

## Notice of Meeting and Agenda Council

Date	Time	Venue
Thursday, 09 May 2024	09:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

MARK CONAGHAN  
Head of Corporate Governance

### Membership

Provost Lorraine Cameron (Convener): Councillor Iain Nicolson (Leader): Councillor Cathy McEwan (Depute Convener): Councillor Jacqueline Cameron (Depute Leader):

Councillor Jennifer Adam: Councillor Fiona Airlie-Nicolson: Councillor Alison Ann-Dowling: Councillor Stephen Burns: Councillor Michelle Campbell: Councillor Graeme Clark: Councillor Carolann Davidson: Councillor Eddie Devine: Councillor Andy Doig: Councillor Audrey Doig: Councillor Chris Gilmour: Councillor Edward Grady: Councillor Gillian Graham: Councillor Neill Graham: Councillor John Gray: Councillor Anne Hannigan: Councillor John Hood: Councillor Lisa-Marie Hughes: Councillor Robert Innes: Councillor Alec Leishman: Councillor Bruce MacFarlane: Councillor James MacLaren: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Colin McCulloch: Councillor Janis McDonald: Councillor David McGonigle: Councillor Jamie McGuire: Councillor Marie McGurk: Councillor Iain McMillan: Councillor John McNaughtan: Councillor Kevin Montgomery: Councillor Sam Mullin: Councillor Will Mylet: Councillor Jim Paterson: Councillor Emma Rodden: Councillor John Shaw: Councillor Ben Smith: Councillor Andy Steel:

### 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.

### Hybrid Meeting

Please note that this meeting is scheduled to be held in the Council Chambers. However, it is a hybrid meeting and arrangements have been made for members to join the meeting remotely should they wish.

## **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 email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk)

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## **Information Bulletin**

To reduce the reporting of routine operational matters to Policy Boards, to allow Boards to focus on major policy issues and to streamline business for Members' consideration and determination, a Bulletin, issued in line with the Council meeting timetable, is produced. The Bulletin is intended to provide members with a concise summary of significant decisions and action taken by officers in the exercise of their delegated powers, and details of issues which do not require a decision. A copy of the Bulletin has been attached under separate cover to this agenda.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest and Transparency Statements

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

#### 1 Minutes of Meetings of Council, Boards and Panels

Council, 29 February 2024, pages 1251-1274

Communities and Housing Policy Board, 12 March 2024, pages 1275-1286

Regulatory Functions Board, 13 March 2024, pages 1287-1294

Education and Children's Services Policy Board, 14 March 2024, pages 1295-1302

Audit, Risk and Scrutiny Board, 18 March 2024, pages 1303-1310

Economy and Regeneration Policy Board, 19 March 2024, pages 1311-1316

Planning and Climate Change Policy Board, 19 March 2024, pages 1317-1324

Infrastructure, Land and Environment Policy Board, 20 March 2024, pages 1325-1336

Personnel Appeals and Applied Conditions of Service Appeals Panel, 21 March 2024, pages 1337-1338

Petitions Board, 25 March 2024, pages 1339-1342

Local Review Body, 26 March 2024, pages 1343-1348

Regulatory Functions Board, 28 March 2024, pages 1349-1358

Finance, Resources and Customer Services Policy Board, 18 April 2024, pages 1359-1372

Placing Requests and Exclusions Appeals Panel, 1 May 2024, pages 1373-1374

Leadership Board, 1 May 2024 (Copy to follow)

Appointment Board - Head of People & Organisational Development, 2 May 2024 (Copy to follow)

#### 2 Provost's Update

Hear from Provost

#### 3 Revenue and Capital Budget Update 2024/25

1 - 10

Report by the Director of Finance & Resources

#### 4 CIPFA Audit Committee Guidance – Self Assessment and Action Plan

11 - 34

Report by Director of Finance & Resources

- 5 Council Meetings Timetable and Governance Arrangements** **35 - 48**  
Report by Director of Finance & Resources
- 6 Clydeplan/Regional Spatial Strategy – Future Governance Update** **49 - 54**  
Report by Chief Executive
- 7 Notice of Motion 1 by Councillors Devine and Andy Doig**  
**"The International Community and Palestinian National Self Determination**
- "Renfrewshire Council notes that the state of Israel is a signatory to the UN's International Covenant on Civil and Political Rights, Article One of which supports the right of national self-determination for all peoples.
- This Council regrets the UK's recent abstention on the UN Security Council, thereby failing to grant the Palestinian people full UN membership, and applauds the majority of UN members who officially recognize Palestine.
- Council accordingly resolves, in solidarity with this objective, to fly the Palestinian flag, on a bi-monthly basis with the Ukrainian flag."
- 8 Notice of Motion 2 by Councillors Andy Doig and Hood**  
**"Renfrewshire HSCP and Lone Working Policy**
- "Renfrewshire Council notes that employees, UNISON, and elected members have raised concerns that the Renfrewshire HSCP is sanctioning lone working by social care staff at night, and that these concerns, contrary to the lone working policy of the Scottish Social Services Council, have not been listened to.
- This Council recognizes the primacy of the SSSC guidelines, as a regulatory body for the wider social care profession, and calls on the HSCP to suspend lone working at night pending negotiations with employees and all relevant trade unions to resolve legitimate concerns around health and safety."
- 9 Notice of Motion 3 by Councillors Clark and Davidson**  
**"To commend Williamsburgh Primary School on an excellent inspection report**
- Renfrewshire Council commends the headteacher and staff of Williamsburgh Primary School on the report from Education Scotland and the Care Inspectorate where the inspection team found that Williamsburgh Primary School has high quality approaches to learning teaching across the school and nursery. Council notes that this is an exceptional achievement given the school's demographic and recent

intake.

Renfrewshire Council echoes the report in its commendations of the highly effective head teacher and the fact that all staff work well together as a team; it further commends the schools strong focus on promoting inclusion and diversity; and acknowledges with approval that the children of Williamsburgh Primary School show respect, care and kindness."

**10 Notice of Motion 4 by Councillors Ann-Dowling and Davidson**

**"WASPI**

Council agrees that the process of delivering justice for Renfrewshire WASPI women and their families has been too long, and that justice delayed is justice denied.

Council notes with dismay that despite the publication of the final WASPI report to UK parliament following a five year investigation by the Parliamentary Health Service Ombudsman, the UK Government is showing disrespect not only to WASPI women but to its own watchdog when it refuses to set a date for a compensation announcement.

The Ombudsman's report makes clear that 1950s women have faced pension injustice, that they are entitled to compensation and that Parliament must now identify an appropriate mechanism for redress.

Council agrees to write to DWP minister Paul Maynard and Prime Minister Rishi Sunak to demand Government must act on this urgently and bring forward compensation scheme proposals for debate."

**11 Notice of Motion 5 by Councillors Ann-Dowling and G Graham**

**"CASS**

Council agrees that the recommendations of the Cass Review be implemented in Scotland in full. The Council recognises that as a result of the Cass Review the Sandyford Clinic has now paused all prescribing of puberty blockers to under-18s and believes that NHS Scotland must 'follow the science' on this critical issue.

Renfrewshire Council will write to Education Scotland recommending that they instruct all non-Cass compliant schools' guidance be withdrawn with immediate effect.

In addition, Renfrewshire Council will write to the Cabinet Secretary for Education and Skills Scotland requesting an immediate review of Education Policy in light of the Cass findings."

**12 Notice of Motion 6 by Councillors J Cameron and Adam  
"Waspi (Women Against State Pension Inequality)"**

Council acknowledges the historic injustice resulting in state pension changes for women.

Council supports the WASPI (Women Against State Pension Inequality) women in their demands for compensation, acknowledges the PHSO's (Parliamentary and Health Service Ombudsman) recommendations and calls on the Secretary of State for Work and Pensions to "act swiftly" on those recommendations and intervene to make sure a compensation scheme is established.

Council agrees to write to Mel Stride MP the Secretary of State for Work and Pensions to establish such a scheme and calls on the Labour Party to commit to the State Pension Age (Compensation) Bill if they were to win an election."

**13 Notice of Motion 7 by Councillors G Graham and Smith  
"Heartstart in Schools"**

Teaching all young people what to do in an emergency, how to perform CPR and instruct an adult what to do, has been shown to dramatically increase survival rates from cardiac arrest. Renfrewshire Council believes this is a life skill every young person should have and instructs officers to liaise with Save a Life for Scotland to roll out delivery of a Heartstart Programme across all Renfrewshire Schools starting in the next academic year."

**14 Notice of Motion 8 by Councillors McEwan and Audrey  
Doig**

"Renfrewshire Council re-affirms its previous decision for the cancelling of the renewal of Trident nuclear weapons and calls on both the Labour and Tory Party to withdraw their support for Trident and of it being the bedrock of the UK Defence Policy.

Trident is not and never will be an independent nuclear deterrent as its use is dependent on US foreign policy and permission to deploy.

Renfrewshire Council has agreed and expressed its view that it wants no part in any hosting weapons of mass destruction on the Clyde which would lead to Renfrewshire and Central Scotland being a first strike target in any Warfare.

Renfrewshire and Scotland no longer want to be seen as complicit in maintaining Trident as part of the United States Defence Policy."

**15 Notice of Motion 9 by Councillors McMillan and Ann-Dowling**

**"Head Injury Service**

Council is concerned over the decision to cease funding to the Head Injury Service which has been provided by Quarriers for Renfrewshire Residents since 2003.

Council asks for a report to be given to the next appropriate board on how this decision was made.

Furthermore, council agrees that funding be found for this much valued service to continue during the next financial year and steps be made for it to operate in the longer term."

**16 Notice of Motion 10 by Councillors Smith and McMillan**

**"Net Zero**

Council is disappointed in the Scottish Government's abandonment of the 2030 emission reduction target. Council agrees that this latest setback in progress towards Net Zero greatly damages Scotland's reputation internationally for being committed to tackling climate change.

Council notes that the Chief Executive of Climate Change Committee commented that the Scottish Government had not set out a credible path to reach its own emissions targets. Therefore, council instructs the Chief Executive to write to the Cabinet Secretary for Net Zero asking that the guidance on emissions reporting for local government be delivered as soon as possible."

**17 Notice of Motion 11 by Councillors McMillan and Clark**

**"Paisley Daily Express**

Council congratulates the Paisley Daily Express in reaching the milestone of being 150 years old this year."

**18 Notice of Motion 12 by Councillors Innes and Audrey Doig**

**"“Lights at Tweedie Hall”**

Council welcomes the installation of LED lighting around the Tweedie Hall in Linwood and understands that this will make Linwood better equipped to celebrate events and raise awareness of causes throughout the year.

Council notes that the campaign to raise awareness of water safety by William McNally's family was the inspiration for the installation of the LED lights.

Council thanks the family of William McNally for continuing to raise awareness of Water Safety on our rivers in Renfrewshire.

Further notes that an event will be held this summer where the lights will be illuminated for the first time and will shine blue for World Drowning Prevention Day alongside other Renfrewshire landmarks."

## **19 Notice of Motion 13 by Councillors Leishman and N**

### **Graham**

**"The Independent Review of Gender Identity Services for Children and Young People.**

That this Council welcomes the decision by NHS Scotland to pause the prescription of puberty-blockers and cross-sex hormones to children and young persons.

That this Council hopes that the pause will lead to a complete and permanent cessation of the prescription of puberty-blockers and cross-sex hormones to gender dysphoric children and young persons. This Council is both saddened and horrified that children have been prescribed these drugs when the long-term impact of them is not yet known.

That this Council hopes that all future therapeutic interventions for gender dysphoric children and young persons will be based on evidence rather than ideology."

## **20 Notice of Motion 14 by Councillors Leishman and N**

### **Graham**

**"The Hate Crime and Public Order (Scotland) Act 2021**

That this Council agrees to write to the Scottish Government to press for the repeal of this legislation.

That this Council believes that pre-existing legislation on hate crime was fair and proportionate.

That this Council notes the statement from the Scottish Police Federation saying that Police Scotland cannot cope with the demand and that it will impact on policing services across the communities of Scotland."





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**To: Council**

**On: 9 May 2024**

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

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**Heading: Revenue and Capital Budget Update 2024/25**

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## **1. Summary**

- 1.1. On 29 February 2024, the Council set its revenue budget for 2024/25. On that day, the Band D Council Tax level was set for 2024/25 and a Budget Motion was approved. The Scottish Government passed the final stage of its 2024/25 budget on 28 February 2024. This report provides Members with an update to the Revenue Budget 2024/25 following these additional changes.
- 1.2. Appendix 1 outlines the consequential in-year approved Revenue Budget 2024/25 for each service by cost type.

## **2. Recommendations**

- 2.1 Members are asked:
  - to note the report, which reflects the impact of decisions taken by the Council on 29 February 2024 and changes relating to the final Scottish Budget.
  - to note the update outlined in section 7 in relation to the Paisley Grammar School Community Campus project, and agree an increased capital budget of £85.5m funded through increased LEIP funding and additional Council revenue funding of £0.2m per annum. Further note the risk to the suggested funding arrangements until Scottish Ministers formally agree the LEIP Phase 2 funding position as recommended by the LEIP Board and COSLA.

### 3. Revenue Budget 2024/25: Council Tax

- 3.1 At its meeting on 29 February 2024, the Council agreed to freeze Council Tax for 2024/25. This triggered compensatory funding from the Scottish Government to Renfrewshire Council of £4.897m. There is no change to any Council Tax band charge for 2024/25.

### 4. Revenue Budget 2024/25: Budget Motion

- 4.1 A number of initiatives were outlined in the Budget Motion on 29 February 2024, which amounted to an additional £2.025m of non-recurring (one-off) spend planned for financial year 2024/25, as follows:

Description	Budget 2024/25 £000
Fairer Renfrewshire Funding initiatives	455
Top-up funding to the Scottish Welfare Fund	400
Support for £50 Winter School Clothing payment	300
Continuation of Environment and Place programme	250
Continuation of Environmental Task Force	200
Partnerships with Cultural Bodies	200
Planning Enforcement Officer (2 years)	120
Development of Oakshaw Heritage Trail	50
Support for the School Music Service	25
Public Litter Bin replacement programme	25
<b>Total</b>	<b>2,025</b>
<b>Funded by:</b>	
One-off use of reserves from Welfare Reform Fund	700
One-off use of Financial Sustainability Fund	1,325
<b>Total</b>	<b>2,025</b>

- 4.2 On 29 February 2024, the Scottish Government released Local Government Finance Circular 2/2024. The circular noted a change to the funding for Teacher Numbers, which has been switched from general revenue funding to specific grant funding. This comes with specific conditions that must be met in order to receive the £4.801m allocated to Renfrewshire Council.
- 4.3 On 7 March 2024, following the UK Spring Budget, the Deputy First Minister wrote to all local authorities confirming that additional funding of £62.7m nationally would be baselined and distributed to those councils who decided to freeze council tax levels for 2024/25. While individual council allocations have not yet been confirmed, the assumed distribution is noted in the table at 4.4 below.

- 4.4 The following table was presented as Table 5 in the report to Council on 29 February 2024 with draft figures before the above decisions were taken. It is now updated here to reflect the impact of the use of reserves and the additional planned expenditure.

<b>Budget Overview 2024/25</b>	<b>Draft Budget £000</b>	<b>Revised Budget £000</b>	<b>Movement £000</b>
Total Government Grant advised <sup>1</sup>	427,174	427,174	0
Council Tax Income	110,304	110,304	0
Council Tax / Community Charge Arrears	500	500	0
Council Tax Freeze funding confirmed	0	4,897	4,897
Assumed share of £62.7m additional settlement <sup>2</sup>	0	2,088	2,088
<b>Total Income</b>	<b>537,978</b>	<b>544,963</b>	<b>6,985</b>
Less: Estimated Spending need (recurring)	(547,262)	(547,262)	0
<b>Recurring Budget (Deficit) / Surplus</b>	<b>(9,284)</b>	<b>(2,299)</b>	<b>6,985</b>
Less: Estimated Spending need (non-recurring)	0	(2,025)	(2,025)
One-off use of Reserves	0	4,324	4,324
<b>In-Year Budget (Deficit) / Surplus</b>	<b>(9,284)</b>	<b>0</b>	<b>9,284</b>

1. Includes assumed share of Teacher Numbers specific grant of £4.801m not yet confirmed

2. Figures are indicated but not yet confirmed by the Scottish Government

## 5. Resource Allocations

- 5.1 Appendix 1 attached summarises the budget allocation for each service. This is the in-year position, and includes the total spending need, both recurring and non-recurring. This is shown both as a subjective analysis (what the budget is spent on) and an objective analysis (what service the budget is spent in).
- 5.2 Budgets are subject to adjustment during the financial year to reflect allocations to services of inflationary budgets, held at the outset within Miscellaneous Services. During the financial year policy boards will be asked to approve permanent virements that fall outside the delegation of Directors, in accordance with the Financial Regulations.
- 5.3 In addition, members should note that there will be in-year costs associated with the opening and early operation of the new Renfrew Bridge which will be incurred in the later half of the financial year. The full year costs will be incorporated into Council base revenue budgets from 2025/26, however it is estimated that up to £0.6m may be incurred in 2024/25, predominantly related to staff who will be employed to operate the bridge. This cost will be funded from ringfenced reserve balances and will be in addition to the £4.324m detailed in the table above.

## 6. Capital Budget 2024/25

6.1 When the General Services Capital Programme was presented to Council on 29 February 2024, there was £2.0m uncommitted in the Strategic Asset Management Fund (Corporate Projects). The Council then committed this sum as follows:

- Roads Maintenance programme £1.000m;
- Sports facilities £0.800m;
- Community Halls £0.130m; and
- Retail Improvement Fund £0.070m.

The following table provides an update to the 2024/25 Capital plan.

<b>General Services Capital Programme 2024/25</b>	<b>Draft Plan £000</b>	<b>Revised Plan £000</b>	<b>Movement £000</b>
Schools and Early Years Investment	55,893	55,893	0
Leisure Estate	1,000	1,930	930
Environment and Infrastructure	10,883	11,883	1,000
Economic Development	21,720	21,720	0
City Deal	46,046	46,046	0
Corporate Projects	11,637	9,707	(1,930)
Private Sector Housing Grant	644	644	0
<b>Total General Services Programme</b>	<b>147,823</b>	<b>147,823</b>	<b>0</b>

## 7. Paisley Grammar School Community Campus

- 7.1 The Council previously approved a new Paisley Grammar School and Community Campus (PGSCC) on Renfrew Road to replace the existing Paisley Grammar School on Glasgow Road. As reported to the Education and Children's Services Policy Board in November 2023, the anticipated cost of delivering the project was £74.8m with a completion date of Summer 2026.
- 7.2 The Board were also advised that the approved capital budget of £75M was at risk with developing forecasts in the range of circa £75M to £80M inclusive of Value Engineering (VE) options instructed reflecting uncertainty in relation to the volatility and uncertainty in the construction market at that time.
- 7.3 Growing inflationary pressures in relation to the schools' construction market continue to be prevalent on a national scale which has directly impacted the PGSCC project. The officer PGSCC Governance Board has considered the ongoing budgetary issues with reference to a report issued by COSLA advising that selected Scottish Futures Trust LEIP funded projects (those that reached financial close by December 2023) would be receiving an 11% uplift to the base square metre funding provision in response to market conditions.

The LEIP Board have now agreed and recommended to Scottish Ministers that an equivalent uplift is applied to all Phase 2 LEIP projects (including PGSCC), however there is as yet no confirmed timescale for Scottish Ministers to approve this position. Members have been advised previously that in the absence of additional government funding, the Council may require to allocate increased capital resource to the project, which may also increase ongoing revenue costs should any Council contribution be funded through prudential borrowing.

7.4 Morrison Construction has been appointed by Renfrewshire Council to provide pre-construction advice to the design team on buildability, commercial viability of emerging design concepts and to competitively tender Sub-Contract work packages to build up the overall project cost. Upon successful completion of this process, Morrison Construction will be contracted to act as Principal Contractor for the construction phase. The project has been split into 57 sub-contract work packages which has been tendered through Morrison Construction's supply chain. Returns from this tender exercise have now been received and they indicate a higher level of cost increase than had been anticipated due to a range of issues, including inflationary materials costs, a limited number of suppliers bidding for work, and difficulty securing skilled labour. This position is consistent with the view of SFT who recently published a cost review briefing for projects which reached financial close by December 2023 which outlined the following issues as being key contributors to the market volatility:

- multiple contractors were reviewing their focus on public sector projects given the financial challenges facing local authorities;
- materials inflation is expected to drop to 3-4%, but prices remain high for products which are energy intensive, due to high energy costs – glass, cladding and steel; Mechanical Electrical and Plant (MEP) prices remain high
- labour shortages have taken over from materials costs as the main source of tender inflation; workforce availability is continuing to be an issue with high cost of living and cultural change proving a challenge. Work/life balance means a 4-day working week is common and there is limited appetite for overtime working or travel
- preference for Passivhaus accreditation remains strong across LEIP projects due to the defined energy target and in response to the Outcomes Based Funding (OBF) model. Main contractors noted a premium for Passivhaus of between 5-25% although those at the lower end of the scale did note a number of large sub-contractors are losing money on projects, so it is difficult to determine the true cost. Subcontractors remain vulnerable to market conditions and borrowing rates - which are being passed on to project cost.

7.5 Officers from the Council's corporate procurement team have reviewed the tender process conducted by Morrisons and have confirmed the process used is appropriate. Technical officers within property services are also checking (assisted by external cost consultants) the returns received to ensure they are appropriate, are securing best value and will meet the Council's requirements. Returns for packages are generally more expensive than had been forecast, in some cases substantially so, but are on average circa 20% higher than the cost plan allowance.

- 7.6 This additional cost will result in an additional cost to the project in the order of £10m, with a revised budget of £85.5m now being recommended as being appropriate for the project to progress. This revised budget retains a risk allowance of 7.5% (excluding fees) for the project which is viewed as appropriate at this stage.
- 7.7 The existing budget of £75.1m is based on the existing offer from SFT in relation to their revenue funding model ie before the 11% uplift mentioned above has been factored in. Indicative figures have been provided by SFT detailing what a revised offer would contain assuming this is formally approved by Scottish Ministers. The uplift in these indicative figures would allow for an increased level of borrowing support over the next 25 years which would fund an additional £6m of capital spend. The balance of £4m in the additional £10 million of capital funding required would need to be included within the Council's loans charges financial planning arrangements, at an estimated cost of £0.2 per annum assuming a 50 year life.
- 7.8 In the event Scottish Ministers do not agree the recommendations in relation to the proposed funding uplift, a further report to members will be provided outlining the financial implications for the Council.

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## Implications of the Report

1. **Financial** - The report and appendix provide background information on the 2024/25 budget, identifying an in-year break-even position, after the agreed use of reserves. The report also outlines an increased capital funding requirement for the Paisley Grammar School Community Campus project of £10.4m, which will result in increased borrowing costs for the Council estimated at 0.5m per annum, £0.3m of which will be funded through an increase LEIP revenue allocation.
2. **HR & Organisational Development** – none arising directly from this report.
3. **Community/Council Planning** – none arising directly from this report.
4. **Legal** – the Council has a statutory duty to approve a balanced budget each year.
5. **Property/Assets** – the report updates members with regards a key schools investment project which will be delivered to Passivhaus energy efficiency standards, replacing a heritage school building; improving the overall energy efficiency of the school estate and delivering an improved learning environment.
6. **Information Technology** - none arising directly from this report.
7. **Equality & Human Rights** - none arising directly from this report.
8. **Health & Safety** - none arising directly from this report.
9. **Procurement** – none arising directly from this report.

10. **Risk** – there is a risk that the Council’s spending needs are not financially sustainable if the use of one-off reserves to balance the budget is a recurring feature over the longer term. The revised capital budget for PGSCC maintains an appropriate level of risk contingency allowance.
11. **Privacy Impact** - none arising directly from this report.
12. **Cosla Policy Position** – none arising directly from this report.
13. **Climate Risk** – the new PGSCC will be delivered in line with Passivhaus energy efficiency standards, improving the overall energy efficiency of the school estate and supporting the Council’s net zero aspirations.

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**Author:** Alastair MacArthur, Director of Finance and Resources





# RESOURCE ALLOCATION

# APPENDIX 1

## REVENUE BUDGET 2024/25

	Chief Executive's Service	Children's Services	Environment, Housing and Infrastructure	Finance and Resources	Miscellaneous Service and Loans Fund	Funding Income	Renfrewshire Council
Employee Costs	8,478	173,144	58,824	34,355	35,223	0	310,024
Premises Costs	1,461	9,597	6,065	1,516	7,043	0	25,682
Transport Costs	67	6,026	7,599	127	400	0	14,219
Supplies and Services	15,260	33,453	27,895	9,978	4,588	0	91,174
Third Party Payments	0	19,003	3,272	1,883	25	300	24,483
Transfer Payments	3,406	14,116	2,686	48,048	(538)	12,850	80,568
Support Services	361	67	1,070	506	(1,400)	0	604
Capital Charges	0	0	(23)	0	9,182	0	9,159
Income	(4,386)	(1,550)	(44,752)	(49,559)	(12,869)	0	(113,116)
<b>Sub-Total</b>	<b>24,647</b>	<b>253,856</b>	<b>62,636</b>	<b>46,854</b>	<b>41,654</b>	<b>13,150</b>	<b>442,797</b>
Plus Adult Social Care							106,490
<b>Total In-Year Spending Need 2024/25</b>							<b>549,287</b>
Recurring Spending Need							547,262
Non-Recurring Spending Need							2,025
<b>Net Expenditure 2024/25</b>							<b>549,287</b>
Funding Income						(544,963)	(544,963)
<b>Total In-Year Deficit 2024/25</b>							<b>4,324</b>





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**To: Council**

**On: 9 May 2024**

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

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**Heading: CIPFA Audit Committee Guidance – Self Assessment and Action Plan**

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### **Summary**

- 1.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) published guidance in late 2022 for local authority Audit Committees. The purpose of the guidance is to support Audit Committee members in fulfilling their role on the Audit Committee.
- 1.2 The guidance promotes that a regular self-assessment against the key principles should be undertaken, to support the planning of the audit committee work programme and training plans and also inform the annual report.
- 1.3 Where an audit committee has a high degree of performance against the good practice principles, it is an indicator that the committee is soundly based and has in place a knowledgeable membership. These are the essential factors in developing an effective audit committee.
- 1.4 In response to the Dargavel Primary School Independent Review and recommendations made by the Council's external auditors, the Council agreed to undertake this assessment of the Audit Risk and Scrutiny Board against CIPFA's published good practice guide for audit committees.
- 1.5 At the Audit, Risk and Scrutiny Board meeting on 6 November the Board agreed the format of the self-assessment and members participated in two development sessions, on 19 January and 26 February.

- 1.6 This report highlights the outcome from those development sessions and identifies the required changes to the Council's governance arrangements.
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## **Recommendations**

Council is asked to:

- 2.1 Note the outcome of the self-assessment against the CIPFA guidance for effective Audit Committees and the two development sessions.
  - 2.2 Note the Action Plan resulting from the self-assessment against the CIPFA guidance for effective Audit Committees, and notes the progress made in implementing the actions arising.
  - 2.3 Approve the proposed revisions to the Terms of Reference for the Audit, Risk and Scrutiny Board.
  - 2.4 Approve the proposed revisions to the Guidelines for the Operation of the Audit, Risk and Scrutiny Board.
  - 2.5 Approve the proposed revision to the Role Descriptions for Councillors, Senior Councillors and Leader of the Council.
  - 2.6 Approve the proposed revision to the Terms of Reference of the main Policy Boards to include "performance" where it has previously been omitted from the general delegations.
- 

## **3. Background**

- 3.1 The Audit Committee is a key part of an organisation's governance arrangements and one of its key roles is ensuring that there is sufficient assurance over the governance risk and control framework. It can be a valuable resource for the whole organisation.
- 3.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) published guidance in late 2022 for local authority Audit Committees. The purpose of the guidance is to support Audit Committee members in fulfilling their role on the Audit Committee.
- 3.3 As part of the Dargavel Primary School Independent Review Action Plan, the Council agreed to undertake an assessment of the Audit Risk and Scrutiny Board against CIPFA's published good practice guide for audit committees and identify any recommendations for change in remit or operational arrangements.
- 3.4 The Council's external auditors also recommended that the Council evaluate the overall effectiveness of the Audit, Risk and Scrutiny Board against CIPFA good practice guidelines.

- 3.5 At its meeting on 6 November 2023, the Audit, Risk and Scrutiny Board agreed the format of the self-assessment.
- 

#### **4. Self-Assessment process**

- 4.1 An initial assessment of the current arrangements was undertaken by officers against the self-assessment of good practice checklist and the evaluating the impact and effectiveness of the audit committee checklist, provided in the guidance.
- 4.2 The output from that initial assessment the self-assessment was fully discussed and agreed with the members of the Audit, Risk and Scrutiny Board at a full day development session, on 19 January 2024. This session identified a number of areas of good practice and a draft action plan was developed.
- 4.3 Members requested that the current arrangements were benchmarked with other Local Authorities. The benchmarking information was discussed, at a second development session on 26 February 2024 and Members agreed that the current arrangement were broadly consistent with other Local Authorities across the areas of good practice covered in the guidance. The final content of the action plan was then agreed covering changes to be made to improve compliance with the guidance and enhancement of the overall effectiveness of the Audit, Risk and Scrutiny Board. This is attached at Appendix 1.
- 

#### **5. Areas of Good Practice**

- 5.1 The self-assessment against the good practice checklist identified a number of areas of good practice.

##### ***Audit Committee Purpose and Governance***

- The Board has comprehensive Terms of Reference and supplementary guidelines.
- The Board reports directly to the Council.
- It is an advisory Board and has no decision-making powers.

##### ***Functions of the Committee***

- The Board currently regularly considers reports on all the functions expected under the CIPFA guidance.

##### ***Membership and Support***

- There are arrangements in place to ensure the independence of the Board.
- The Board is of a sufficient size and not cumbersome.

##### ***Effectiveness of the Committee***

- There is a non-political approach to the Boards discussions.

- There is regular and constructive engagement between the Board and senior officers.

5.2 The self-assessment against the evaluating the impact and effectiveness of the audit committee checklist also identified a number of areas of good practice.

***Supporting good governance and decision making by:***

- Reviewing the Local Code of Corporate Governance,
- Reviewing the Annual Governance Statement.
- Considering the annual independent verification of compliance with the Local Code of Corporate Governance.

***Supporting effective internal control by:***

- Approving the annual internal audit plan,
- Considering the Chief Auditors Annual Report and opinion on the adequacy of the internal control, governance and risk management arrangements,
- Considering reports on internal audit recommendations not implemented by the due dates.
- Regular attendance from senior management at the Audit, Risk and Scrutiny Board.

***Supporting effective risk management by:***

- Approving the risk management framework,
- Considering the strategic and corporate risk registers on a 6 monthly basis,
- Considering the risk management Annual Report.

***Supporting effective audit and assurance by:***

- Considering regular reports from both the Internal and External Auditors
- Approval of the Internal Audit Charter
- Considering any external assessment of compliance with the Public Sector Internal Audit Standards.

***Supporting the achievement of goals by:***

- Considering the Annual Local Government Benchmarking report.
- Considering the Annual Scottish Public Services Ombudsman report.
- Monitoring the progress of actions included in the Dargavel action plan.

***Improving value for money by:***

- Review of the annual governance statement.
- Considering the audited annual accounts.
- Considering reports from the external auditors on the annual accounts and Best Value.

***Embedding ethical values and countering fraud by:***

- There is a Code of Conduct, signed by all members.
- Declarations of interest and transparency statements are called for at each meeting.

- Members complete a register of interest.
- Consideration of regular reports on counter fraud progress and outcomes including the National Fraud Initiative.

***Improving public reporting, accountability and transparency by:***

- All meetings of the Board are open to the public.
- The annual accounts considered by members comply with the CIPFA Code of Practice on Local Government Accounting.
- Ensuring that the annual accounts are available for public inspection.

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## **6. Self-Assessment Action Plan**

- 6.1 As further set out in this report and action plan, 11 specific actions were agreed to be taken forward to improve the support available and the overall effectiveness of the Audit, Risk and Scrutiny Committee.
- 6.2 The self-assessment identified that the current Audit, Risk and Scrutiny Board's terms of reference are wide ranging and include all of the functions required by the CIPFA guidance and covers a broadly similar remit to most other Local Authorities. As such, the terms of reference were therefore considered to be generally adequate. However, it was concluded that some amendments to the governance of the Audit, Risk and Scrutiny Board were required in order to improve clarity and address some specific requirements from the CIPFA guidance.
- 6.3 Revisions to the Scheme of Delegated Functions are proposed specifically in relation to the Audit, Risk and Scrutiny Board Terms of Reference and the Guidelines for Operation of the Audit, Risk & Scrutiny Board.
- 6.4 The proposed revised Terms of Reference are included at Appendix 2, and a summary of the main revisions is detailed below. (*Action Plan points 1, 4, 5 and 11*)
- A reference has been added at the start of the document to draw attention to the supplementary Guidelines for Operation of the Audit, Risk & Scrutiny Board, contained within this Scheme of Delegated Functions.
  - Point 8 has been amended, "To consider summaries of the assurances and risks identified from the work of internal audit." to improve clarity and reflect accurately the current operational practice.
  - Point 9 has been amended, "To consider the Chief Auditor's annual report and opinion on the effectiveness of the Council's governance, internal control and management of risk." to improve clarity.
  - Point 13 has been added, "To consider the Annual Governance Statement for inclusion in the unaudited Accounts." to reflect current operational practice.

- Point 17 has been combined to include the previous points 14 and 16 to review service delivery performance with point 16 being deleted.
- Point 23 has been added “To consider the outcome of internal audit reviews of partner organisations.” to reflect the Boards desire to have more assurance over the activities of joint bodies.
- Previous point 22 has been removed “To consider guidance issued by the Standards Commission under section 6 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 and to ensure the application of such guidance.” to reflect the Board’s view that this annual report should be considered by full Council.
- Point 26 and 27 have been added “To undertake an annual self-assessment against the CIPFA position statement and audit committee guidance”; and “To provide an annual report to Council on the work of the committee, to include: the committee’s performance in relation to its remit; and the effectiveness of the committee in meeting its purpose.” These additions are made to improve compliance with the CIPFA guidance in terms of its accountability to the Council.

6.5 The proposed revised Guidelines for Operation of the Audit, Risk & Scrutiny Board are included at Appendix 3, and a summary of the main revisions is detailed below. (*Action Plan point 3, 4, 9, 10 and 11*)

- Section 1.1, Membership, has been amended to include the option for the Board to appoint up to 2 individuals as non-voting lay members.
- Section 1.8, Annual Programme, has been amended to “It is suggested that the development of the annual programme of activities is developed in consultation with the senior officers in order to ensure that due consideration is given to corporate risks and priorities”.
- Section 1.12, Role of the Convener/Depute-Convener, has been amended to reflect the unique role that the Convener of the Audit, Risk and Scrutiny Board has, given its function as the Council’s Audit Committee.
- Section 1.13, Role of Members, has been amended to recommend that all members of the Audit, Risk and Scrutiny Board undertake an annual assessment of knowledge and skills which will be used to develop an annual training and development programme, as recommended in the CIPFA guidance.

Section 2 has been amended to include the following revisions:

- Audit Scrutiny has been amended to clearly link with the CIPFA position statement. A further amendment has been made to facilitate private meetings between the Board and the internal and external auditors.



- A section has been added to provide detail of the mechanism for the Audit, Risk and Scrutiny Board to conduct an annual review of its effectiveness and report the outcome of this review and the activities of the Board in an annual report to be submitted to Council.
- 6.6 It is proposed that the document setting out the Role Descriptions for Councillors, Senior Councillors and Leader of the Council be amended to include a description of the unique role for the Convenor of the Audit, Risk and Scrutiny Board, to reflect the nature of the position. The proposed addition is detailed at Appendix 4. (*Action Plan point 3*)
- 6.7 Board members agreed at the development session that a programme of training and development for members would be prepared follow the completion of the Knowledge and Skills Framework from the CIPFA guidance. A proposed training and development programme has been approved by the Audit, Risk and Scrutiny Board. (*Action Plan point 9*)
- 6.8 The development sessions also considered the role for the Audit, Risk and Scrutiny Committee for the oversight of major capital programmes. Having considered the current remit, along with the results of the benchmarking exercise, members agreed that the current Board Terms of Reference remained appropriate in this regard. Members agreed that this would be considered through the development of the annual review programme. (*Action Plan point 7*)
- 6.9 One area of the current Terms of Reference was recognised as having fallen away in recent years, was the requirement for the Board to consider reports by the Accounts Commission, Audit Scotland and other similar organisations to allow them to make recommendations where appropriate to the Council. It was agreed that this remit was important and should recommence. (*Action Plan point 6*)
- 6.10 The development sessions identified 2 aspects of the current Audit, Risk and Scrutiny Board Terms of Reference that would be better considered by another Board or by Council. (*Action Plan point 2*)
  - It was felt that the consideration of the quarterly absence statistics and the annual report in relation to absence would be better considered by the Finance, Resources and Customer Services Policy Board. This change could be achieved without any amendment to the Policy Board Terms of Reference, as these reports could be considered under clause 13. "To provide oversight and review of the Council's workforce planning, organisational development and human resource strategies and plans" and clause 27. "To approve and oversee policies in relation to health, safety and welfare of Council employees and service users for whom they are responsible".
  - Members also expressed a view that the annual report from the Standards Commission would be better considered by the full Council.

Again, no change would be required to the Scheme of Delegated Functions other than the amendment already set out in Appendix 2.

- 6.11 During the review it was also noted that with the Terms of Reference of the Council's main policy boards there was an inconsistency in the General Delegations section with some omitting reference to "performance". It is therefore proposed the Scheme of Delegated Functions be amended to ensure consistency across those boards. The revised wording for each board is proposed as:-

"To oversee the organisation, performance and management of the services whose functions are covered by the remit and delegations of the Board."

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### **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** - None
8. **Health & Safety** – None
9. **Procurement** - None
10. **Risk** - The report addresses the risk of non-compliance against the revised CIPFA guidance for an effective Audit Committee.
11. **Privacy Impact** – None
12. **COSLA Implications** – None
13. **Climate Risk** - None

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## CIPFA Audit Committee Guidance - Self-assessment

No.	Action	Action Owner	Progress	Completion date
Audit Committee purpose and governance				
1	Review the ARSB Terms of Reference and detail proposed amendments to members at the follow-up development session. Submit the revised Terms of Reference to the Council for approval.	Head of Corporate Governance	A number of amendments to the ARSB Terms of Reference were discussed and agreed at the development session. The proposed revised Terms of Reference will be agreed by the ARSB on 18 March and submitted to the Council for approval.	May 2024.
2	Consider whether any changes need to be made to the other Board remits as a result of proposed changes to the ARSB Terms of Reference.	Head of Corporate Governance	<p>It was agreed that the quarterly absence statistics and the absence annual report would be better placed with the Finance, Resources and Customer Services Policy Board. It was agreed that this change to the Scheme of Delegated Functions would be submitted to the Council for approval.</p> <p>The members felt that the annual report from the Standards Commission would be better considered at Council, given that it would be of interest to all members. The Terms of Reference have been updated to reflect this.</p> <p>It was also noted that there was some inconsistency across policy</p>	May 2024.

## CIPFA Audit Committee Guidance - Self-assessment

			board Terms of Reference around performance monitoring. It was agreed that this would be reflected in the revised Scheme of Delegated Functions submitted to Council.	
3	Consider whether the Scheme of Delegated Functions, Guidelines for Operation of the Audit, Risk & Scrutiny Board, require any revisions to improve the effectiveness of the Board.	Head of Corporate Governance	<p>A number of amendments were considered at the follow up development session. Agreed amendments included an update to the membership section which should be updated in line with action 9 below.</p> <p>An expansion of the section on the role of the Convenor. This will also be further developed in the documented Role Descriptions for Councillors, Senior Councillors and Leader of the Council.</p> <p>Inclusion of the option to meet with the internal and external auditors in private annually and include some guidance on the purpose of these meetings.</p>	May 2024.
4	Establish the mechanism and reporting arrangements for the Council to hold the Audit Committee to account.	Head of Corporate Governance	The reporting mechanism for holding the Audit Committee to account was agreed as being through the Annual Report. The Terms of Reference and the Guidelines for the Operation of the Audit, Risk and Scrutiny Board have been updated to reflect this change.	May 2024

## CIPFA Audit Committee Guidance - Self-assessment

			The Annual Report should be amended to include all the aspects of the CIPFA good practice guidance and should be agreed by the ARSB for submission to the Council.	June 2024
Functions of the Committee				
5	Ensure that the ARSB receive reports on internal audit activity in partner bodies, including joint boards and the City Region Cabinet, this will enhance their remit for Community Leadership through Monitoring of Other Public Bodies.	Head of Corporate Governance  Chief Auditor	The terms of reference have been updated to include this change.  The Chief Auditor will ensure that for any reports issued to partner bodies during each quarter, the Board shall receive a summary of those reports.	May 2024
6	Ensure that the arrangement for the Board to consider reports by the Accounts Commission, Audit Scotland and other similar organisations to allow them to make recommendations where appropriate to the Council is undertaken regularly.	Head of Policy and Partnerships	The Head of Policy will liaise with service Directors to ensure that relevant external reports are highlighted to the ARSB on matters of interest to the Council.	March 2024
7	Consider the remit for the Board in relation to scrutiny of major capital projects.	Director of Finance and Resources	It was determined that there was no requirement to amend the Term of Reference in this regard as the powers were already delegated.  Members agreed to consider this further in developing their annual review programme.	March 2024
Membership and Support				
8	A programme of training for members would be developed follow the completion of the Knowledge and Skills Framework from the CIPFA guidance.	Chief Auditor	A training briefing programme for all members of the ARSB has been	March 2024

## CIPFA Audit Committee Guidance - Self-assessment

			<p>developed based on the completed knowledge and skills assessments.</p> <p>Where individual members have indicated specific development requirements the Chief Auditor will arrange for 1-1 meetings to determine how best to support each members development.</p>	
9	Consider if it would be beneficial to recruit independent/lay members to supplement the Audit, Risk and Scrutiny Board in particular areas. It was agreed to review this following completion of the Knowledge and Skills Framework.	Head of Corporate Governance	<p>Members had a desire to have the ability to recruit independent/lay members to the Board. Following assessment of the completed Knowledge and Skills Framework questionnaires it was felt that there was no requirement to recruit at this stage.</p> <p>The Scheme of Delegated Functions, Guidelines for Operation of the Audit, Risk &amp; Scrutiny Board has been updated to reflect this change.</p>	May 2024
Effectiveness of the Committee				
10	It was agreed that officers would assist members to develop the Boards annual programme of reviews to ensure that due consideration is given to the corporate risks and priorities.	Director of Finance and Resources	<p>Members will still have the ability to submit written intimations to the Board to consider matters they would like reviewed.</p> <p>A session will be held annually with officers and members to consider strategic and corporate risks and Council priorities to inform the development of the annual</p>	May 2024

## CIPFA Audit Committee Guidance - Self-assessment

			programme of reviews. The Guidance for the operation of the Audit, Risk and Scrutiny Board has been updated to reflect this.	
11	The Audit, Risk and Scrutiny Board will continue to self-assess against the CIPFA guidance on an annual basis, and that the outcome of the assessments will be formalised in the Boards Annual Report.	Head of Corporate Governance	The Terms of Reference and the Guidelines for the Operation of the Audit, Risk and Scrutiny Board have been updated to formalise this change.	May 2024





### **Audit, Risk and Scrutiny Board**

#### **Terms of Reference**

This document should be read in conjunction with the Guidelines for Operation of the Audit, Risk & Scrutiny Board, contained within this Scheme of Delegation.

The following shall comprise the areas of responsibility of the Audit, Risk and Scrutiny Board:

#### **General Delegations**

1. To grant authority to members to attend seminars, conferences, and other visits.
2. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

#### **Audit**

3. To act as the Council's Audit Committee.
4. To consider reports by the Accounts Commission, Audit Scotland, and other similar organisations and to make recommendations where appropriate to the Council.
5. To consider reports by the Council's external auditors including those relating to the Council's annual accounts and to submit recommendations to the Council.
6. To approve the Council's internal audit charter and annual plans.
7. To consider internal audit performance and progress reports.
8. To consider summaries of the assurances and risks identified from the work of internal audit.
9. To consider the Chief Auditor's annual report and opinion on the effectiveness of the Council's governance, internal control and management of risk.
10. To consider and monitor reports regarding compliance by services with recommendations made by both Internal and External Audit.
11. To consider Corporate Counter Fraud Outcomes.

#### **Corporate Governance**

12. To consider the Council's Local Code of Corporate Governance.

13. To consider the Annual Governance Statement for inclusion in the unaudited Accounts.

### **Risk Management**

14. To approve the risk management policy and strategy.
15. To consider the effectiveness of the risk management arrangements through consideration of the annual risk management report.
16. To oversee the Council's risks and associated actions through consideration of six-monthly risk reports.

### **Monitoring and Reviewing Service Delivery Performance, Policies and Practices**

17. To review service delivery and performance management arrangements across all services and to submit recommendations to the Council.
18. To consider reports by the Scottish Public Services Ombudsman in terms of the Scottish Public Services Ombudsman Act 2002.
19. To conduct reviews into particular issues and/or policies at the request of the Leadership Board and/or Council. Such reviews shall only occur after a period of not less than 6 months has elapsed from the date of implementation of the policy.
20. To review decisions taken by the Policy Boards (other than those concerning quasi judicial functions) and how they are implementing Council policy and to submit recommendations to the Leadership Board. Such reviews shall only occur after a period of not less than 6 months has elapsed from the date of implementation of the policy.

### **Community Leadership through Monitoring of Other Public Bodies Etc**

21. To conduct reviews of issues of significance and/or concern to Renfrewshire which are not necessarily matters which are the responsibility of the Council.
22. To conduct reviews of the activities of other public bodies, including Joint Boards and Joint Committees in so far as they impact on Renfrewshire.
23. To consider the outcome of internal audit reviews of partner organisations.

### **Standards and Ethics**

24. To consider matters of policy and guidance relating to standards and ethics in relation to elected members, including the promotion of codes of conduct, but excluding consideration of allegations against a councillor, as this will be dealt with by the Chief Investigating Officer and Standards Commission appointed by Scottish Ministers.

### **Written Intimations**

25. To determine requests submitted by individual Audit, Risk and Scrutiny Board members for a particular matter to be considered which is within the terms of reference of the Audit, Risk and Scrutiny Board.

### **Accountability**

26. To undertake an annual self-assessment against the CIPFA position statement and audit committee guidance.
27. To provide an annual report to Council on the work of the committee, to include: the committee's performance in relation to its remit; and the effectiveness of the committee in meeting its purpose.

### **Audit, Risk & Scrutiny Board**

#### **Guidelines for Operation of the Audit, Risk & Scrutiny Board**

##### **1. Guidelines**

##### **1.1 Membership**

The Audit, Risk & Scrutiny Board shall comprise nine members drawn from all the political parties represented on the Council having regard to the party balance on the Council. Members who are Conveners of another Board or members of the Leadership Board may not be members of the Audit, Risk and Scrutiny Board. Where a member of the Audit, Risk & Scrutiny Board is also a Depute Convener and has specific responsibility for an issue being investigated by the Board, that member shall declare an interest and take no part in the Board's deliberations on the issue.

The Board may appoint up to 2 individuals as non-voting lay members to bring access to external expertise, knowledge or experience, as necessary. Lay members should be appointed by the Council after a recommendation from an interview panel chaired by the Convenor of the Audit, Risk and Scrutiny Board. Lay members should not be a member of any political party.

##### **1.2 Convener and Depute Convener**

The Council shall appoint the Convener and Depute Convener of the Audit, Risk and Scrutiny Board who cannot both be from the same political party.

##### **1.3 Secretariat**

The Director of Finance & Resources shall provide the secretariat to the Audit, Risk and Scrutiny Board.

##### **1.4 Advisors**

The Director of Finance & Resources shall appoint an officer to provide legal advice to the Audit, Risk and Scrutiny Board as and when required. The Director of Finance & Resources shall appoint an officer to provide financial advice to the Audit, Risk and Scrutiny Board as and when required. The Chief Executive shall appoint other officer advisers as required by the Audit, Risk and Scrutiny Board for specific investigations including the appointment of a lead officer if this is deemed necessary. In certain cases, advisers may be appointed from external organisations.

##### **1.5 Meetings**

The Audit, Risk and Scrutiny Board shall meet at least once in each cycle of meetings. Special meetings shall be arranged to deal with specific investigations as and when required in terms of the Council's Procedural Standing Orders.

Meetings of the Audit, Risk and Scrutiny Board will be open to the press and public subject only to the requirements of the Local Government (Access to Information) Act 1985. Therefore, given the intended broad remit of the Board, there will be occasions when the press and public will require to be excluded. Whilst meetings will normally be held within the HQ complex, the Board may decide to meet elsewhere, for example, if discussing an issue affecting a specific locality where it may be more appropriate to meet in a local hall or similar venue.

### 1.6 Functions

The Audit, Risk and Scrutiny Board shall undertake the functions detailed in the terms of reference. In the majority of cases, the Audit, Risk and Scrutiny Board will make recommendations to the Council following the completion of its investigations.

In view of the proposed range of its functions, the Audit, Risk and Scrutiny Board could have different methods of operation depending on the issue involved. For example, as a traditional committee when considering routine reports; as an investigatory hearing when investigating specific issues; as an open forum when looking at issues of local significance/concern.

Certain areas of the Audit, Risk and Scrutiny Board's remit will be dealt with by written submissions, for example, Ombudsman reports, external audit reports and performance management issues. The Audit, Risk and Scrutiny Board may wish to question officers on the content of such reports and officers will be notified in advance of each meeting if they are required to attend.

In other cases, the Audit, Risk and Scrutiny Board may wish to take evidence from both members and officers who will be notified in advance if they are required to attend. The Audit, Risk and Scrutiny Board may also wish to take evidence from other organisations and/or individuals although attendance could not be insisted upon.

In taking evidence, whether from members, officers, outside agencies or the public, the Board members, and particularly the Convener, should avoid confrontation. This is not to say that difficult questions cannot be asked but they should relate to the issue being investigated. Members and officers appearing before the Board should be ready to respond to proper questions without fear of recrimination or prejudice. Officers should not be questioned as to the validity or appropriateness of Council policy and such questions should be directed to members.

Where the Audit, Risk and Scrutiny Board is reviewing a decision of a Policy Board, the Convener of that Board should be questioned on all matters relating to the rationale behind the decision and should only refer technical/professional matters to officers.

The Audit, Risk and Scrutiny Board should specify as precisely as possible the areas for investigation to ensure that witnesses are able to prepare their evidence. The Board may wish to issue set questions in advance and may elect to accept written submissions.

Should the Audit, Risk and Scrutiny Board be monitoring other public bodies, it will have no authority to compel attendance and would rely, rather, on the co-operation of the bodies concerned. However, by concentrating on a desire to obtain positive outcomes from such scrutiny, it should be possible to secure co-operation. Rather than predetermine how such scrutiny should be progressed, it may be appropriate to arrange a meeting of the Audit, Risk and Scrutiny Board with the senior executives/representatives of the other public bodies involved to agree procedures.

### 1.7 Party Whips

The party whip will not apply to meetings of the Audit, Risk and Scrutiny Board.

### 1.8 Annual Programme

The Audit, Risk and Scrutiny Board shall prepare an annual programme of activities which shall include consideration of routine reports as well as areas for specific investigations. It is suggested that the development of the annual programme of activities is developed in consultation with the Chief Executive, Director of Finance and Resources and the Head of Corporate Governance, in order to ensure that due consideration is given to corporate risks and priorities.

In addition, matters may also be referred by the Council or the Leadership Board to the Audit, Risk and Scrutiny Board for investigation.

### 1.9 Written Intimation Procedure

Any member of the Board may submit a written intimation requesting that a particular matter be considered by the Board provided that it lies within the terms of reference of the Board, and must specify the reasons for the request. All written intimations must be submitted no later than 14 days prior to a meeting of the Board and shall be included in the agenda for that meeting, without prejudice to the right of the Convener to rule as to their competence. The Board may agree:-

- (i) that the matter be considered immediately
- (ii) that the matter be considered as part of a future review
- (iii) that the matter be referred to officers for investigation
- (iv) that the matter be not considered.

### 1.10 Findings

The findings of the Audit, Risk and Scrutiny Board may be made either via the minutes of each meeting and/or by specific reports to the Council. These reports will be prepared by the secretariat or the lead officer, as appropriate, for approval by the Audit, Risk and Scrutiny Board prior to their submission to the next ordinary meeting of the Council. Minority or dissenting views shall be recorded either in the minutes or the reports as appropriate.

### 1.11 Confidentiality

It is likely that the Audit, Risk and Scrutiny Board will have access to confidential and/or sensitive information and it must at all times respect that confidentiality in accordance with the requirements of the Councillors' Code of Conduct.

### 1.12 Role of the Convener/Depute-Convener

The Convener or in his/her absence, the Depute Convener, shall be responsible for the conduct of meetings of the Audit, Risk and Scrutiny Board.

As a non-decision-making advisory Board, the Convener has a distinct role in ensuring that they bring an ability to consider matters in an objective, non-political manner and to help to ensure the apolitical nature of the committee.

The key skills and attributes required for the delivering the functions of the Audit, Risk and Scrutiny Board effectively is set out in the document "Role Descriptions for Councillors, Senior Councillors, Audit, Risk and Scrutiny Board Convenor and Leader of the Council."

### 1.13 Role of Members

Members of the Audit, Risk and Scrutiny Board shall consider all matters objectively and impartially.

To ensure that members are developed and have the required knowledge and skills to actively and independently participate on the Board, it is recommended that an annual assessment of knowledge and skills is undertaken to inform the annual training and development programme for members of the Board.

### 1.14 Role of Secretariat and Lead Officers

The secretariat will make the necessary administrative arrangements for meetings of the Audit, Risk and Scrutiny Board and advise on matters of procedure. The secretariat or the relevant lead officer will prepare draft reports on behalf of the Board.

### 2. Terms of Reference

- 2.1 The following paragraphs clarify how particular elements of the terms of reference should be progressed.

#### **Audit Scrutiny**

The Audit, Risk and Scrutiny Board shall act as the Council's Audit Committee and, in so doing, it is a key component of the Council's corporate governance framework. It provides an independent and high-level focus on the adequacy of governance, risk management and control arrangements. The Board has a role in providing assurance to the Council that there is sufficient assurance over governance risk and control and that those arrangements are effective. The Board has oversight of both internal and external audit and for examination of financial, performance and governance reports, helping to ensure that there are adequate arrangements in place for both internal challenge and public accountability.

It is suggested that the Board should consider reports by the internal and external auditors and submit recommendations to the Council where this is considered appropriate.

To ensure the integrity of the internal audit function, the annual internal audit annual plan is determined by the Chief Auditor in consultation with the Chief Executive and Director of Finance & Resources. The Audit, Risk and Scrutiny Board will have an overview of the internal audit role and ensure that resources are being targeted effectively.

In exercising its function as the Council's Audit Committee, it would be anticipated that at least one meeting, or part thereof, shall provide the internal and external auditor with the opportunity to meet the members of the Committee without senior officers present.

#### **Monitoring and Reviewing Service Delivery; Performance; Policies and Practices**

It is envisaged that there will still be performance management reports to the relevant Policy Board. The Audit, Risk and Scrutiny Board may select particular areas for investigation as part of its annual programme previously referred to. The Audit, Risk and Scrutiny Board would make recommendations to the Council.

It is suggested that the Audit, Risk and Scrutiny Board would consider Ombudsman reports issued after formal investigations and approve any action which may be required. The Audit, Risk and Scrutiny Board would also receive the Ombudsman's annual report.

In relation to the scrutiny of service delivery and performance, it is suggested that the Audit, Risk and Scrutiny Board would select particular areas for investigation as part of its annual programme.



### **Community Leadership through Monitoring of Other Public Bodies etc**

However, the Council's role in community leadership is not clear cut and requires to be considered carefully to ensure that the respective functions and responsibilities of other public bodies are not compromised. The Council, via the Audit, Risk and Scrutiny Board, could provide the forum for an informed public debate on particular issues, although this will require to be done in consultation with the other bodies involved where possible to ensure the necessary degree of co-operation is provided.

### **Standards and Ethics**

In relation to elected members, any alleged contraventions of the Ethical Standards in Public Life etc (Scotland) Act 2000 would be referred for investigation to the Chief Investigating Officer and thereafter for consideration by the Standards Commission appointed by Scottish Ministers.

### **Accountability**

Each year the Audit, Risk and Scrutiny Board should conduct a review of its effectiveness and an annual report on the activities of the Audit, Risk and Scrutiny Board will be prepared by the secretariat for approval by the Audit, Risk and Scrutiny Board prior to their submission to the next ordinary meeting of the Council.

The Annual Report should include:

- Results of the committee's annual evaluation of its effectiveness and assurance over key indicators of compliance against available guidance. There should be disclosure over areas where the Board has concerns (which could link to the action plan in the Annual Governance Statement) and a statement of what the Board has done to escalate their concerns or make recommendations.
- The report should summarise how it has fulfilled its terms of reference and the key issues escalated to the leadership team or other committees during the year.
- The report should summarise the development work that will support the committee members, e.g. training.

It is suggested that the annual report should be timed to support the annual review of governance and preparation of the Annual Governance Statement. This enables the committee to take stock of the assurances it has received and the extent to which its own performance has contributed to governance arrangements.

### **Audit, Risk and Scrutiny Board Convenor – Role Description**

An Audit, Risk and Scrutiny Board has been established to be independent of executive decision making and able to provide objective oversight. It is an advisory Board that has sufficient importance in the authority so that its recommendations and opinions carry weight and have influence with the Council.

#### **Key Purpose**

The Convenor of the Audit, Risk and Scrutiny Board has a unique role which differs from other Senior Councillor roles. The key purpose of the role is to ensure that the Board operates in an objective and apolitical manner. The role is independent from policy decision making and should not give political direction.

#### **Key Tasks**

To ensure that the Board undertakes its responsibilities as outlined in the Terms of Reference.

To ensure that the deliberations of the Board is free from political bias.

Maintain an open and constructive relationships with senior management, internal and external audit, and other Boards of the Council.




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**To: Council**

**On: 9 May 2024**

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

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**Heading: Council Meetings Timetable and Governance Arrangements**

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## **1. Summary**

1.1 The Council at its meeting held on 29 September 2022 agreed its timetable of meetings until December 2024. This report sets out a proposed timetable from January 2025 until May 2027, on the basis of current governance arrangements.

1.2 As usual, the following recess periods have been incorporated:

Summer – 7 weeks to accommodate the Paisley Fair

October – 2 weeks

Christmas/New Year – 2 weeks

Spring – 2 weeks

1.3 As previously, meetings of the Appeals Board and Local Review Body have been timetabled. However, it may be that these meetings are not required and will be cancelled in consultation with the respective convener.

1.4 The school holidays for session 2026/27 have still to be agreed and as a result the proposed recess in 2026 may require to be changed at a later date.

1.5 The dates of the meetings of the Audit, Risk & Scrutiny Board and Council in September 2025 and September 2026 have been arranged to synchronise with the Council's audited accounts timetable.

1.6 The Council meeting to be held in May 2026 would usually take place on 7 May, the same day as the Scottish Parliamentary Elections. This has been moved in the attached timetable to 14 May to avoid this clash.

1.7 The statutory meeting of Council has been timetabled for 20 May 2027.

- 1.8 In the current agreed timetable for 2022/24, a meeting of the Finance, Resources & Customer Services Policy Board has been programmed for 19 September 2024. As it stands the meeting would be held the day following the meeting of the Leadership Board which is usually the final meeting of any Board cycle before Council and which also allows a mechanism for any items to be called in. It is suggested that the date of the Finance, Resources & Customer Services Policy Board meeting be changed to 12 September 2024.
- 1.9 There has been an inconsistency of approach between the Joint Consultative Committee (Non-Teaching), which agrees its own meeting dates, and the Renfrewshire Council Joint Negotiating Committee for Teaching Staff where the meeting dates have been fixed by Council. It is therefore proposed that the JNC revert to setting its own meeting dates from January 2025 onwards.
- 1.10 The Conservative group has intimated that it wishes to replace Councillor McGonigle on the Finance, Resources and Customer Service Policy Board with Councillor Leishman and replace Councillor McGonigle on the Investment Review Board with Councillor Graham.
- 1.11 At the meeting of Renfrewshire Council held on 4 May 2023 it was agreed that the Council's participation in developing the Advanced Manufacturing Innovation District Scotland (AMIDS) site in partnership with Tarras Park Properties Limited through membership of a Limited Liability Partnership (LLP) be approved. It was also agreed that the nomination of Barbara Walker, City Deal and Infrastructure Programme Director and Alastair MacArthur, Director of Finance & Resources as the Council's representatives on the Board of the AMIDS (Renfrewshire) LLP be authorised. Agreement is now requested to add Alasdair Morrison, Head of Economy and Development, as an alternate member on the Board of the LLP, which would enable him to attend meetings in the absence of either of the Council's two existing representatives.
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## **2. Recommendations**

- 2.1 That the Council determines the timetable of meetings of the Council and its Boards to May 2027, including the dates during which there are to be recesses, as detailed in the appendix to this report;
- 2.2 That it be noted that meetings of the Appeals Board and Local Review Body, although timetabled, will be cancelled in consultation with the respective convener, if there is no substantive business;
- 2.3 That the meeting of the Finance, Resources & Customer Services Policy Board timetabled to be held on 19 September 2024 be changed to 12 September 2024;
- 2.4 That the Renfrewshire Council Joint Negotiating Committee for Teaching Staff will set its meeting dates from January 2025 onwards;

- 2.5 That Councillor Leishman replaces Councillor McGonigle on the Finance, Resources and Customer Service Policy Board and Councillor Graham replaces Councillor McGonigle on the Investment Review Board; and
- 2.6 That the Alasdair Morrison, Head of Economy and Development, be nominated as an alternate member to the Board of AMIDS (Renfrewshire) LLP as detailed in section 1.10 of this report.

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## **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 as it deals with Member appointments to Boards. 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
  13. **Climate change** – none
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## List of Background Papers

None

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January 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 public holiday	2 public holiday	3 public holiday	4
5	6	7	8	9	10	11
12 – 1/3	13	14 - 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	15 – 10 am: Regulatory Functions	16 - 1pm: Education & Children's Services	17	18
19 – 2/3	20 – 3pm: Audit, Risk & Scrutiny	21 – 10 am: Economy and Regeneration 1pm: Planning and Climate Change	22 – 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	23 - 9.30am : Appeals	24	25
26 – 3/3	27 - 2pm: Petitions	28 - 2pm: Local Review Body	29	30	31	
February 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 - 10 am : Fairer Renfrewshire Sub-committee	6 -10 am : Regulatory Functions	7	8
9 – 4/3	10	11- 2pm: JNC	12	13 - 10 am: Finance, Resources & Customer Services	14	15
16 – 5/3	17	18	19- 1pm: Leadership	20	21	22
23 – 6/3	24	25	26	27- 9.30am: Council	28	
26– 7/3	27	28				
March 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 - 8/3	3	4	5	6	7	8
9 – 1/4	10	11- 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	12- 10 am: Regulatory Functions	13- 1pm: Education & Children's Services	14	15
16 – 2/4	17- 3pm: Audit, Risk & Scrutiny	18– 10 am: Economy and Regeneration 1pm : Planning and Climate Change	19- 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	20- 9.30am Appeals	21	22
23 -3/4	24- 2pm: Petitions	25	26- 10 am : Fairer Renfrewshire Sub-committee	27-10 am : Regulatory Functions	28	29
30 4/4	31					

April 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1- 2pm: Local Review Body	2	3- 10 am: Finance, Resources & Customer Services	4	5
6	7 recess	8 recess	9 recess	10 recess	11 recess	12
13	14 recess	15 recess	16 recess	17 recess	18 public holiday	19
20 5/4	21 public holiday	22	23	24	25	26
27 6/4	28	29	30 - 1pm: Leadership			
May 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7/4				1- 9.30am: Council	2	3
4	5 public holiday	6	7	8	9	10
11 – 1/5	12	13 - 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	14 - 10am: Regulatory Functions	15 - 1pm: Education & Children's Services	16	17
18 – 2/5	19 - 3pm: Audit, Risk & Scrutiny	20 - 10 am: Economy and Regeneration 1pm : Planning and Climate Change	21 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	22 - 9.30am: Appeals	23	24
25 -3/5	26 Public Holiday	27- 2pm: Local Review Body	28- 10 am : Fairer Renfrewshire Sub-committee	29 – 10 am: Regulatory Functions	30	31
June 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 - 4/5	2-- 2pm: Petitions	3	4	5	6	7
8 – 5/5	9	10	11 - 11am: Investment Review Board	12 – 10 am: Finance, Resources & Customer Services	13	14
15 – 6/5	16	17	18 - 1pm: Leadership	19	20	21
22 – 7/5	23	24	25	26 - 9.30am: Council	27	28
29	30 recess					
	July recess	July recess	July recess	July recess	July recess	



August 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 recess	2
3	4 public holiday	5 recess	6 recess	7 recess	8 recess	9
10	11 recess	12 recess	13 recess	14 recess	15 recess	16
17 – 1/1	18- 3pm: Audit, Risk & Scrutiny	19 – 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	20 - 10am: Regulatory Functions	21 – 1pm: Education & Children’s Services	22	23
24 – 2/1	25	26 – 10 am: Economy and Regeneration 1pm : Planning and Climate Change	27 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	28 – 9.30am: Appeals	29	30
31 3/1						
September 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/1	1 – 2pm: Petitions	2	3 - 10 am – Fairer Renfrewshire Sub-committee	4 - 10am: Regulatory Functions	5	6
7 -4/1	8	9 – 2pm: Local Review Body	10	11– 10 am: Finance, Resources & Customer Services	12	13
14 – 5/1	15	16	17 – 1pm: Leadership	18	19	20
21 – 6/1	22 – 3pm: Audit, Risk & Scrutiny	23	24	25 - 9.30 am: Council	26 public holiday	27
28	29 public holiday	30				
October 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 recess	14 recess	15 recess	16 recess	17 recess	18
19	20 recess	21 recess	22 recess	23 recess	24 recess	25
26 1/2	27	28 – 1pm : Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	29 10 am: Regulatory Functions	30 1pm : Education & Children’s Services	31	1

November 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 – 2/2	3 - 3pm: Audit, Risk & Scrutiny	4 – 10 am: Economy and Regeneration 1pm : Planning and Climate Change	5 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	6- 9.30am : Appeals	7	8
9 - 3/2	10 - 2pm: Petitions	11	12 - 10 am : Fairer Renfrewshire Sub-committee	13 – 10am: Regulatory Functions	14	15
16 – 4/2	17	18 - 2pm: Local Review Body	19 - 11am: Investment Review Board	20- 10 am: Finance, Resources & Customer Services	21	22
23 – 5/2	24	25	26	27	28	29
30 – 6/2						
December 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/2	1	2	3 - 1pm: Leadership	4	5	6
7 – 7/2	8	9	10	11 - 9.30am: Council	12	13
14	15	16	17	18	19	20
21	22 recess	23 recess	24 recess	25 public holiday	26	27
28	29 public holiday	30 recess	31 recess			
January 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 public holiday	2 public holiday	3
4	5 public holiday	6	7	8	9	10
11 – 1/3	12	13 - 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	14 – 10 am: Regulatory Functions	15 - 1pm: Education & Children's Services	16	17
18 – 2/3	19 - 3pm: Audit, Risk & Scrutiny	20 – 10 am: Economy and Regeneration 1pm : Planning and Climate Change	21 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	22 - 9.30am : Appeals	23	24
25 – 3/3	26 - 2pm: Petitions	27 - 2pm: Local Review Body	28- 10 am : Fairer Renfrewshire Sub-committee	29 – 10 am Regulatory Functions	30	31

February 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 – 4/3	2	3	4	5 – 10 am: Finance, Resources & Customer Services	6	7
8 – 5/3	9	10	11	12	13	14
15 – 6/3	16	17	18 - 1pm: Leadership	19	20	21
22 – 7/3	23	24	25	26- 9.30am: Council	27	28
March 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 – 1/4	9	10- 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	11- 10am: Regulatory Functions	12- 1pm: Education & Children's Services	13	14
15 – 2/4	16- 3pm: Audit, Risk & Scrutiny	17 – 10 am: Economy and Regeneration 1pm – Planning and Climate Change	18- 10 am: Infrastructure, Land & Environment 1pm: Community Asset Sub-committee	19- 9.30am: Appeals	20	21
22 – 3/4	23- 2pm: Petitions	24- 2pm: Local Review Body	25- 10 am – Fairer Renfrewshire Sub-committee	26- 10am: Regulatory Functions	27	28
29	30	31				
April 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 – public holiday	4
5	6 – public holiday	7 - recess	8 - recess	9 - recess	10 - recess	11
12	13 recess	14 recess	15 recess	16 – recess	17 recess	18
19 - 4/4	20	21	22	23 - 10 am: Finance, Resources & Customer Services	24	25
26- 5/4	27	28	29 – 1pm: Leadership	30		

May 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 -6/4	4 Public holiday	5	6	7 Scottish Parliamentary Elections	8	9
10	11	12 - 2pm: JNC	13	14 - 9.30 am: Council	15	16
17 - 1/5	18- 3pm: Audit, Risk & Scrutiny	19 - 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	20 - 10am: Regulatory Functions	21 - 1pm: Education & Children's Services	22	23
24- 2/5	25 Public Holiday	26 – 10 am: Economy and Regeneration 1pm : Planning and Climate Change	27 - 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	28 - 9.30am: Appeals	29	30
31						
June 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/5	1 - 2pm: Petitions	2 - 2pm: Local Review Body	3- 10 am : Fairer Renfrewshire Sub-committee	4 - 10am: Regulatory Functions	5	6
7 - 4/5	8	9	10 - 11am: Investment Review Board	11– 10 am: Finance, Resources & Customer Services	12	13
14 - 5/5	15	16	17 - 1pm: Leadership	18	19	20
21 - 6/5	22	23	24	25 - 9.30am: Council	26 recess	27
28	29 recess	30 recess				
	July recess	July recess	July recess	July recess		
August 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Public Holiday	4 recess	5 recess	6 recess	7 recess	8
9	10 recess	11 recess	12 recess	13 recess	14 recess	15
16 - 1/1	17– 3pm: Audit, Risk & Scrutiny	18– 1pm: Communities & Housing 3pm: - Police and Fire & Rescue Scrutiny	19 – 10am: Regulatory Functions	20 - 1pm: Education & Children's Services	21	22
23 - 2/1	24	25– 10 am: Economy and Regeneration 1pm : Planning and Climate Change	26 – 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	27 - 9.30am: Appeals	28	29
30 3/1	31 – 2pm: Petitions					

September 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 - 10 am : Fairer Renfrewshire Sub-committee	3 - 10am: Regulatory Functions	4	5
6 - 4/1	7	8 – 2pm: Local Review Body	9	10– 10 am: Finance, Resources & Customer Services	11	12
13 - 5/1	14	15	16 – 1pm: Leadership	17	18	19
20 - 6/1	21 – 3pm: Audit, Risk & Scrutiny	22	23	24 – 9.30 am Council	25 Public Holiday	26
27	28 Public Holiday	29	30			
October 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		-		1	2	3
4	5 recess	6 recess	7 recess	8 recess	9 recess	10
11	12 recess	13 recess	14 recess	15 recess	16 recess	17
18	19	20	21	22	23	24
25 – 1/2	26	27– 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	28 - 10am: Regulatory Functions	29 - 1pm: Education & Children’s Services	30	31
November 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 - 2/2	2 - 3pm: Audit, Risk & Scrutiny	3– 10 am: Economy and Regeneration 1pm – Planning and Climate Change	4 – 10 am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	5 – 9.30am: Appeals	6	7
8 - 3/2	9 – 2pm: Petitions	10	11- 10 am : Fairer Renfrewshire Sub-committee	12 – 10am: Regulatory Functions	13	14
15 - 4/2	16	17 – 2pm: Local Review Body	18 – 11am: Investment Review Board	19– 10 am: Finance, Resources & Customer Services	20	21
22 - 5/2	23	24	25	26	27	28
29	30					
December 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/2		1	2 – 1pm: Leadership	3	4	5
6 - 7/2	7	8	9	10 – 9.30 am: Council	11	12
13	14	15	16	17	18	19
20	21 recess	22 recess	23 recess	24 recess	25 public holiday	26

27	28 public holiday	29 recess	30	31		
January 2027						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 – public holiday	2
3	4 – public holiday	5 – public holiday	6	7	8	9
10	11	12	13	14	15	16
17 1/3	18	19 – 1pm: Communities & Housing 3pm: Police and Fire & Rescue Scrutiny	20 10 am: Regulatory Functions	21 – 1pm: Education & Children’s Services	22	23
24 2/3	25 – 3pm: Audit, Risk & Scrutiny	26 – 10am: Economy & Regeneration 1pm: Planning & Climate Change	27 – 10am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	28 – 9.30am: Appeals	29	30
31 3/3						
February 2027						
	1 – 2pm: Petitions	2 – 2pm: Local Review Body	3 – 10am: Fairer Renfrewshire Sub-committee	4 – 10 am: Regulatory Functions	5	6
7 4/3	8	9	10	11 – 10am: Finance, Resources & Customer Services	12	13
14 5/3	15	16	17	18	19	20
21 6/3	22	23	24 – 1pm: Leadership	25	26	27
28 7/3						
March 2027						
	1	2	3	4 – 9.30am: Council	5	6
7 1/4	8	9 – 1pm: Communities & Housing 3pm: Police and Fire & Rescue Sub-committee	10 – 10 am: Regulatory Functions	11 – 1pm: Education & Children’s Services	12	13
14 2/4	15 - 3pm: Audit, Risk & Scrutiny	16 – 10am: Economy & Regeneration 1pm: Planning & Climate Change	17 – 10am: Infrastructure, Land & Environment 1pm: Community Asset Transfer Sub-committee	18 – 9.30am: Appeals	19	20
21 3/4	22 – 2pm: Petitions	23	24 – 10am: Fairer Renfrewshire Sub-committee	25 – 10am: Regulatory Functions	26 public holiday	27
28 4/4	29 public holiday	30 – 2pm: Local Review Body	31			
April 2027						
				1 – 10am: Finance, Resources & Customer Services	2	3

4	5 recess	6 recess	7 recess	8 recess	9 recess	10
11	12 rcesss	13 recess	14 recess	15 recess	16 recess	17
18 5/4	19	20	21 – 1pm: Leadership	22	23	24
25 6/4	26	27	28	29 – 9.30am: Council	30	
May 2027						
						1
2	3 public holiday	4	5	6 Local Government Elections	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Statutory Meeting of Council	21	22
23	24 public holiday	25	26	27	28	29
30	31					







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**To: Council**

**On: 9 May 2024**

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**Report by: Chief Executive**

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**Heading: Clydeplan / Regional Spatial Strategy – future governance update**

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**1. Summary**

- 1.1 This report seeks the approval of Council to withdraw from the Glasgow and Clyde Valley Strategic Development Planning Authority (G&CVSDPA) Joint Committee and agree to transfer the responsibility for the preparation of a Regional Spatial Strategy to a new Regional Spatial Planning Sub-Committee of the Glasgow City Region Cabinet.
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**2. Recommendations**

- 2.1 It is recommended that the Council agree to:
- Note the recommendation of the G&CVSDPA (Clydeplan) Joint Committee to transfer responsibility for the development of a Regional Spatial Strategy to the Glasgow City Region Cabinet;
  - Note Glasgow City Region Cabinet's approval of the establishment of a new Regional Spatial Planning Sub-Committee to oversee the development of a Regional Spatial Strategy;
  - Note that approval of any future Regional Spatial Strategy (as it affects Renfrewshire) will be a future decision for Renfrewshire Council;
  - Formally withdraw from the Clydeplan Joint Committee and transfer requisition funding to Glasgow City Council as lead authority for the Glasgow City Region and grant delegated authority to the Head of Corporate Governance, Head of Finance and Procurement and Head of

Economy and Development to make any necessary arrangements to carry out that withdrawal

- Participate in the Regional Spatial Planning Sub-Committee;
  - Confirm elected members, Councillor John McNaughtan and Councillor Jim Paterson as the Council's representatives on the new Regional Spatial Planning Sub-Committee;
- 

### **3. Background**

- 3.1 Since local government reorganisation in 1996, Renfrewshire Council has been the lead authority for Clydeplan (Strategic Development Plan) for the Glasgow city region.
- 3.2 The Planning (Scotland) Act 2019 has resulted in significant changes to the planning system in Scotland. The Act, together with the adoption of National Planning Framework 4 (NPF4), removes strategic development plans (like Clydeplan) from the statutory development plan.
- 3.3 Since the enactment of this legislation (and within the context of potential new governance structures to oversee the preparation of a new Regional Spatial Strategy) a collaborative approach to regional planning has continued in the Clyde Valley/Glasgow City Region Area through the regular meetings of an officer Steering Group made up of representatives from the eight local authorities.
- 3.4 In September 2023 Renfrewshire Council considered a report on the future governance of Clydeplan / Regional Spatial Strategy (RSS).
- 3.5 Four options were presented to the Council in terms of future governance. The Council's preference at that time was the continuation of the existing Clydeplan Joint Committee in its present format.
- 3.6 Following that meeting the Council's decision was intimated to the ClydePlan Steering Group. In December 2023, North Lanarkshire Council voted to formally withdraw from the existing Joint Committee and will serve its two year notice from 31st March 2024. Officers on the Steering Group considered the decisions by Renfrewshire and North Lanarkshire Councils and views expressed by other member authorities. A revised proposal for future consideration of Regional Spatial Strategies was formulated. This revised proposal involved the creation of a new Sub-Committee of the Glasgow City Region cabinet which would consider the draft RSS but the final decision on approving it would lie with the individual member authorities.
- 3.7 The Director of Regional Economic Growth presented a report to GCR Cabinet on 13 February 2024 seeking their agreement on a new Regional Planning Sub-Committee and that the approval of any future RSS would lie with the individual member authorities.

- 3.8 Cabinet endorsed this approach and requested that that member authorities seek approval for this approach through their own democratic structures at the earliest opportunity.
- 3.9 Since Renfrewshire Council considered this matter at its meeting of 28 September 2023, the Clydeplan Joint Committee has met in January and March 2024. On both occasions it received reports or updates from the Director of Regional Economic Growth (Glasgow City Region) on the latest position regarding proposed governance going forward. This was based upon discussions with officers from the individual member authorities.
- 3.10 At its meeting of 11 March 2024 the Joint Committee agreed to recommend to the member authorities an approach which mirrors that recommended in this report to Council.

#### **4. Decisions by other member authorities**

- 4.1 Following the recommendation of the Joint Committee in March 2024, it now falls on each of the eight member authorities to decide individually how they wish to proceed.
- 4.2 At the point of writing this report, six of the 8 member local authorities have reached formal decisions to withdraw from the existing Joint Committee governance and to transfer responsibility to the proposed new Regional Planning Sub-Committee at GCR. All except Renfrewshire and Glasgow City have formalised their position. Glasgow City Council are expected to make their decision in May or June 2024.

#### **5. Next steps**

- 5.1 If all of the member authorities reach the view that they will withdraw from the existing Joint Committee, it will be formally terminated, and the new Sub-Committee enacted. Terms of Reference will be presented to a future meeting of the Sub-Committee for agreement of members.
- 5.2 Glasgow City Region have recently appointed to a new Head of Place post. If agreed, this post will have responsibility for co-ordinating the preparation of a Regional Spatial Strategy (RSS) going forward and will circulate future papers to the Sub-Committee to this effect to reach agreement on scope, workload, budgets and timescales, aligning with guidance from Scottish Government when it is published.
- 5.3 If agreed, existing Clydeplan (and Clyde Valley Green Network) staff resource would be reviewed considering the new requirements for RSS preparation. Existing staff would be consulted on a possible TUPE transfer to Glasgow City Council, who would take over lead authority responsibility from Renfrewshire Council. If transferred, existing posts would be integrated into the existing city region structures (overseen by the Head of Place and Regional Director) who would take responsibility for preparing an RSS and reporting this through to the

Regional Planning Sub-Committee for them to recommend approval to the individual authorities.

- 5.4 The cost of resourcing the new team structure within the City Region has not yet been finalised and will not be known until TUPE processes are concluded. Glasgow City Region has confirmed, however that the cost will not exceed the existing Clydeplan budget. As well as resourcing lead authority support, Renfrewshire Council currently contributes an annual requisition of £87.7k to Clydeplan, including the Green Network Partnership.
- 5.5 It should be noted that the Sub-Committee will not be able to impose the content of a future RSS on any individual authority. Each authority will take a decision to approve the draft RSS through their own governance, following a recommendation from the Regional Sub-Committee.
- 5.6 Should Council agree to the proposed new arrangements, formal legal agreements with the other member authorities will be required to wind up the existing Clydeplan structures. The financial arrangements around distribution of reserve balances will also require to be concluded. Negotiations in respect of the potential TUPE transfer of staff will require to be carried out. It is requested that Council agree to delegate such arrangements to the Head of Corporate Governance, Head of Finance and Procurement, and Head of Economy and Development.

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## Implications of the Report

1. **Financial** – to be determined by new Sub-Committee (if enacted). Clydeplan resources are currently achieved through a requisition cost divided between each of the eight constituent authorities, with Renfrewshire Council as lead authority to date. Renfrewshire Council currently contributes a gross annual requisition of £87.7k to ClydePlan, including the Green network Partnership.
2. **HR & Organisational Development** – The Clydeplan and GCR Green Network team are currently Renfrewshire Council employees (due to RC being lead authority for these matters). Any potential transfer of employer for these employees would be subject to consultation through the recognised TUPE arrangements.
3. **Community/Council Planning** –
  - *Reshaping our place, our economy and our future* – The RSS could be a key document in establishing a land use framework for supporting, encouraging and delivering economic development in Renfrewshire.
4. **Legal** - will depend on the decisions of the constituent authorities including Renfrewshire in terms of governance arrangements.

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.
13. **Climate Risk** – None.

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### **List of Background Papers**

- (a) "Regional Spatial Planning Arrangements"; Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee; 11 March 2024
- (b) "Clydeplan / Regional Spatial Strategy – future governance" - Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee; 28 September 2023
- (c) "Towards a Regional Spatial Strategy"; Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee; 28 June 2023
- (d) "Towards a Regional Spatial Strategy"; Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee; 12 June 2023
- (e) "Planning (Scotland) Act 2019 - Duty to prepare a Regional Spatial Strategy"; Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee; 8 March 2021

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