MATERIALS	The proposed dwellinghouse incorporates a dual pitched gable roof, with fenestration and finishing materials to match the adjacent semi detached dwellings.
SCALE AND POSITIONING	<p>The proposed dwellinghouse is two storey in height which is reflective of the predominant built form along Calder Street.</p> <p>The dwellinghouse is set back from the street frontage in line with the front elevation of the adjacent semi detached properties.</p>
PRIVACY AND OVERLOOKING	The proposed dwellinghouse will not directly overlook private garden ground or habitable room windows associated with neighbouring properties.
DAYLIGHT AND OVERSHADOWING	The scale and position of the dwellinghouse, coupled with the orientation of the site, also ensures that there will be no significant issues raised with respect to daylight or overshadowing.
LANDSCAPING (INCLUDING GARDEN GROUND)	The proposed dwelling will benefit from sufficient garden ground.
ACCESS AND PARKING	The existing access which served the police station will be utilised, while there is sufficient space within the curtilage of the dwellinghouse to meet the required parking standards.
SITE CONSTRAINTS	Conservation Area designation.
OTHER COMMENTS	<p>Policy P1 of the adopted Renfrewshire Local Development Plan states that within uncoloured areas on the proposals map there will be a general presumption in favour of a continuance of the built form. New developments should be compatible with, and complementary to, existing uses and demonstrate that they would cause no significant harm to these uses.</p> <p>Residential development on the site is considered to comply in principle with Policy P1 as it represents a continuation of the existing built form which is compatible with surrounding uses.</p> <p>The primary consideration in the assessment of the application thereafter is the extent to which the proposal complies with the New Development Supplementary Guidance Places Development Criteria and Places Checklist, and the Councils Residential Design Guide.</p> <p>The New Development Supplementary Guidance and associated Residential Design Guide identify a checklist of design considerations which form the basis of good places design. The design considerations will be assessed as follows.</p> <p>Context and Character Calder Street is located within Lochwinnoch Conservation Area and is predominantly characterised by 1.5 and 2 storey buildings of traditional form and design, directly abutting the heel of the footway.</p> <p>This provides a well defined built form, character and identity to the street. The main exception to this predominant built form is</p>

the application site which comprises the single storey police station and adjoining semi detached dwellinghouses. These buildings depart from the predominant built form on two main counts: they are set back from the edge of the footway, and they are of a non traditional appearance with respect to design and finish.

The contribution these buildings make to the character of the streetscene is not considered to be significant. The police station itself is of a functional design and its form and appearance is not considered to add significantly to the character of the street.

It has also now become vacant. The proposal provides an opportunity to demolish the building with the view to erecting a dwellinghouse in its place which respects the character of the area.

Access and Connectivity

There is an existing dropped kerb at the access which will allow vehicles to enter and exit the site.

The front curtilage will be extensive, with sufficient space to meet current parking standards.

With regard to connectivity, the site is within close proximity of the amenities along High Street and Main Street.

Layout and Built Form

The proposed development seeks to replicate the layout of the existing semi detached properties which adjoin the police station.

The proposed dwellinghouse will be set back from the street frontage and in line with the front elevation of the existing dwellings. The proposal will also reflect the two storey form of these properties and will match them in height at eaves level.

The layout and form of the proposed dwellinghouse is not considered to have a detrimental impact on the streetscene.

The proposed dwelling will also benefit from sufficient garden ground.

Environment and Community

There are no existing mature trees on the site which will be impacted by the proposals.

Buildings and Design

The design of the dwellinghouse will not be incongruous or out of keeping within the streetscene.

Adequate provision can be made for all services.

Finally, there are no areas of public or private open space, or existing landscape or ecological features, which require retention or safeguarding.

In relation to residential amenity, the proposed dwellinghouse

	<p>will not directly overlook private garden ground or habitable room windows associated with neighbouring properties.</p> <p>The scale and position of the dwellinghouse, coupled with the orientation of the site, also ensures that there will be no significant issues raised with respect to daylight or overshadowing.</p> <p>In view of the above, the proposed development complies with Policy P1 of the adopted Renfrewshire Local Development Plan and the associated New Development Supplementary Guidance on Delivering the Places Strategy.</p> <p>Policy ENV3 of the Local Development Plan states that Conservation Areas will be safeguarded, conserved and enhanced where appropriate. Development proposals within or in the vicinity of built heritage assets will be required to demonstrate that there is no negative impact to their site or setting.</p> <p>In this instance, the proposed development seeks to replicate the form of the semi detached dwellinghouses which adjoin the police station.</p> <p>When considering impact on the conservation area, it is considered that the demolition of the single storey police station and the erection of a two storey dwellinghouse which reflects the design and finish of the semi detached properties adjoining the site, will not have a detrimental impact on the site or setting of the conservation area.</p> <p>The character of Lochwinnoch Conservation Area will be preserved, and on this basis the proposals are compliant with Policy ENV3 of the Renfrewshire Local Development Plan.</p> <p>In respect of the consultation responses which have not been addressed above, a land contamination advisory note can be included with the decision notice.</p> <p>With regard to the conditions recommended by Environment & Infrastructure Services (Roads/Traffic), visibility splay requirements would relate to land outwith the control of the applicant. However, it is noted that the existing access which served the police station will be re-used. The opening mechanism for any gates can be controlled via condition, as can provision for drainage.</p>
RECOMMENDATION	<p>Having given consideration to the above assessment, it is found that the proposal complies with the policies and guidance of the Council. It is therefore recommended that the application should be approved, subject to conditions.</p>

1 Reason for Decision

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan

2 That prior to the commencement of development on site, a specification detailing the

design and materials associated with all proposed hard surfaces within the curtilage of the dwellinghouse hereby approved shall be submitted to, and approved in writing by, the Planning Authority. The specification shall also include details for the drainage of surface water from the hard surfaces, with provision made to direct water run off to a permeable or porous area or surface within the curtilage of the dwellinghouse.

Reason: To ensure that hard surfaces are suitable for use within the Conservation Area in the interests of preserving its character, and to ensure that surface water is directed away from any road which bounds the curtilage of the dwellinghouse in the interests of sustainable surface water management.

- 3 That prior to the commencement of development on site, a specification detailing the location, design and finish of all gates (including opening mechanism), fences, walls or other means of enclosure shall be submitted to, and approved in writing by, the Planning Authority.

Reason: To ensure that proposed boundary treatments are suitable for use within a Conservation Area, in the interests of preserving its character and visual amenity.

- 4 That before development starts, full details and/or samples of the facing materials to be used on all external walls (including windows, rainwater goods and soil vent pipes) and roofs (including the roof verges) of the dwellinghouse hereby approved shall be submitted to, and approved in writing by, the Planning Authority.

Reason: To ensure that proposed finishing materials are suitable for use within a Conservation Area, in the interests of preserving its character and visual amenity.

Fraser Carlin
Head of Planning and Housing

Local Government (Access to Information) Act 1985 - Background Papers
For further information or to inspect any letters of objection and other background papers, please contact Sharon Marklow on 0141 618 7835.

Planning Application: Report of Handling

Reference No. 18/0462/PP



Renfrewshire
Council

KEY INFORMATION

Ward 1:

Renfrew North and
Braehead

Applicant:

Braehead Glasgow Ltd
40 Broadway
London
SW1H 0BU

Registered: 22/06/2018

Report by Director of Communities, Housing and Planning
Services

PROSPECTIVE PROPOSAL:

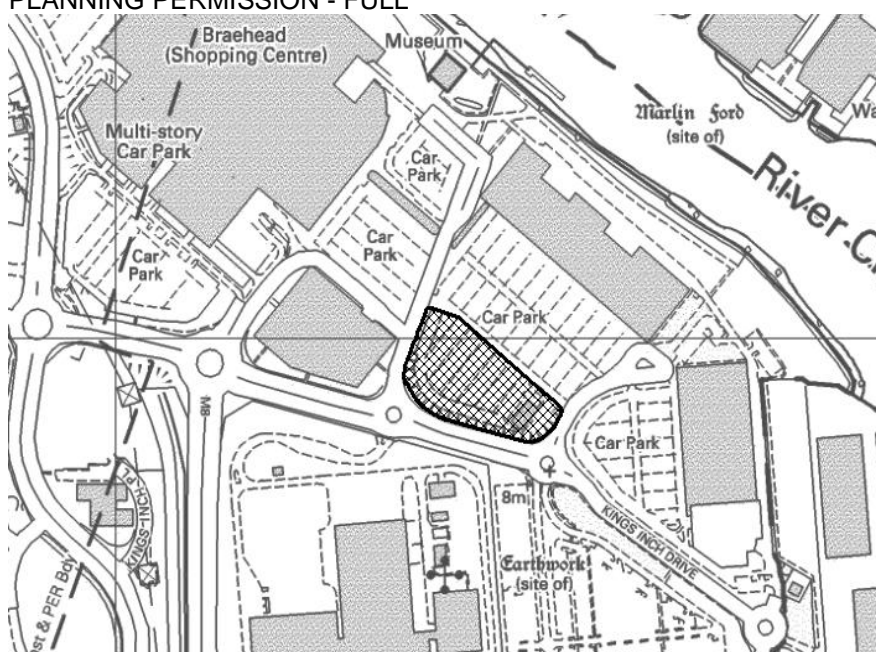
ERECTION OF (NON-FOOD) RETAIL WAREHOUSE
DEVELOPMENT INCLUDING SPRINKLER TANK, SUB-
STATION AND PUMP ROOM, AND PROVISION OF
PARKING, ACCESS, LANDSCAPING AND PUBLIC REALM

LOCATION:

BRAEHEAD RETAIL PARK, KING'S INCH DRIVE, RENFREW

APPLICATION FOR:

PLANNING PERMISSION - FULL



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RECOMMENDATION

Disposed to Grant

Fraser Carlin
Head of Planning and
Housing

IDENTIFIED KEY ISSUES

- The proposals accord with the approved Strategic Development Plan Clydeplan (2017) and the Adopted Renfrewshire Local Development Plan (2014).
- The proposal is not considered to unacceptably conflict with retail policy.
- There has been one letter of objection the substance of which relates to retail impact and retail policy.
- West Dunbartonshire Council have objected on the basis of the perceived impact on centres within their area, in particular Clydebank and Dumbarton.
- The form, design, layout and external finish of the development are considered to be acceptable.

Renfrewshire Council Communities, Housing and Planning Policy Board

COMMUNITIES, HOUSING AND PLANNING SERVICES
REPORT OF HANDLING FOR APPLICATION 18/0462/PP

APPLICANT:	Braehead Glasgow Limited
SITE ADDRESS:	Braehead Retail Park, King's Inch Drive, Renfrew
PROPOSAL:	Erection of (non-food) retail warehouse development including sprinkler tank, sub-station and pump room, and provision of parking, access, landscaping and public realm
APPLICATION FOR:	Planning Permission-Full

NUMBER OF REPRESENTATIONS AND SUMMARY OF ISSUES RAISED:	<p>One representation received, the points raised in the objection are as follows:</p> <ol style="list-style-type: none"> Note that the previous application was refused and that there has been no material change in circumstances from the previous application. Proposal is not in accordance with the Local Development Plan. The additional floorspace is not ancillary to the existing Retail Park, will not complement existing uses, and will dilute intended function of the retail park as a specialist bulky goods retail destination due to the unrestricted nature of the floorspace. Clydeplan has identified a need for analysis to be undertaken on the potential impact on town centres as a result of the Braehead expansion. Permitting further retail floorspace in advance of this analysis being undertaken is considered to be premature. The applicant's Retail Assessment is considered to be based on outdated and limited data, and does not take account of significant committed developments both within Braehead and the surrounding area. No explanation has been provided as to why the proposed floorspace cannot be accommodated within existing permissions, or justification provided for the requirement for additional floorspace. The application proposals fail the sequential test as it is possible to accommodate the proposed development at an alternative location either within Renfrewshire or Glasgow. The proposed development will increase the attractiveness of Braehead relative to other retail destinations. This is in direct conflict with Figure 11 within the Local Development Plan which requires the Council to ensure that each centre continues to support the network, and that there is no significant impact on town centres. <p>In response to the points of objection:</p> <ol style="list-style-type: none"> Differences between the previous application and the current application have been summarised in the main body of the report. The applicant has also extended the scope of their supporting documentation to take into account the reason
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	<p>for refusing the previous application, with the supporting information again used in the assessment and consideration of the current application.</p> <ol style="list-style-type: none"> 2. The proposed development is considered to accord with the Local Development Plan as detailed in the main body of the report. The proposal would support the role and function of Braehead Retail Park, and will complement existing uses by providing large format retail floorspace consistent with the current scale and nature of existing operators in line with the opportunities set out in figure 11. The applicant has sought flexibility to accommodate both bulky and non-bulky retailers, and assessment as to whether a restriction is required in this regard is considered in the main body of the report. 3. Analysis of the potential impact on other strategic centres associated with the Braehead Masterplan scheme was undertaken during assessment of the relevant planning application. It was demonstrated, and accepted, that the Masterplan would not have a significant adverse impact upon town centres. On this basis it is considered that further expansion of the Retail Park would not be premature with respect to any further analysis required by Clydeplan provided that the relevant policies within Clydeplan and the Local Development Plan are complied with. 4. The Retail Impact Assessment submitted as part of the application is based on the work undertaken to accompany the Braehead Masterplan scheme. The methodology, data and scope of the assessment is considered to be sufficient for the purposes of assessing the current application. Committed developments are factored into the Retail Impact Assessment on the basis of projected turnover at the relevant sites. 5. Implementation of the extant planning permissions is a matter for the developer. For the purposes of this application, full consideration has been given to the cumulative impact on other centres of both the approved and proposed floorspace at Braehead. 6. The findings of the sequential test are accepted on the basis that available sites are within centres which have a more localised role and function, and would not therefore be suitable for the large format retail floorspace proposed in this instance. 7. The role and function of each centre within the network is discussed in detail within the main body of the report. The proposed development is considered to accord with the Local Development Plan, and will support the role and function of Braehead Retail Park without having a significant impact on other centres within the network.
CONSULTATIONS:	<p>Glasgow Airport Safeguarding - No objections subject to the submission of a Bird Hazard Management Plan.</p>

	<p>Environment & Infrastructure Service (Design Services) - No objections.</p> <p>Environment & Infrastructure Service (Roads/Traffic) – No objections subject to a condition.</p> <p>Environmental Protection Section - No objections, subject to the submission of a Site Investigation Report, Remediation Strategy and Verification Report.</p> <p>Glasgow City Council – No comments received.</p> <p>West Dunbartonshire Council – object to the planning application on the following grounds:</p> <ol style="list-style-type: none"> 1. The Planning & Retail Statement submitted by the applicants set out an on-street survey to highlight the different functions and relationships of centres which did not include an assessment for the centres in West Dunbartonshire, despite the likely impact on these centres; 2. West Dunbartonshire Council does not agree with the outcomes of the sequential assessment, as Clydebank and Dumbarton are considered to be sequentially preferable to Braehead Retail Park; 3. Additional unrestricted retail floorspace at Braehead Retail Park does not accord with the challenges set out in Clydeplan; 4. The proposal is considered to be contrary to Policy 4 of Clydeplan as it will adversely impact on the vitality and viability of Clydebank and Dumbarton Town Centres and does not accord with the sequential test set out in Scottish Planning Policy and Clydeplan; 5. The proposal does not accord with the criteria within diagram 10 as there is more sustainable and sequentially preferable sites within Clydebank and Dumbarton; 6. The proposal runs counter to the Strategic Development Plan's support for Glasgow City Centre and the wider Network of Centres; 7. West Dunbartonshire Council do not agree with the findings of the Retail Impact Assessment, it is considered that the retail impact on Clydebank and Dumbarton is well underestimated; 8. Should Renfrewshire Council continue to restrict the proposed units to 'bulky goods' in accordance with the original consent for the Retail Park, West Dunbartonshire Council would withdraw its objection to the current proposals as this is unlikely to result in an adverse impact on the vitality and viability of West Dunbartonshire's town centres.
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	<p>In response to the points raised by West Dunbartonshire Council:</p> <ol style="list-style-type: none"> 1. The additional work undertaken by the applicant in relation to the on-street surveys was to address the reasons for refusal in relation to the impact on Renfrewshire's Network of Centres. Therefore, it would not have been necessary to extend this assessment to Clydebank and Dumbarton Centres. 2. It is considered that the applicant has demonstrated that the proposed development will not have a significant impact on the Network of Strategic Centres and that there are no sequentially preferable locations. The applicant's supporting information considers other sites including both Clydebank and Dumbarton and it was found that these were not sequentially preferable. 3. The challenges set out in Clydeplan are in relation to Braehead Strategic Centre not Braehead Retail Park. 4. Clydeplan sets out a number of requirements to be met by all strategic development proposals. It is considered that the potential impact on both Clydebank and Dumbarton is not significant and therefore the proposal is not contrary to Policy 4 in this regard. 5. The proposal has been assessed in relation to all relevant sections within Clydeplan and it is considered that the proposal would not conflict with the Development Plan. 6. In relation to the long term health of Glasgow City Centre and the wider Network of Centres, the submitted supporting information has outlined that the proposal would not have a significant unacceptable impact on the vitality and viability of Glasgow City Centre or the other centres in the Network of Centres. 7. The Planning and Retail Statement submitted in support of proposals demonstrates that the development would not have an unacceptable impact on the Network of Centres such as Clydebank and Dumbarton. West Dunbartonshire Council have provided no information to demonstrate that these conclusions are not valid or evidence to counter the robustness of the assessment. 8. There is no planning justification for imposing a planning condition restricting the development to the sale of bulky non-food goods only. Again, there has been no evidence put forward from West Dunbartonshire Council to demonstrate why the proposed development would have a significant adverse effect upon Clydebank and Dumbarton in relation to whether the floorspace is occupied by bulky or non-bulky non-food retailers.
<p>PRE-APPLICATION COMMENTS:</p>	<p>Discussions centred on the format of a revised application, and the rescinding of existing permissions via a legal agreement.</p>

DESIGN AND ACCESS STATEMENT	<p>A Design and Access statement was submitted which provides a brief history to the site, as well as a site analysis and an overview of the site layout as proposed including access arrangements, design concept and massing, enhanced public realm and landscaping, and sustainability. Materials to be used within the development are also considered.</p> <p>The statement concludes that the proposed development will revitalise the southern edge of Braehead with modern retail provision that will complement the experience of Braehead.</p>
TRANSPORT STATEMENT	<p>In order to cater for potential increase in pedestrian movements across the Braehead Access Road from west to east, and to improve pedestrian connectivity within the retail park, the proposals include the formation of a new pedestrian crossing facility comprising of refuge island with associated tactile paving and dropped kerb.</p> <p>Proposal will result in the loss of 271 spaces from the retail park. It is considered that there is capacity for parking to be displaced to adjacent parking areas, specifically the multi storey car park to the west which has significant spare capacity during peak times.</p>
PRE-APPLICATION CONSULTATION REPORT	<p>Consultation event was held on Friday 11th and Saturday 12th May 2018 in the Braehead's Shopping Centre central atrium.</p> <p>Questionnaire responses indicate a high level of support for the proposals, with very few negative responses focused on loss of parking and increased pressure on the surrounding road network.</p>
PLANNING AND RETAIL STATEMENT JUNE 2018	<p>Provides background to the site, planning policy and retail context. A retail impact assessment and sequential site assessment are set out, with modelling of the potential impact undertaken both with and without mezzanines added to the proposed units.</p> <p>The retail assessment states that the proposals will not have a significant adverse impact upon the vitality and viability of existing centres both for the with and without mezzanine scenarios.</p> <p>The nature and scale of likely operators for these units would compete most directly against commercial centres such as Abbotsinch and the Phoenix. Trade diversion would be spread across a range of centres.</p> <p>The sequential site assessment provides an assessment of designated town centres in the surrounding area and their ability to accommodate a development comparable to that proposed.</p> <p>The assessment concludes that there are no sequentially preferable sites available to accommodate the proposed development either due to their size, allocation within development plans for alternative uses, and inability to serve the same catchment as that proposed given the different and</p>

	<p>more localised role and function.</p> <p>The statement concludes that the proposal conforms with Development Plan policy, would secure economic benefits for the area, and would not have a significant detrimental impact on any other centre in Renfrewshire's Network of Centres.</p>
DRAINAGE STRATEGY REPORT	A Drainage Strategy Report submitted by the applicant advises that the site surface water drainage system has been designed to ensure that flood risk elsewhere is not made worse by runoff from the proposed development and that water is treated prior to controlled discharge, with the proposed treatment considered to be sufficient.
S75 LEGAL OBLIGATION	Draft legal agreement has been prepared which states that should the application be approved, development in relation to the Eastern (application ref 17/0228/PP) and Western (application ref 16/0200/PP) extensions will not commence. The draft agreement also commits to the Fastlink contribution.
CLYDEPLAN POLICIES:	<p><u>Clydeplan's - Approved Strategic Development Plan 2017</u></p> <p>Policy P1: Placemaking</p> <p>Table 1: Placemaking Principles</p> <p>Schedule 14: Strategic Scales of Development</p> <p>Diagram 10: Assessment of Development Proposals</p> <p>Policy 4: Network of Strategic Centres</p> <p>Schedule 2: Network of Strategic Centres</p> <p>Diagram 3: Network of Strategic Centres</p>
LOCAL DEVELOPMENT PLAN POLICIES/ OTHER MATERIAL CONSIDERATIONS	<p><u>Adopted Renfrewshire Local Development Plan 2014</u></p> <p>Policy C1: Renfrewshire Network of Centres - Commercial Centres</p> <p>Policy I1: Connecting Places</p> <p>Policy I4: Fastlink</p> <p>Policy I5: Flooding and Drainage</p> <p><u>New Development Supplementary Guidance</u></p> <p>Delivering the Centre Strategy: Centre Development Criteria and Commercial Centres</p> <p>Delivering the Infrastructure Strategy: Connecting Places; Fastlink; and Drainage and Flooding</p> <p>Delivering the Environment Strategy: Contaminated Land</p> <p><u>Material considerations</u></p> <p>Scottish Government Planning Policy (SPP)</p> <p>Scottish Government Publication on Designing Places</p>
PLANNING HISTORY	<p>87/260/RF & 87/0977/GG (original outline applications) – Erection of retail mall, retail warehousing, leisure, heritage, warehousing, workshop, hotel, and business park. Approved on Appeal June 1990.</p> <p>93/0570/PP - Erection of development comprising (A) shopping, retail warehousing, distribution, leisure, managed workshops, hi-tech park, riverside park, and (B) hotel. Approved December 1994.</p>

	<p>96/0581/PP – Erection of mixed use development comprising shopping, leisure, high tech park, riverside park and associated parking and landscaping. Approved March 1997.</p> <p>00/988/PP - Mixed use development comprising hotel and leisure uses (including indoor snow slope, cinema, health club, nightclub and family entertainment centre) with ancillary retail, restaurant and bar facilities, business development, residential development and associated works including the raising of ground levels and landscape and highway infrastructure. Outline planning permission granted subject to conditions, September 2003.</p> <p>13/0049/PP - Erection of mixed use development comprising Class 1 (retail use), Class 2 (financial, professional and other services), Class 3 (food & drink use), Class 7 (hotel use), Class 11 (assembly & leisure), including an events arena and other ancillary uses; construction of transport interchanges and route for Fastlink bus service, car parking, roads & accesses, footpaths and covered walkways, public realm works (including provision of open space & civic square), together with landscaping, all associated works and necessary infrastructure; and demolition of some buildings. Granted subject to conditions June 2016.</p> <p>16/0200/PP – Erection of retail unit as eastern extension to existing retail warehouse units and provision of landscaping. (Section 42 application for the deletion of Condition 1 of planning approval 10/0318/PP). Granted subject to conditions 06/06/2016.</p> <p>17/0228/PP – Renewal of planning permission 14/0160/PP 'Erection of end-terrace retail unit as western extension to existing retail warehouse units, alteration to road layout and additional landscaping. Granted subject to conditions 26/04/2017.</p> <p>17/0666/PP – Erection of (non-food) retail development comprising three units, sprinkler tank, sub-station and pump room, with associated parking, access, landscaping and public realm. Refused 17/01/2018.</p> <p>18/0204/NO – Erection of (non-food) retail warehouse development including sprinkler tank, sub-station and pump room, and provision of parking, access, landscaping and public realm. Accepted 10/05/2018.</p>
SITE VISIT	17/07/2018
DESCRIPTION	<p>This application seeks planning permission for the erection of a (non-food) retail warehouse development including sprinkler tank, sub-station and pump room with associated parking, access, landscaping and public realm on an area of car parking associated with Braehead Retail Park, Renfrew.</p> <p>The site is situated to the south west of the existing parade of retail warehouse units, and currently accommodates a McDonalds drive through restaurant.</p>

	<p>It is flat in nature, and extends to an area of approx 1.2 hectares.</p> <p>The site is bounded to the north and east and west by car parking associated with a range of uses within the overall Braehead development and to the south by a whisky distillery.</p> <p>There is a landscaped edge to the southern, eastern and western boundaries of the site.</p> <p>The proposal would see the erection of further non-food retail development opposing the current Braehead Retail Park parade of stores to the north east, across the car parking area.</p> <p>Access arrangements would accord with the currently established routing system at this location, with servicing to the rear of the proposed stores.</p> <p>The development would be split into four units with a combined floorspace of 4200 square metres.</p> <p>It is noted that the proposal would also have the potential to accommodate internal mezzanine floor levels which, if implemented, would increase the total floorspace to 8200 square metres.</p> <p>The proposed buildings are of a modern design, with flat roofs, comprising metal cladding panels in a colour to match the wider retail park development. Public entrances would be finished in aluminium curtain walling with transparent opaque glazing panels.</p> <p>It is noted that a similar development proposal for 4800 square metres of floorspace (application ref 17/0666/PP) was refused.</p> <p>The applicant has again submitted a number of supporting documents with the application. These include reports in respect of retail impact, traffic, accessibility and connectivity and drainage. These are summarised above.</p>
DESIGN AND MATERIALS	<p>The design and finish of the proposed retail units will complement the existing character of the area.</p> <p>Public realm enhancements will be delivered via the introduction of feature paving, and the introduction of a landscape plan which reinforces existing planting on the periphery of the site.</p>
SCALE AND POSITIONING	<p>The scale of the units is again in keeping with the character of the area.</p> <p>The principal frontage of the units will be orientated to face the car parking area and existing parade of units to the north east.</p> <p>The relationship between the proposed and existing units will reinforce and enhance the character of the area.</p> <p>Service doors and yard area to the rear of the units will largely be screened from Kings Inch Road by planting.</p>

LANDSCAPING (INCLUDING GARDEN GROUND)	The proposed landscape scheme will seek to increase the amount of planting within and around the existing landscape buffers to the east, south and west of the site. This will contribute to screening the secondary elevations of the proposed units where service doors and yards will be located.
ACCESS AND PARKING	The findings of the Transport Statement submitted in support of the application are considered acceptable to Environment and Infrastructure Services. A condition is required to ensure safe pedestrian crossing to and from the site.
ENVIRONMENTAL ASSESSMENT	<p>The proposed development has been screened against the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 in order to establish whether the development would require an Environmental Impact Assessment.</p> <p>On analysis, it is concluded that the proposed development would not have a significant environmental impact. An Environmental Impact Assessment is not therefore required.</p>
OTHER COMMENTS	<p>The proposed development requires to be assessed against the policies contained in the development plan which, in this case comprises the approved Strategic Development Plan 2017 (Clydeplan) and the adopted Renfrewshire Local Development Plan 2014 and associated New Development Supplementary Guidance.</p> <p>The proposal also requires to be assessed taking account of Scottish Planning Policy, the wider site history, comments of consultees and the issues raised through representations.</p> <p>The determining issues in this case are whether the proposal is in line with the role and function of the centre and whether the proposals would have an unacceptable impact on the network of centres (both within Renfrewshire and as identified within Clydeplan).</p> <p>An important material consideration in the assessment of this application is the site history, specifically application 17/0666/PP for a similar development proposal which was refused.</p> <p>It is firstly considered necessary to outline the areas in which the current application differs from the previous application. Firstly the current application makes formal reference to mezzanines which would provide for a total floorspace of 8200 square metres across the development as a whole (4200 square metres as standard within the units, with a further 4000 square metres available via the installation of mezzanine floors).</p> <p>The Retail Impact Assessment submitted with the application has modelled the potential impact of the development both with and without implementation of the mezzanine floors.</p> <p>Secondly the applicants will commit, via a Section 75 legal agreement, not to implement two existing permissions for an eastern and western extension to the Retail Park, if the current</p>

application is granted and implemented. These permissions have a consented cumulative floorspace, restricted by condition, of 3,358.4 square metres.

When removal of floorspace associated with these permissions is taken into account, the net increase in floorspace within the Retail Park, should the current application be approved, would be 841.6 square metres (without mezzanines) and 4,841.6 square metres (with mezzanines).

Previous application 17/0666/PP provided a detailed assessment of proposal against the provisions of the Scottish Planning Policy, the Strategic Development Plan and the Local Development Plan with respect to impact on other centres from a development of 4800 square metres. This application was supported by a retail impact assessment which concluded that the proposal would not have a detrimental impact on the viability or vitality of other centres within the Retail Park catchment area.

For the purposes of the current application, it is noted that while the installation of mezzanines would depend on the individual requirements of the retailer, there is potential across the development as a whole for 8200 square metres of floorspace to be delivered. The application must therefore be assessed on this basis.

Scottish Planning Policy

Scottish Planning Policy sets out national planning policies which reflect for the operation of the planning system and for the development and use of land.

Scottish Planning Policy aims to support sustainable development directing the right developments to the right locations to create high quality places.

Development plans are required to identify a network of centres setting out how each centre in the network complements each other.

Scottish Planning Policy states that decisions on development proposals should have regard to the context provided by the Network of Centres identified in the Development Plan and the sequential approach when proposals are contrary to the development plan.

This requires that locations are considered in the order of preference: town centre; edge of town centre; other commercial centres identified in the development plan; out of centre locations that are or can be made easily accessible by a choice of transport modes.

It states that Planning Authorities need to be flexible and realistic in applying the sequential approach, to ensure that different uses are developed in the most appropriate locations.

It considers that where development proposals in edge of town centre, commercial centre or out-of-town locations are contrary to the development plan, it is for the applicants to demonstrate

that more central options have been thoroughly assessed and that the impact on existing town centres is acceptable.

While the developer asserts that the proposals are not contrary to the development plan, they have undertaken a sequential test to determine whether there are sites within the surrounding network of town centres which have the ability to accommodate the proposed development. The assessment concludes that there are no sequentially preferable sites available.

Clydeplan's - Approved Strategic Development Plan (2017)

The approved Strategic Development Plan (Clydeplan) provides a framework for local authority development management decisions and outlines a Spatial Vision for the City Region to 2035 along with a Spatial Development Strategy (SDS) to deliver that vision.

The Spatial Development Strategy supports a presumption in favour of sustainable development that contributes to economic growth.

Through Policy 1 'Placemaking', Clydeplan seeks to embed the creation of high quality places firmly as part of its Vision and Spatial Strategy and new development proposals require to take account of the Placemaking Principles set out in the Plan.

With regard to the placemaking principles, the proposed development is considered to reflect and enhance the established character of the retail park with a modern retail development complete with enhancements to landscaping and public realm.

The development is within close proximity of a public transport hub, and there will be enhancements to pedestrian movement through the retail park.

The proposals also optimise the use of existing infrastructure in a resource efficient manner, with the sustainability of the location reinforced by its designation as a strategic centre.

It is considered therefore that the proposal complies with Policy 1 'Placemaking'.

Section 10 of Clydeplan 'Implementing the Plan and Development Management' sets out 'thresholds for strategic scales of development' within Schedule 14.

With regard to retail development, Schedule 14 considers retail developments of over 5,000 sqm within or 2,500 sqm out with the network of strategic centres to be strategic. Given that the proposal comprises a retail development out with the network of strategic centres where 8200 sqm gross is proposed, the proposal is considered to fall within the definition of a strategic scale of development.

Diagram 10 'Assessment of Development Proposals' is set out to aid consistent application and implementation of Clydeplan and should be used to assess strategic scale development proposals that may impact on the Plan strategy, and to

determine whether strategic scale proposals comply with the policies, schedules and diagrams of Clydeplan.

With regard to proposals which may impact upon the Network of Strategic Centres, the proposal requires to be assessed against Policy 4, Schedule 2 and Diagram 3.

Policy 4 'Network of Strategic Centres' considers that to support the Vision and Spatial Development Strategy all strategic development proposals should:

- protect and enhance the development of the network of strategic centres in line with their role and function, challenges and future actions set out in Schedule 2;
- protect and enhance the long term health of Glasgow City Centre to ensure there is no detrimental impact on its role and function, as set out in Schedule 2 and in support of Joint Strategic Commitment – Glasgow City Centre; and,
- recognise that whilst the Network of Strategic Centres is the preferred location for strategic scale development, such proposals are subject to the sequential approach set out in Scottish Planning Policy and the assessment of impact on the other Strategic Centres in the network and town centres to ensure that there is no detrimental impact on their role and function.

Schedule 2 sets out a network of 23 Strategic Centres and lists challenges and future actions and Diagram 3 spatially sets out all of the Strategic Centres. Glasgow City Centre sits at the top of the network, with other strategic centres (including Paisley and Braehead) spread throughout the Clyde valley.

The Planning and Retail Statement (June 2018) submitted in support of the application demonstrates that the development proposals would not have an unacceptable impact on the vitality and viability of the Network of Strategic Centres or any other town centre or have an impact on their defined role and function.

In relation to the long term health of Glasgow City Centre, the submitted supporting information sets out that the proposed additional floorspace at Braehead Retail Park would not have a significant impact on Glasgow City Centre and therefore it is considered that the role and function of the City Centre would remain protected.

In view of the above, it is considered that the applicant has demonstrated that the proposed development will not have a significant detrimental impact on the Network of Strategic Centres, and that there are no sequentially preferable town centre locations which could accommodate the development.

It is considered therefore that the information submitted in support of the application confirms that the proposed development would not conflict with Policy 4 of Clydeplan and would augment the role and function of Braehead Retail Park.

Adopted Renfrewshire Local Development Plan 2014 and New Development Supplementary Guidance

The application site is covered by Policy C1 within the Adopted Local Development Plan with a categorisation as a Commercial Centre.

Policy C1 states that the Council welcomes development that will strengthen the network and enhance its centres, ensuring they are places which are vibrant, inclusive, accessible and complementary, as well as compatible with surrounding uses.

All proposals will be considered in line with the hierarchy and role and function of the centre as detailed in Figure 11, and against the development criteria set out within the New Development Supplementary Guidance.

The role and function of Renfrewshire's Centres, as set out in Figure 11, is crucial in this regard.

Paisley Town Centre and Braehead Strategic Centre sit at the top of the Network of Renfrewshire's Centres, with Braehead Retail Park complementing the network as a commercial location.

While Paisley is Renfrewshire's main civic and cultural hub, Braehead is the principal retail location with a catchment that extends beyond the Council boundary.

It is the main centre for comparison goods retailing in the area, and retains significant retail employment opportunities.

However, it is important that Braehead does not provide local scale service and community uses which would compete with Core Town Centres and Local Service Centres (specifically Renfrew, but also Johnstone, Linwood and Erskine) perform a more localised convenience retail and community function.

The proposal in this instance is for 8200 square metres of non food retail floorspace to be housed in four adjoining modern warehouse style units.

These units will complement the existing uses and activities within the retail park, reflecting its character and form and sustaining its role and function.

More importantly the nature of the retail space proposed will not compete directly with other Strategic Centres, Core Town Centres and Local Service Centres within Renfrewshire's Network of Centres.

The submitted Retail Impact Assessment identifies that the trade diversion from Strategic Centres, Core Town Centres and Local Service Centres in Renfrewshire is not considered to be significant.

It is also noted that while centres within the hierarchy which have a town centre designation would be sequentially preferable locations for strategic scale retail developments, there are no suitable sites within Paisley, Renfrew, Johnstone,

	<p>Erskine or Linwood which could accommodate a development of the scale and character as proposed.</p> <p>The wider role and function of Commercial Centres as defined within the Renfrewshire Local Development Plan should also be noted.</p> <p>In this respect, Commercial Centres provide for retail development that typically cannot be located within other centres in the network.</p> <p>They have a different and more specialised range of uses which adds to the strength and diverse mix of uses within the network as a whole.</p> <p>The Retail Impact Assessment also includes projected impact on other Commercial Centres (Phoenix, Abbotsinch and Blythswood), and again this is not considered to be significant.</p> <p>The Renfrewshire Local Development Plan states that the Council will support proposals within the three commercial centres which sustain the role and function of the centre, providing there would be no significant adverse impact upon the role and function of any other centre.</p> <p>In view of the above, it is considered that the proposed development is consistent with the hierarchy of centres, sustains the role and function of Braehead Retail Park, and will not have a significant adverse impact upon the role and function of any other network centre in Renfrewshire.</p> <p>The above assessment is based on the development of 8,200 square metres of retail floorspace at Braehead Retail Park, taking into consideration the potential for mezzanine floors within the retail units.</p> <p>The development of 8,200 square metres is considered to comply with the Development Plan and Scottish Planning Policy.</p> <p>The assessment has thus far looked at the additional floorspace in isolation. Consideration will now be given to the proposed development on a cumulative basis, taking into consideration other permissions within the Retail Park and also permissions for similar retail developments at other locations.</p> <p>There are two live permissions for extensions to the eastern and western ends of the existing parade of units within the retail park, with a combined consented floorspace of 3,358.4 square metres.</p> <p>The applicants have advised that they would be willing to enter into a Section 75 legal agreement which would prevent them from implementing the existing permissions for the eastern and western extensions if the proposals currently under consideration were to be implemented.</p> <p>In practice this would involve the developers signing up to an agreement stating that they would not object to the Council</p>
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	<p>issuing an order to revoke the existing permissions.</p> <p>If the existing permissions are revoked, the potential cumulative impact of development at the retail park would be reduced.</p> <p>The applicants estimate that the combined potential turnover of both the application proposal and the extensions previously permitted to the existing retail units would be reduced by over 20% as a result of the rescinding of those previous permissions.</p> <p>Circular 3/2012 on Planning Obligations and Good Neighbour Agreements states that planning obligations should only be sought where they meet the following policy tests: necessity, planning purpose, relate to the proposed development, scale and kind, and reasonableness.</p> <p>The primary consideration is whether the additional floorspace at the retail park on a cumulative basis (11,558.4 square metres) would have a significant detrimental impact on other centres within the network, and therefore whether revocation of the existing permissions would be necessary to make the current application acceptable.</p> <p>The Retail Impact Assessment has also modelled trade diversion on a cumulative basis, taking into consideration other consented developments at Braehead (Masterplan), Abbotsinch, Patons Mill and Wallneuk Road. These developments amount to 55,195 square metres of floorspace (35,450 square metres comparison).</p> <p>The findings in the Retail Impact Assessment show that the trade diversion from Paisley, Renfrew, Johnstone and Linwood associated with these cumulative developments would not be significant, again based on the fact that the majority of this consented floorspace provides for retail development which typically cannot be accommodated in other centres.</p> <p>The more significant impact would be felt by other commercial centres which have a similar nature of retail offer.</p> <p>In view of the above, it is concluded that the impact of an additional 8,200 square metres of floorspace at Braehead Retail Park, when considered on a cumulative basis taking into consideration other consented developments, would not have a significant detrimental effect on strategic centres, town centres and other local service centres within the network.</p> <p>The revocation of the existing permissions for the eastern and western extensions would not therefore be necessary to make the current application acceptable. It would not therefore be appropriate to include this provision within a legal obligation.</p> <p>With regard to the criteria within the Supplementary Guidance which have not been addressed above, the development will contribute to the economic viability of the centre, and provide for job creation.</p>
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	<p>There is good accessibility to walking, cycling and public transport routes, while the scale, design siting and layout contributes towards the surrounding area through improved landscaping and public realm.</p> <p>In view of the above, the proposed development is considered to comply with Policy C1 and the associated New Development Supplementary Guidance.</p> <p>Following assessment against the above applicable policies, it is considered that the role and function of Braehead Retail Park as set out in Figure 11 of the Renfrewshire Local Development Plan would not require a bulky goods restriction on the type of goods sold.</p> <p>Also, as outlined above the proposals would not have an unacceptable impact on Glasgow City Centre or any other Town Centre therefore a bulky goods restriction would not be reasonable or necessary in this instance.</p> <p>Policy I5, 'Flooding and Drainage' considers that new development must not have an impact on existing drainage infrastructure or increase the risk of flooding elsewhere and requires to be assessed against the criteria and guidance set out in the New Development Supplementary Guidance which sets out a number of criteria which require to be considered.</p> <p>These generally require minimum standards to reduce the risk of flooding in new developments and to ensure that the risk of flooding is fully considered in the assessment of new development proposals.</p> <p>Through the submission of the Drainage Strategy Report, the Environment & Infrastructure Service (Design Services) is satisfied that an acceptable drainage scheme could be achieved.</p> <p>The applicant has therefore demonstrated that the requirements of Policy I5 and the associated Supplementary Guidance, can be achieved.</p> <p>In relation to Policy I1 and the Infrastructure Development Criteria, the applicant has submitted a Transport Statement confirming that car parking displaced by the development can be accommodated elsewhere.</p> <p>The statement also outlines the applicant's intention to improve pedestrian connectivity between the site and existing car parking to the west via the installation of a pedestrian refuge.</p> <p>Policy I4, relates to the delivery of Fastlink and requires that all new developments, which are likely to benefit from this service make a financial contribution towards its delivery.</p> <p>The applicant has confirmed that it would be their intention to make the contribution through a Section 75 Agreement should planning consent be approved.</p> <p>The New Development Supplementary Guidance requires</p>
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	<p>sufficient information to be submitted to establish whether contamination is present on an application site so that appropriate conditions can be attached to ensure that the necessary remediation action will be undertaken to prevent unacceptable risks to human health or the environment.</p> <p>In this regard the Environmental Protection Section is satisfied that conditions can be attached which will ensure that any potential contamination of the site can be adequately addressed.</p> <p>With regard to consultation responses which have not been addressed in the main body of the report, the request from Glasgow Airport Safeguarding to submit a bird hazard management plan can be addressed via as condition.</p> <p>In terms of the comments received from West Dunbartonshire Council, as they have objected to the proposals, it shall be necessary to refer the application to the Scottish Ministers, to determine whether they intend to call in the application or otherwise allow the Council to make a determination in the manner it sees fit.</p>
RECOMMENDATION	<p>The proposal has been assessed above and it is concluded that it comprises an acceptable development.</p> <p>The proposal in this instance would support the role and function of the Commercial Centre and would not conflict with any of the relevant policies within the Development Plan.</p> <p>The application has been supported by a Planning and Retail Statement based on the type of retail provision and the amount of floorspace proposed on both an individual and cumulative basis.</p> <p>The proposed development has been assessed as being acceptable and, notwithstanding the objection from West Dunbartonshire Council, it is concluded that from a land use planning perspective, all aspects of the development remain acceptable.</p> <p>It is therefore recommend that the Communities, Housing and Planning Policy Board be disposed to grant planning permission subject to conditions to control the potential for sub-division into smaller units, and a Section 75 Legal Obligation requiring that a financial contribution be made towards the delivery of Fastlink, in accordance with Policy I4 of the Adopted Local Development Plan.</p>

1 Reason for Decision

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan

- 2** For the avoidance of doubt, planning permission is granted for retail development comprising a gross internal floor area of up to 8,400sqm, comprising 4,200sqm at ground floor together with any mezzanine floorspace

subsequently provided. The development shall be carried out in accordance with the following approved plans except for details of internal arrangements shown on the plans for illustrative purposes. No retail unit hereby approved shall be constructed or reconfigured thereafter so as to provide a gross internal floor area of less than 640sqm without prior written approval of the Planning Authority.

Reason: To define the consent.

- 3 That before any development of the site commences a scheme of landscaping shall be submitted to and approved in writing by the Planning Authority ; the scheme shall include:- (a) details of any earth moulding and hard landscaping, grass seeding and turfing; (b) a scheme of tree and shrub planting, incorporating details of the number, variety and size of trees and shrubs to be planted; (c) an indication of all existing trees and hedgerows, plus details of those to be retained, and measures for their protection in the course of development, and (d) details of the phasing of these works.

Reason: In the interests of the visual amenity of the area.

- 4 That prior to occupation of the last retail unit within the development hereby permitted, all planting, seeding turfing and earth moulding included in the scheme of landscaping and planting, approved under the terms of condition 3 above, shall be completed; and any trees, shrubs, or areas of grass which die, are removed, damaged, or diseased within 5 years of the completion of the development, shall be replaced in the next planting season with others of a similar size and species.

Reason: In the interests of amenity.

- 5 That no development works shall commence on site until written approval of:
- a) a Site Investigation report (characterising the nature and extent of any soil, water and gas contamination within the site); and, if remedial works are recommended therein
 - b) a Remediation Strategy and Implementation Plan identifying the proposed methods for implementing all remedial recommendations contained with the site investigation report prepared in accordance with current authoritative technical guidance, has been provided and approved in writing by the Planning Authority.

Reason: To ensure that the site will be made suitable for its proposed use.

- 6 Prior to occupation of any unit hereby approved, the developer shall submit for the written approval of the Planning Authority:-
- a) a Verification Report confirming completion of the works specified within the approved Remediation Strategy and Implementation Plan; or
 - b) where remediation works are not required but soils are to be imported to site, a Verification Report confirming imported materials are suitable for use.

Reason: To demonstrate that works required to make the site suitable for use have been completed.

- 7 Development shall not commence until a Bird Hazard Management Plan has been submitted to and approved in writing by the Planning Authority in consultation with Glasgow Airport. The submitted plan shall include details of management of any flat/shallow pitched/green roofs on buildings within the site which may be attractive to nesting, roosting and "loafing" birds and shall comply with Advice Note 8 'Potential Bird Hazards from Building Design. The Bird Hazard Management Plan shall be implemented as approved, on completion of the development and shall

remain in force for the life of the development. No subsequent alterations to the plan are to take place unless first submitted to and approved in writing by the Planning Authority in consultation with Glasgow Airport. The Bird Hazard Management Plan must ensure that flat/shallow pitched roofs be constructed to allow access to all areas by foot using permanent fixed access stairs ladders or similar. The owner/occupier must not allow gulls, to nest, roost or loaf on the building. Checks must be made weekly or sooner if bird activity dictates, during the breeding season. Outside of the breeding season gull activity must be monitored and the roof checked regularly to ensure that gulls do not utilise the roof. Any gulls found nesting, roosting or loafing must be dispersed by the owner/occupier when detected. The owner/occupier must remove any nests or eggs found on the roof.

Reason: It is necessary to manage the development in order to minimise its attractiveness to birds which could endanger the safe movement of aircraft and the operation of Glasgow Airport.

- 8 That before development starts, full details of the design and location of all fences and walls to be erected on the site shall be submitted to, and approved in writing by, the Planning Authority;

Reason: These details have not been submitted.

- 9 That before commencement of trading of any retail unit hereby approved, any walls or fences for which the permission of the Planning Authority has been obtained under the terms of conditions 8 above, shall be erected.

Reason: To safeguard the amenity of future residents.

- 10 Prior to the development hereby permitted being brought into use, a new pedestrian crossing shall be implemented, comprising a refuge island, tactile paving and dropped kerbs as detailed on Diagram 3.2 (ref. 17050-SK-11a) of the submitted Transport Statement, June 2018.

Reason: To ensure safe pedestrian accessibility.

Fraser Carlin
Head of Planning and Housing

Local Government (Access to Information) Act 1985 - Background Papers
For further information or to inspect any letters of objection and other background papers, please contact Sharon Marklow on 0141 618 7835.

Planning Application: Report of Handling

Reference No. 18/0483/PP



Renfrewshire
Council

KEY INFORMATION

Wards 4 and 12:
Paisley Northwest and
Erskine and Inchinnan

Applicant:
City Deal
Renfrewshire Council
Cotton Street
Paisley

Registered: 29/06/2018

Report by Director of Communities, Housing and Planning
Services

PROSPECTIVE PROPOSAL:
CONSTRUCTION OF A CYCLEWAY AND BRIDGE WITH
ASSOCIATED LANDSCAPING AND ANCILLARY
INFRASTRUCTURE

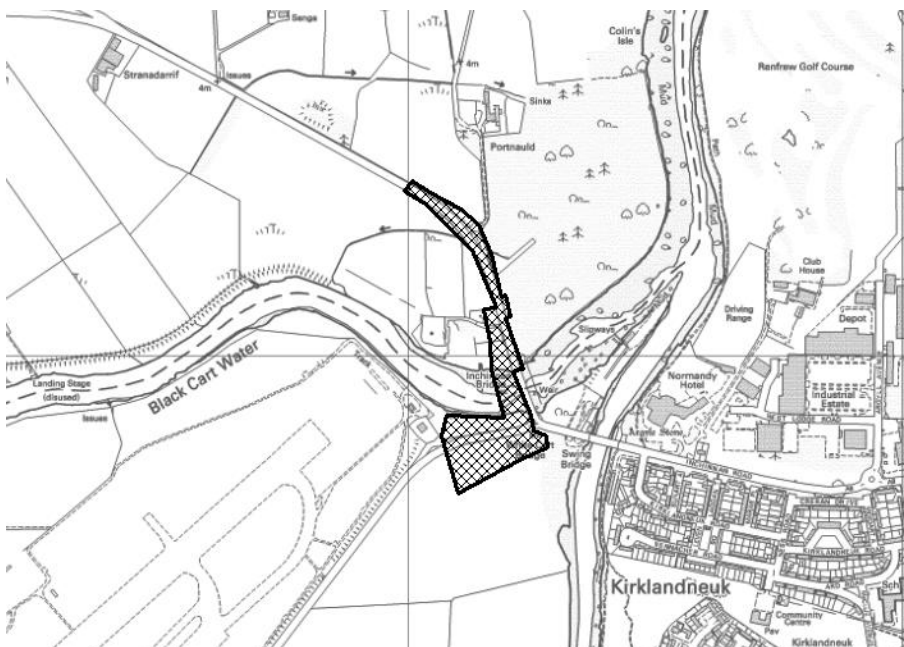
LOCATION:
SITE BETWEEN WHITE CART BRIDGE AND PORTNAULD,
ABBOTSINCH ROAD, RENFREW

APPLICATION FOR:
PLANNING PERMISSION - FULL

RECOMMENDATION

Grant subject to
conditions.

Fraser Carlin
Head of Planning and
Housing



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IDENTIFIED KEY ISSUES

- The proposals are part of delivering the City Deal Projects in Renfrewshire providing sustainable connectivity throughout the area.
- Proposal complies with Scottish Planning Policy, Clydeplan and Renfrewshire Local Development Plan policies in relation to connectivity and promotion of active travel opportunities.
- The proposals are an acceptable form of development in the Green Belt.
- No objections from statutory consultees. No representations received.

Renfrewshire Council Communities, Housing and Planning Policy Board

RENFREWSHIRE COUNCIL

COMMUNITIES, HOUSING AND PLANNING SERVICES
REPORT OF HANDLING FOR APPLICATION 18/0483/PP

APPLICANT:	Renfrewshire Council
SITE ADDRESS:	Site between Whitecart Bridge & Portnauld, Abbotsinch Road, Renfrew
PROPOSAL:	Construction of a cycleway and bridge with associated landscaping and ancillary infrastructure
APPLICATION FOR:	Planning Permission in Full

NUMBER OF REPRESENTATIONS AND SUMMARY OF ISSUES RAISED:	No representations have been received.
CONSULTATIONS:	<p>National Air Traffic Services (NATS) – No objections.</p> <p>Historic Environment Scotland (HES) – No objections. There would be a visual impact on the setting of the Category A-listed Inchinnan Bridge over the Black Cart Water on the views from the west of the bridge. However, it is not considered that this is a key view.</p> <p>Glasgow Airport Safeguarding (GAS) – No objection subject to a condition with respect to landscaping.</p> <p>SEPA – No objection. Accept the Flood Risk Assessment provided in support of this application. The bridge and cycleway will have minimal effect on flooding and compensatory storage has been proposed.</p> <p>Strathclyde Partnership for Transport (SPT) – No objections. In the event of road closures, further dialogue should take place between the applicant, SPT and the affected bus operators.</p> <p>Scottish Natural Heritage (SNH) – No objections. The site lies within the vicinity of the internationally important Black Cart European Special Protection Area (SPA). However, it is unlikely that the proposal would have any significant effect on any qualifying interests for this site either directly or indirectly. As such, an appropriate assessment of such impacts by Renfrewshire Council is not required in the determination of the application.</p> <p>The Coal Authority - No objections. An informative should be attached with respect to the need for a Coal Authority Permit in the event of any intrusive activities which disturb or enter any coal seams.</p> <p>West of Scotland Archaeology Service (WOSAS) - No objection subject to a safeguarding condition in respect of a programme of archaeological works in accordance with a scheme of archaeological investigation to be agreed by the planning authority.</p> <p>Environment and Infrastructure (Roads/Traffic) – No objections.</p>

	<p>Environment and Infrastructure Services (Design Services) No objections. The proposals and Flood Risk Assessment comply with the Council's Scottish Planning Policy Flood Management requirements. Mitigatory measures required through the Flood Risk Assessment to manage the impact of the proposals are integral to the submitted documents and as such, there is no requirement to impose a condition to ensure provision. Drainage measures are also acceptable.</p> <p>Environmental Protection Section - No objection subject to conditions in respect of tests for contamination, remediation strategy and verification reporting.</p> <p>Renfrew Community Council – No comment.</p> <p>Inchinnan Community Council – No comment.</p> <p>Paisley North Community Council – No comment.</p> <p>Paisley West and Central Community Council – No comment.</p> <p>Paisley East and Whitehaugh Community Council – No comment.</p>
PRE-APPLICATION COMMENTS:	<p>The current proposal has been reduced in scale from the previous approval (Ref: 17/0487/PP) with the removal of the proposed cycleway running parallel with Greenock Road for approx. 2.1km. Proposals were subject to pre-application discussions with interested parties.</p>

ENVIRONMENTAL STATEMENT	<p>An Environmental Impact Assessment was submitted in accordance with the Environmental Impact Assessment (Scotland) Regulations 2011.</p> <p>The Environmental Impact Assessment identified the key issues associated with these proposals as relating to land use; geology, hydrogeology, soils, and contaminated land; water quality, drainage and flood risk; landscape, townscape and visual impact; ecology and nature conservation; archaeology and cultural heritage; traffic and transport; noise and vibration; air quality; socio-economic effects and, climate change mitigation and adaptation.</p> <p>The Environmental Impact Assessment considered the potential effects of the individual project and the cumulative effects of all the projects. A schedule of mitigation is also included to address identified effects arising from the proposals.</p> <p>The predicted effects and mitigation set out in the Environmental Impact Assessment relate to the combined projects of both the proposed cycleway and to the proposed realignment of Abbotsinch Road and including the construction of the Wright Street bridge, with the cycleway component likely to have correspondingly, more modest impacts.</p> <p>Having reviewed and evaluated the Environmental Statement and taken into consideration the consultees responses and in particular SEPA and SNH, it is considered that the</p>
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	characteristics of the development, the location of the development and the character of the identified impacts, that the proposals would not result in a significantly adverse or unacceptable effect on the environment.
APPROPRIATE ASSESSMENT	The consultation response from SNH (see above) has confirmed that an Appropriate Assessment is not required.
DESIGN & ACCESS STATEMENT -	<p>A Design and Access Statement concluded that the proposed development would represent a scheme that would be appropriate to the setting of the site, with the intention to provide a proposal with a sympathetic scale, form and massing.</p> <p>The development would take into account the local environmental constraints whilst providing a much improved active travel infrastructure that would enhance connection to existing areas of employment and areas of future development.</p>
OTHER ASSESSMENTS –	<p>A Flood Risk Assessment was submitted which presents the outcomes of a Flood Risk Assessment for the Glasgow Airport Investment Area (GAIA) City Deal projects including the cycle bridge crossing, the realignment of Abbotsinch Road and the bridge crossing of the White Cart, connecting Arran Avenue to Wright Street.</p> <p>The Flood Risk Assessment concludes that all development elements are designed to either withstand tidal flooding or would be platformed above the tidal design level, and as drainage provision for raised road elements includes for cross-drainage with sufficient capacity to cope with run-on from surrounding areas, these sources of flood risk are not viewed as posing a risk to the proposed development.</p> <p>As such, the proposed development would pose negligible flood risk impact.</p>
CLYDEPLAN POLICIES:	<p>Clydeplan (2017) policies relevant to this application include:</p> <p>Policy 1 ‘Placemaking’ Policy 3 ‘Glasgow and Clyde Valley City Deal’ Policy 5 ‘Strategic Economic Investment Locations’ Policy 12 ‘Green Network and Green Infrastructure’ Policy 16 ‘Improving the Water Quality Environment and Managing Flood Risk and Drainage’ Policy 17 ‘Promoting Sustainable Transport’ Policy 18 ‘Strategic Walking and Cycling Network’ Policy 19 ‘Glasgow Airport and sustainable transport access’</p>
LOCAL DEVELOPMENT PLAN POLICIES/ OTHER MATERIAL CONSIDERATIONS	<p>The policies in the Renfrewshire Local Development Plan (2014) relevant to the assessment of this application are:</p> <p>Policy E1 ‘Renfrewshire’s Economic Investment Locations’ Policy E2 ‘Glasgow Airport Investment Zone’ Policy I1 ‘Connecting Places’ Policy I5 ‘Flooding and Drainage’ Policy ENV1 ‘Green Belt’ Policy Policy ENV2 ‘Natural Heritage’ Policy ENV4 ‘The Water Environment’ Policy ENV5 ‘Air Quality’</p>

	<p><u>New Development Supplementary Guidance</u></p> <p><u>Renfrewshire Cycling Strategy 2016-2025</u></p> <p>This sets out the benefits to be derived from promoting cycling and active travel as including health and wellbeing; people centred places; improved access to education, work and services; reducing congestion; reducing carbon emissions; improving air quality; and, promoting a strong local economy.</p>
PLANNING HISTORY	<p>16/0451/EO - Screening opinion on the need for Environmental Assessment. Determined that an EA was required on 15 July, 2016.</p> <p>16/0681/SC - Scoping Opinion on content of an Environmental Assessment. Views expressed on the required content of the EA on 28 October, 2016.</p> <p>17/0222/NO – Proposal of Application Notice. Accepted 27 March 2017.</p> <p>17/0487/PP – The construction of a cycleway and bridge with associated landscaping and ancillary infrastructure. – Pending (The current application is a reduced version of this proposal omitting the 2.1km cycleway adjacent to the A8 (Greenock Road)).</p>
SITE VISIT	3 July 2018
DESCRIPTION	<p>Planning permission is sought for the construction of a traffic-segregated cycle route with the erection of a new cycle bridge (spanning the Black Cart Water) together with associated landscaping and related infrastructure.</p> <p>The proposal comprises the construction of a 100 metre long and 5 metres in width, footbridge/cycle bridge of a simple design of a two span truss arrangement with a central pier in the river, spanning the Black Cart which would be accessed from the realigned Abbotsinch Road to the south.</p> <p>The cycleway would thereafter run parallel with the A8 Greenock Road for approx. 112m and would cross over the A8 Greenock Road.</p> <p>Traffic calming measures would also be introduced as part of the proposals, approx. 290m north-west of the crossover point.</p> <p>Approximately 0.6 hectare of woodland would require to be removed to facilitate the construction of the footbridge/cycle bridge approach embankments on either side of the Black Cart Water.</p> <p>Mitigation in the form of new block woodland planting is proposed on the embankments to replace those trees to be removed.</p> <p>Ancillary works also include landscaping and drainage facilities along with compensatory flood storage works.</p>

	The application site is located to the east of Abbotsinch Road and is bounded by the White Cart Water to the east, Abbotsinch Road to the west with Glasgow Airport, Westway Business Park and residential areas surrounding.
DESIGN AND MATERIALS	The proposed bridge design is considered to be of a simple arrangement with the pier centrally positioned so as not to compromise important views of the adjacent listed bridge structures and are therefore considered to be acceptable in this regard.
SCALE AND POSITIONING	The proposal would be of an acceptable scale and positioning such that it would not detrimentally impact on the character and appearance of the surrounding area.
LANDSCAPING	Woodland planting and hedging along with compensatory landscaping is integral to the proposal.
ACCESS AND PARKING	Environment and Infrastructure (Roads/Traffic) were consulted and has no objections subject to a condition requiring compliance with the measures set out in the Environmental Impact Assessment.
SITE CONSTRAINTS	Potential flood risk area from tidal and fluvial flooding.
OTHER COMMENTS	<p>Scottish Planning Policy The proposals are considered to be entirely consistent with the principles set out in Scottish Planning Policy with regard to the promotion of active travel networks and that new development should take place in locations that have good connectivity to such networks.</p> <p>Clydeplan The proposals are considered to comply with the relevant approved Clydeplan policies as follows:-</p> <p>Policy 1 'Placemaking'. The proposals generally accord with the Place Making principles set out in Table 1, giving consideration to place and active travel connectivity before vehicle movement and supporting the enhancement of active travel provision.</p> <p>Policy 5 'Strategic Economic Investment Locations' – The new infrastructure will assist in promoting investment in the Strategic Economic Investment Locations in Renfrewshire by improving sustainable accessibility and connectivity through active travel.</p> <p>Policy 12 'Green Network and Green Infrastructure' – In support of the Vision and Spatial Development Strategy of Clydeplan, the proposals will enhance the green network by integrating green infrastructure as part of the wider City Deal Projects, facilitating the movement of people and species as well as connecting to the wider environment.</p> <p>Policy 16 'Improving the Water Quality Environment and Managing Flood Risk and Drainage' – The proposals are not assessed to have any unacceptable impacts on the key strategic objectives including water and drainage capacity and water quality.</p>

Policy 17 'Promoting Sustainable Transport' – The application supports the sustainable transport objectives of promoting modal shift from private transport and increasing active travel through the creation and improvement of walking and cycling networks and the promotion of behaviour change.

Policy 18 'Strategic Walking and Cycling Network' - In support of the Vision and Spatial Development Strategy, Clydeplan recognises the health and wellbeing benefits of walking and cycling for both active travel and recreation. In support of this, prioritisation of investment is required to ensure the delivery of strategic walking and cycling networks and development proposals should maintain and enhance "the strategic walking and cycling network, including where applicable the Glasgow and Clyde Valley City Deal projects". The proposals aim to deliver this vision.

Policy 19 'Glasgow Airport and sustainable transport access' – The proposals accord with the policy objective of improving sustainable transport access to the airport and the aspiration for stakeholders to increase modal shift including for employees to and from the airport.

Renfrewshire Local Development Plan

The proposals are considered to comply with the relevant Adopted Local Development Plan Policies as follows:-

Policy E1 'Renfrewshire's Economic Investment Locations' – The development will assist in promoting the Strategic Economic Industrial Locations and do not have an unacceptable impact on important nature conservation interests in this area.

Policy E2 'Glasgow Airport Investment Zone' – It is considered that the proposals will assist in promoting the area around Glasgow Airport for supporting economic growth.

Policy I1 'Connecting Places' – This policy recognises that increased access and connectivity to walking, cycling and public transport networks is a key consideration for investment locations within Renfrewshire. The proposals satisfy the policy objective of appropriate provision being made to connect to active travel as well as allowing for walking, cycling and public transport being considered from the outset.

Policy I5 'Flooding and Drainage' – The proposal does not have an adverse impact on existing drainage infrastructure or increase the risk of flooding. Appropriate provision is also made for compensatory flood storage.

Policy ENV 1 'Green Belt' – The provision of active travel infrastructure is considered to be an appropriate development within the green belt as well as being appropriate in supporting locations identified for planned growth including Renfrewshire's Strategic Economic Investment Areas.

Policy ENV2 'Natural Heritage' – The proposals would not have an unacceptably adverse effect on the integrity of sites protected for their nature conservation interests, this has been

	<p>confirmed by the Environment Assessment and no objections from Scottish Natural Heritage.</p> <p>Policy ENV4 'The Water Environment' – The proposals take appropriate cognisance of the requirement to preserve and enhance where possible, the biodiversity, flora and fauna surrounding blue corridors. There is not an adverse impact on the existing water environment.</p> <p>Policy ENV5 'Air Quality' – The promotion of active travel routes to encourage active travel in the form of walking and cycling, and reduce the dependence of private cars, is considered to result in a longer term beneficial effect on air quality which the proposals themselves will have no immediate or perceptible impacts.</p> <p>The proposed bridge design is a simple arrangement with the pier centrally positioned so as not to compromise important views of the adjacent listed bridge structures.</p> <p>The proposals are considered to be acceptable in this regard and to represent an appropriate and visually sensitive intervention into the rural and historic landscape.</p> <p>Whilst the current proposals relate to a cycleway link with associated infrastructure and landscaping, the core purpose of this and the linked components of the remaining City Deal projects is to create the optimum set of conditions for attracting future development investment and crucially employment.</p> <p>The proposals are considered to enhance active travel connections between existing settlements and strategic industrial investment locations; and fully comply with national, strategic and local policy objectives and aspirations.</p> <p>The proposals are also supported by the New Development Supplementary Guidance which advises that essential infrastructure developments that require a greenbelt location, including those required for walking or cycling, are acceptable in principle.</p> <p>It is considered that this development will enhance both active travel opportunities to and from employment locations and recreational opportunities in the area; and will contribute positively in terms of the wider associated lifestyle and environmental benefits to be gained from the promotion of walking and cycling.</p> <p>The application proposals would result in an off-road pedestrian and cycle route linking Inchinnan/Erskine and western Renfrew, thereby enhancing access between both the employment area and these settlements.</p> <p>In terms of Development Plan, the proposals are considered as constituting appropriate green belt development which will safeguard the character of the green belt.</p> <p>The proposals are considered to comply with the requirements set out within the New Development Supplementary Guidance and are assessed to be satisfactory in all salient respects.</p>
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RECOMMENDATION	It is therefore recommended that planning permission be granted subject to conditions
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1 Reasons for Decision

The proposal accords with the provisions of the Development Plan and there were no material considerations which outweighed the presumption in favour of development according with the Development Plan. The mitigation measures set out in the Environmental Impact Assessment are considered to satisfactorily address any impacts arising from the proposals.

- 2 No development shall take place within the development site as outlined in red on the approved plan until the developer has secured the implementation of a programme of archaeological works in accordance with a written scheme of investigation which has been submitted by the applicant, and approved by the Planning Authority. Thereafter the developer shall ensure that the programme of archaeological works is fully implemented and that all recording and recovery of archaeological resources within the development site is undertaken to the satisfaction of the Planning Authority.

Reason: To ensure that any sensitive archaeological remains or artefacts, affected by the proposed development, can be adequately recovered or recorded and to ensure that the development remains consistent with the supporting Environmental Statement.

- 3 Prior to commencement of works on site, a plan sub-dividing the site into defined phases of development for the purposes of land contamination assessment and remediation shall be issued for the written approval of the Planning Authority. Thereafter, all works shall be undertaken in accordance with the approved plan.

Reason: To ensure that the ground is suitable for the proposed development.

- 4 No development shall commence within a relevant phase of the development until written approval of:
- a) a Desk Study report providing a detailed review of site history and current condition, and if any intrusive works are recommended therein
 - b) a Site Investigation report (characterising the nature and extent of any soil, water and gas contamination within the relevant phase of the development); and, if remedial works are recommended therein,
 - c) a Remediation Strategy and Implementation Plan identifying the proposed methods for implementing all remedial recommendations contained within the site investigation report, prepared in accordance with current authoritative technical guidance, has been provided by the Planning Authority.
- Thereafter, all works shall be undertaken in accordance with the approved plan.

Reason: To ensure that the ground is suitable for the proposed development.

5. Prior to the placement of the final wearing course on the carriageway within a relevant phase of the development;

- a) a Verification Report confirming completion of the works specified within the approved Remediation Strategy and Implementation Plan for that phase of the development; or
- b) where remediation works are not required but soils are to be imported to site, a Verification Report confirming imported materials are suitable for use within that phase of the development shall be submitted to the Planning Authority and approved in writing.

Reason: To ensure that the ground is suitable for the proposed development.

6. A detailed methodology for minimising the risks to bats during the destruction of confirmed and probable roosts (particularly trees 00102, 001201, 001200 and 00198) shall be included within the dedicated bat protection plan required by mitigation measure ENC24 in the Schedule of Mitigation in Chapter 14 of the GAIA Environmental Statement (Sweco July 2017).

Reason: In the interests of nature conservation.

7. That the development hereby approved shall be carried out strictly in accordance with the mitigation measures for bats detailed in the Schedule of Mitigation in Chapter 14 of the GAIA Environmental Statement (Sweco July 2017) and in particular measures ENC19 to ENC28.

Reason: In the interests of nature conservation and to ensure that the proposals do not adversely affect protected species.

8. That the development hereby approved shall be carried out strictly in accordance with the mitigation measures for otters detailed in the Schedule of Mitigation in Chapter 14 of the GAIA Environmental Statement (Sweco July 2017) and in particular measures ENC1 to ENC10, and ENC29 to ENC35.

Reason: In the interests of nature conservation and to ensure that the proposals do not adversely affect protected species.

9. Site clearance and demolition works shall be undertaken outwith the bird breeding season (April to August inclusive) where possible. Should this not be possible, during the breeding season a suitably qualified ecologist will oversee construction activities and search the site for breeding and nesting birds immediately prior to clearance and earthworks. Should a nest be recorded, a suitable working buffer will be put in place until young have successfully fledged the nest.

Reason: In the interests of nature conservation and to ensure that the proposals do not adversely affect breeding birds (other than barn owl).

10. That the development hereby approved shall be carried out strictly in accordance with the mitigation measures for invasive non-native species detailed in the Schedule of Mitigation in Chapter 14 of the GAIA Environmental Statement (Sweco July 2017) and in particular measures ENC11 to ENC18.

Reason: In the interests of nature conservation and to ensure that the proposals exert appropriate control over the containment and spread of invasive non-native species.

11. That the development hereby approved shall be carried out strictly in accordance with the mitigation measures for habitats detailed in the Schedule of Mitigation in Chapter 14 of the GAIA Environmental Statement (Sweco July 2017) and in particular measures ENC2, ENC4, ENC5, ENC9 and ENC10.

Reason: In the interests of nature conservation and to ensure that the proposals promote the recovery of protected habitats.

12. That the development hereby approved shall be carried out strictly in accordance with the mitigation measures for freshwater migratory fish detailed in the Schedule of Mitigation in Chapter 14 of the GAIA Environmental Statement (Sweco July 2017) and in particular measure ENC36.

Reason: In the interests of nature conservation and to ensure that the proposals do not adversely affect migratory fish.

13. Prior to the commencement of development on site, details shall be submitted for the written approval of the Planning Authority which demonstrate the means of satisfactorily ensuring continued access to all adjoining areas of land which may be temporarily affected during the construction period. The details thereafter agreed shall be implemented on site and maintained in the approved manner until any permanent means of access is fully formed and operational.

Reason: In the interests of amenity and to ensure that adjoining occupiers are not unacceptably affected by the proposed works.

14. That all of the actions set out in the Glasgow Airport Investment Area Environmental Impact Assessment Volume 3 (Environmental Effect of Glasgow Airport Investment Area) Chapter 14 Schedule of Mitigation Table V3 04.1 shall be implemented in full.

Reason: To manage the potential impacts and effects of the proposed development and to ensure that the necessary mitigation is carried out.

15. That no tree or shrub planting shall be permitted on land owned by Glasgow Airport, as shown in attached drawing GLA-636 annexed hereto.

Reason: To avoid trees and shrubs on the application site endangering the safe movement of aircraft and the operation of Glasgow Airport through concealing visual navigation aids; and, to avoid endangering the safe movement of aircraft and the operation of Glasgow Airport through the attraction of birds and an increase in the bird hazard risk of the application site; and to ensure soft landscaping does not exceed a height where it will penetrate the Obstacle Limitation surface (OLS) surrounding Glasgow Airport and endanger the movements of aircraft and the safe operation of the aerodrome.

Fraser Carlin
Head of Planning and Housing

Local Government (Access to Information) Act 1985 - Background Papers
For further information or to inspect any letters of objection and other background papers, please contact Sharon Marklow on 0141 618 7835.

