

Notice of Meeting and Agenda Infrastructure, Land and Environment Policy Board

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

KENNETH GRAHAM
Head of Corporate Governance

Membership

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

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

Further Information

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

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

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

Members of the Press and Public

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

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

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| 1 | Revenue Budget Monitoring Report | 5 - 10 |
| | Joint report by Director of Finance & Resources and Director of Environment & Communities. | |
| 2 | Capital Budget Monitoring Report | 11 - 16 |
| | Report by Director of Finance & Resources. | |
| 3 | Environment & Communities - Service Improvement Plan | 17 - 60 |
| | Report by Director of Environment & Communities. | |
| 4 | Operational Performance Report | 61 - 70 |
| | Report by Director of Environment & Communities. | |
| 5 | National Food Hygiene Standards for mobile traders | 71 - 74 |
| | Report by Director of Environment & Communities. | |
| 6 | Scottish Government Consultation on the Registration and Licensing of Animal Sanctuaries and Re-homing Activities in Scotland | 75 - 82 |
| | Report by Director of Environment & Communities. | |
| 7 | Glasgow Airport Consultations: (a) Modernising Our Flightpaths and (b) Draft Noise Action Plan 2023 | 83 - 94 |
| | Report by Director of Environment & Communities. | |
| 8 | Improving Renfrewshire's Environment and Place - Progress Report | 95 - 100 |
| | Report by Director of Environment & Communities. | |
| 9 | Lease Renewal: Document Solution Centre and Legal Store | 101 - 104 |
| | Report by Director of Finance & Resources. | |
| 10 | Lease: Former Glen Plant Nursery Paisley | 105 - 108 |
| | Report by Director of Finance & Resources. | |

11	Lease Renewal: Housing Advice and Homelessness Services	109 - 114
	Report by Director of Finance & Resources.	
12	Lease: Shop at 14 Barscube Terrace, Paisley	115 - 118
	Report by Director of Finance & Resources.	
13	Lease: Shop Premises at 6/8 Lochaline Avenue, Paisley	119 - 122
	Report by Director of Finance & Resources.	
14	Lease: Shop at 46A Foxbar Road, Paisley	123 - 126
	Report by Director of Finance & Resources.	
15	Lease: Shop premises at 22, 28 and 30 Glenburn Road, Paisley	127 - 130
	Report by Director of Finance & Resources.	
16	Proposed Land Sale: Blackford Crescent, Paisley	131 - 136
	Report by Director of Finance & Resources.	
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	Report by Director of Finance & Resources.	
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EXCLUSION OF PRESS AND PUBLIC

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

20	Roads Trading Budget Monitoring Report
21	Vehicle Maintenance Trading Budget Monitoring Report



Renfrewshire Council

To: Infrastructure, Land and Environment Policy Board

On: 21 March 2018

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

Heading: Revenue Budget Monitoring to 5 January 2018

1. Summary

Gross expenditure is £130,000 (0.5%) more than budgeted and income is £130,000 (2.7%) more than anticipated, which results in a break even position for those services reporting to this Policy Board.

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

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
Environment & Communities	Break even	0.0%	Break even	0.0%

2. Recommendations

2.1 Members are requested to note the budget position

3. Environment & Communities

Current Position:	Break Even
<i>Previously Reported:</i>	<i>Break Even</i>

3.1 Refuse Collection

Current Position:	Net overspend £160,000
<i>Previously Reported:</i>	<i>Net overspend £98,000</i>

The overspend is mainly due to lower income from trade waste and special uplifts, and an overspend on employee costs, for leave and absence cover, which is partly offset by an underspend on property and transport costs.

3.2 Refuse Disposal

Current Position:	Net underspend £40,000
<i>Previously Reported:</i>	<i>n/a</i>

The underspend is due to an underspend on the residual waste disposal contract, partially offset by an under recovery on income and an overspend on employee costs.

3.3 Regulatory Services

Current Position:	Net underspend £30,000
<i>Previously Reported:</i>	<i>Net underspend £15,000</i>

The underspend is mainly due to underspends on Employee costs, supplies and services, and an over recovery of income.

3.4 Roads Maintenance

Current Position:	Net underspend £90,000
<i>Previously Reported:</i>	<i>Net underspend £83,000</i>

The underspend is mainly due to an underspend on payments to contractor, and an over recovery of income. This underspend relates to the period up until 5 January 2018, and this position will change due to both winter gritting and subsequent roads repair works prior to 31 March 2018.

4.0 Projected Year End Position

- 4.1 It is currently forecast that the Environment & Communities services reporting to this policy board will break even at year end. This forecast position is based on assumptions around the costs of disposal of both

residual and recycle waste, and the levels of tonnages received for recycling or disposal, and this will be regularly reviewed during the remainder of the financial year.

It is also based on assumptions around the costs of roads maintenance and other services throughout the remainder of the winter period to March 2018. The recent severe weather and the required response has and continues to place both operational and financial pressure on the service. While the service will endeavor to manage these demands within budgeted resources, members should be aware of the increased demand risk to the forecast year end breakeven position.

Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none
3. **Community Planning**

Jobs and the Economy – the service supports the improvement of infrastructure to encourage inward investment. The service actively participates in Invest in Renfrewshire initiatives.

Safer and Stronger - safe working practices are in place for the delivery of our services.
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** - none.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

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

List of Background Papers

None

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RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2017/18
1st April 2017 to 5th January 2018

POLICY BOARD : INFRASTRUCTURE, LAND & ENVIRONMENT

Description	Revised Annual Budget	Revised Period Budget	Actual	Adjustments	Revised Actual	Budget Variance		
(1)	(2)	(3)	(4)	(5)	(6) = (4 + 5)	(7)		
	£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	14,737	11,211	11,743	(90)	11,653	(442)	-3.9%	overspend
Property Costs	841	531	605	(82)	523	8	1.5%	underspend
Supplies & Services	1,990	1,301	1,310	32	1,342	(41)	-3.2%	overspend
Contractors and Others	13,687	9,034	9,288	(591)	8,697	337	3.7%	underspend
Transport & Plant Costs	4,744	3,662	3,327	312	3,639	23	0.6%	underspend
Administration Costs	9,054	249	262	3	265	(16)	-6.4%	overspend
Payments to Other Bodies	3,958	2,487	2,511	(25)	2,486	1	0.0%	underspend
CFCR	0	0	0	0	0	0	0.0%	breakeven
Capital Charges	6,746	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE	55,756	28,476	29,046	(441)	28,605	(130)	-0.5%	overspend
Income	(15,190)	(4,900)	(4,981)	(49)	(5,030)	130	2.7%	over-recovery
NET EXPENDITURE	40,566	23,575	24,065	(490)	23,575	0	0.0%	breakeven

	£000's	
Bottom Line Position to 5 January 2018 is breakeven	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>(0)</u>	<u>0.0%</u>

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2017/18
1st April 2017 to 5th January 2018

POLICY BOARD : INFRASTRUCTURE, LAND & ENVIRONMENT

Description (1) £000's	Revised Annual Budget (2) £000's	Revised Period Budget (3) £000's	Actual (4) £000's	Adjustments (5) £000's	Revised Actual (6) = (4 + 5) £000's	Budget Variance (7) £000's %		
MSS	549	2,081	2,602	(521)	2,081	0	0.0%	breakeven
Refuse Collection	4,736	2,937	3,249	(152)	3,097	(160)	-5.4%	overspend
Refuse Disposal	8,083	6,588	6,596	(48)	6,548	40	0.6%	underspend
Steetscene	6,401	3,924	3,931	(7)	3,924	0	0.0%	breakeven
Land Services	726	(220)	(414)	194	(220)	0	0.0%	breakeven
Transport	1,696	1,023	864	159	1,023	0	0.0%	breakeven
Roads Maintenance	10,585	2,515	2,461	(36)	2,425	90	3.6%	underspend
Regulatory Services	2,192	1,005	957	18	975	30	3.0%	underspend
Flooding	369	129	139	(10)	129	0	0.0%	breakeven
Structures	305	224	224	0	224	0	0.0%	breakeven
Street Lighting	835	527	457	70	527	0	0.0%	breakeven
Traffic Management	1,516	830	938	(108)	830	0	0.0%	breakeven
Traffic & Transport Studies	0	21	22	(1)	21	0	0.0%	breakeven
Parking of Vehicles	(713)	(485)	(470)	(15)	(485)	0	0.0%	breakeven
Roads grant Funded Projects	0	0	36	(36)	0	0	0.0%	breakeven
SPTA	3,288	2,474	2,474	0	2,474	0	0.0%	breakeven
NET EXPENDITURE	40,566	23,575	24,065	(490)	23,575	0	0.0%	breakeven

	£000's	
Bottom Line Position to 5 January 2018 is breakeven	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is breakeven of	<u>(0)</u>	<u>0.0%</u>



To: INFRASTRUCTURE, LAND & ENVIRONMENT POLICY BOARD

On: 21 MARCH 2018

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

- 1.1 Capital expenditure to 5th January 2018 totals £10.690m compared to anticipated expenditure of £10.709m for this time of year. This results in an under-spend position of £0.019m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Environment & Communities	£0.019m u/spend	0% u/spend	£0.087m o/spend	1% o/spend
Total	£0.019m u/spend	0% u/spend	£0.087m o/spend	1% o/spend

- 1.2 The expenditure total of £10.690m represents 50% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.
- 1.3 A large number of projects are scheduled to take place or be completed in the latter half of the financial year, including the Roads and Footways upgrade programme, LED Street Lighting Strategy and the purchase of vehicles from the Vehicle Replacement programme.

2. **Recommendations**

- 2.1 It is recommended that Members note this report.

3. **Background**

- 3.1 This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive and the Director of Community Resources.
- 3.2 This capital budget monitoring report details the performance of the Capital Programme to 5th January 2018, and is based on the Capital Investment Programme which was approved by members on 23rd February 2017, adjusted for movements since its approval.

4. **Budget Changes**

- 4.1 Budget re-profiled from 2017/18 to 2018/19 (0.600m).
- £0.350m in the Waste Transfer Station project reflecting updated cashflows received.
 - £0.250m for the Parks Improvement Programme as a result of the current cashflow projections for the project.

Implications of the Report

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

List of Background Papers

- (a). Capital Investment Programme 2017/18 & 2018/19 – Council, 23rd February 2017.

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Infrastructure, Land & Environment - Appendix 1

RENFREWSHIRE COUNCIL

CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

BUDGET MONITORING REPORT

BOARD: INFRASTRUCTURE, LAND & ENVIRONMENT

Project Title	Approved Programme @23/02/17	Current Programme MR 10	Year To Date Budget to 05-Jan-18	Cash Spent to 05-Jan-18	Variance to 05-Jan-18	% Variance	Cash to be Spent by 31-Mar-18	% Cash Spent
ENVIRONMENT & COMMUNITIES								
Programme Funded By Specific Consent	239	239	30	27	3	10%	212	11%
Vehicle Replacement Programme	1,500	1,544	500	490	10	2%	1,054	32%
Bridge Assessment/Strengthening	500	436	190	191	-1	-1%	245	44%
Roads/Footways Upgrade Programme	3,000	6,460	4,660	4,650	10	0%	1,810	72%
Lighting Columns Replacement	250	197	60	61	-1	-2%	136	31%
Traffic Management	0	1	0	0	0	0%	1	0%
Paisley Town Centre Signage	0	31	31	31	0	0%	0	100%
Waste Transfer Station Upgrade	400	50	0	0	0	0%	50	0%
Parks Improvement Programme	1,250	1,734	1,280	1,281	-1	0%	453	74%
LED Street Lighting Strategy	3,003	4,747	1,090	1,087	3	0%	3,660	23%
Community Halls & Facilities Improvement Programme	2,000	2,924	1,620	1,623	-3	0%	1,301	56%
Depots Improvements	2,243	2,243	1,110	1,112	-2	0%	1,131	50%
Improving Community Safety (CCTV)	0	8	0	0	0	0%	8	0%
North Renfrew Flood Prevention Scheme	0	3	3	3	0	0%	0	100%
Strathclyde Partnership Transport	0	675	135	134	1	1%	541	20%
TOTAL INFRASTRUCTURE, LAND & ENVIRONMENT BOARD	14,385	21,292	10,709	10,690	19	0%	10,602	50%



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 21 MARCH 2018

Report by: DIRECTOR OF ENVIRONMENT & COMMUNITIES

Heading: SERVICE IMPROVEMENT PLAN FOR 2018/2019 TO 2020/2021

1. Summary

- 1.1 The purpose of this report is to seek approval of the Environment & Communities Service Improvement Plan covering the 3 year period 2018/2019 to 2020/2021, attached as Appendix 1 and as specific to the areas of activity delegated to this Policy Board, highlighted in paragraph 4.6.
- 1.2 Service Improvement Plans are important documents which provide an opportunity for elected members to scrutinise service levels, activity and associated performance. Service improvement plans are three year rolling documents which are reviewed and updated on an annual basis to ensure there is sufficient focus by services on improvement activity, and sufficient awareness of the key challenges and opportunities which have emerged for the service over the preceding period.
- 1.3 Environment & Communities operates within a dynamic financial, demographic and policy environment, with a number of new and emerging developments or legislation at a national level having a significant impact at a local level.
- 1.4 In light of these challenges, the service has reviewed its Service Improvement Plan for the period 2018/19 – 2020/21, and identified a range of actions, specific to each of the five Strategic Outcomes of the Council Plan, that will be undertaken to improve and develop service provision. Performance scorecards have been developed for each of the Strategic Outcomes and include specific performance indicators and associated targets which will be used to monitor and report service performance against.
- 1.5 The Service Improvement Plan is one of the key mechanisms by which elected members scrutinise service performance across the Council. The first progress update on relevant actions and progress on the Service Improvement Plan 2018 to

2. Recommendations

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

- 2.1 Approves the 2018/2019 to 2020/2021 Service Improvement Plan for Environment & Communities attached as Appendix 1 and as specific to the areas of activity delegated to this Policy Board, highlighted in paragraph 4.6;
 - 2.2 Agrees that progress in respect of areas of activity delegated to this Policy Board be reported to the Infrastructure, Land and Environment Policy Board in November 2018;
 - 2.3 Note that the attached Service Improvement Plan for Environment & Communities is also being presented to the Communities, Housing & Planning Policy Board and the Finance, Resources and Customer Services Policy Board to approve elements covered within that Board's remit.
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3. Role of Environment & Communities and Key Service Activities

- 3.1 The principal role and purpose of Environment & Communities is to provide:
 - Amenity Services - Waste, StreetScene & Land Services, Roads & Transportation, Fleet & Transportation, Infrastructure.
 - Public Protection - Regulatory Services, Community Safety and Civil Contingencies.
 - Facilities Management (Hard & Soft Services) – including PPP & Compliance and Building Services.
 - 3.2 Services are provided directly to the public of Renfrewshire, to other services within the Council and to community partners. Services are delivered by approximately 1,700 employees employed on a full-time or part-time basis, with a gross expenditure budget of approximately £70 million.
 - 3.3 These wide ranging and highly visible services are delivered at around 270 Council premises, to over 89,000 households and businesses with more than 845km of roads and transport structure being maintained across Renfrewshire. Environment & Communities also provides statutory enforcement and related advisory/educational activities. These activities ensure the safeguarding of public health, and the protection of the environment, consumers, workers and local communities within Renfrewshire.
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4. Service Improvement Plan 2018 to 2021

- 4.1 The Service Improvement Plan is part of the process of cascading the Council's priorities throughout the organisation. It also provides the means to integrate the various other operational plans and action plans and links to financial, risk management and workforce planning processes.
- 4.2 The Service Improvement Plan provides a strategic assessment of the key challenges and changes which will face the service during the period of the delivery of this plan, including the challenging and uncertain financial environment and expected significant demographic changes that will impact on the demand for services.
- 4.3 The Council Plan, 'Thriving People, Connected Communities', clearly articulates the Council's priorities for Renfrewshire and along with the Community Plan sets out an ambitious programme of work.
- 4.4 The Service Improvement Plan details how Environment & Communities will contribute to and deliver these outcomes. It provides an overview of how the service will contribute to each of the 5 strategic outcomes of the Council Plan. Under each outcome the plan:
- Highlights the service's achievements for the year up to 31 March 2018
 - Outlines the key priorities the service aims to achieve over the duration of the improvement plan
 - Identifies the key actions to be undertaken to meet the priorities
 - Sets out the performance indicators to be used to monitor progress
- 4.5 The current strategic priorities identified for Environment & Communities reflect the key challenges and opportunities identified by the Service and can be summarised as:
- The Council's Budget for 2018/19 was approved on 2nd March 2018 and included a number of key service investment priorities for 2018/19, with some spread over the next 5 years until 2022/23. Environment & Communities will lead on the delivery of a number of these key investment priorities as set out below. Those specific to the remit of this Policy Board are detailed under Council Plan Strategic Outcome 5 at paragraph 4.6.
 - Investment in Environment & Place and Team Up to Clean Up through a budget commitment of £2.5 million over the next 5 years.
 - Revenue and capital investment of £1.87 million in green spaces and play parks and the establishment of a villages investment fund.
 - An ambitious £7.23 million roads capital investment programme.
 - Elements of tackling poverty including support for Streetstuff and Breakfast Clubs.
 - Development and implementation of a respectful funeral service and revenue investment of £1 million to deliver improvements in the Council's cemeteries estate.

- The Council continues to face a number of financial pressures and challenges in both the medium and long term. Environment & Communities will help deliver, for the Council, future financial efficiency savings over the medium term. In order to identify and deliver efficiencies, Environment & Communities will continue to review its services to help the Council manage this reduction in resources.
- The Better Council Change Programme - Environment & Communities has supported the strategic development and delivery of the transformation programme during Phases 1 and 2 of the programme and will continue to play a lead role in the delivery of phase 3 of the programme. Phase 3 presents the most challenging circumstances to date and will impact on all service areas within Environment & Communities as well as requiring cross cutting work with other areas of the Council and key partner organisations.

4.6 During 2018/19, the key priority focus of activities delegated to this Board for Environment & Communities will be:

**Council Plan Strategic Outcome 1:
Reshaping our place, our economy and our future**

- i) **Paisley 2021 Legacy** - Leading on the delivery of public realm and transport infrastructure improvements. This will focus on working with stakeholders including the business and local communities to promote a clean, safe and welcoming Paisley. Supporting the annual events programme and growing the evening and night time economy.
- ii) **Economic Framework and Paisley Town Centre Action Plan** – Supporting the delivery of the 10 strategic priorities of the Economic Framework with particular focus on the following two priorities:
 - Regenerating and investing in Paisley Town Centre – Investment in the public realm, in particular walking, cycling and civic space and the creation of improved connections to the wider Glasgow City Region.
 - Strengthening the transport infrastructure – Achieving a behavioural shift to more sustainable modes of transport; an improved road network; walking and cycling provision; and the development of an enhanced transport infrastructure.
- iii) **Roads Infrastructure** – Maintaining and improving strategic road, rail and transport connections and maintain the road network based on the most efficient whole life costs and delivery of the 2018/19 roads and footways capital investment programme.
- iv) **Invest in Renfrewshire and Regeneration** - Actively being involved in the Invest in Renfrewshire scheme through modern apprenticeships, graduate internships and the Project SEARCH initiative.

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

- i) Promoting equality and diversity through all of its service provision and contributing to the development of the Council's six equality outcomes.

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

- i) **Team Up To Clean Up** – Continuation of the campaign to engage communities in delivering environmental improvements in their neighbourhood. The service will provide support for litter picks, gulley cleaning, dog fouling, street cleaning and road infrastructure improvements. The service will also support communities and build their capacity with communications, training, equipment and skills development.
- ii) **Street Lighting Infrastructure** – Completion of the Street Lighting Investment Programme and replacing conventional street lamps across Renfrewshire with more energy and cost efficient LED alternatives.
- iii) **Clyde Valley Shared Service Residual Waste Project** – Delivering the shared service residual waste project to ensure compliance with the landfill ban to be introduced in January 2020 and to contribute to the National Zero Waste targets. The project will be commissioned by East Dunbartonshire, East Renfrewshire, North Ayrshire, North Lanarkshire and Renfrewshire Councils mid to end 2019 and be fully operational by December 2019.
- iv) **Waste Strategy** – Implementing a Waste Strategy taking into account the legislative obligations for reducing waste being sent to landfill and the Scottish Household Recycling Charter and associated Code of Practice.
- v) **Sustainable Food Strategy** – Leading on the development, design, implementation and awareness raising of a Sustainable Food Strategy for Renfrewshire in partnership with Engage Renfrewshire and the local Health & Social Care Partnership. The strategy will: tackle food poverty; improve access to healthy food; boost the local food sector; create employment opportunities; promote food growing; and community enterprise models around food.
- vi) **Air Quality Action Plan** - Delivering the Renfrewshire Air Quality Action Plan and implementing action measures to improve air quality across Renfrewshire.
- vii) **Fleet Vehicles** – Rationalising and delivering improvements in fleet utilisation and efficiency, expanding the use of alternative fuels, improving maintenance and procurement processes.
- viii) **Flood Management** – Undertaking actions in the Clyde and Loch Lomond Local Plan District Flood Risk Management Strategy to mitigate and reduce flooding in identified risk areas.

Council Plan Strategic Outcome 5: Working together to improve outcomes

- i) **Service Investments 2018 onwards** – The Council at its budget meeting on 2 March 2018 approved a number of investment priorities some of which will be led and delivered by Environment & Communities. In particular
 - Investment in Environment & Place and Team Up to Clean Up through a budget commitment of a further £2.5 million over the next 5 years.
 - Revenue and capital investment in green spaces and play parks and also the establishment of a villages investment fund.
 - An ambitious roads capital investment programme.
 - Elements of tackling poverty.
 - Development and implementation of a respectful funeral service and

revenue investment to deliver improvements in the Council's cemeteries estate across Renfrewshire.

- ii) **Better Council Change Programme** - Environment & Communities has committed to the delivery of an ambitious programme of change throughout 2018/19 and 2019/20 to deliver transformational change that will change the relationship the Council has with its communities, delivering workforce integration and making better use of the Council's assets. This transformational change will ensure that our services continue to deliver for the communities of Renfrewshire, whilst increasing productivity and reducing cost.
- iii) **Workforce Planning** - Implementing the Environment & Communities workforce plan which recognises the changing workforce profile over the last few years and the workforce profile and skills that will be required for future years. Focussing activities on address age profiling, learning & development, succession planning and skills development. The plan will deliver a flexible, skilled, modern workforce that will deliver for communities in Renfrewshire.
- iv) **Information Technology** - Information Technology will be used within Environment & Communities to modernise service delivery and support efficiency and productivity improvements. The service will support the implementation of the corporate Enterprise Resource Planning system.

- 4.7 Priority actions and performance indicators are core elements of the Service Improvement Plan. The priority actions set out how each of the key priority outcomes will be addressed, the key tasks to be implemented, an implementation time-table, and the measures of success. A range of performance indicators are provided to monitor progress over the period of the plan.
- 4.8 Implementation of the Service Improvement Plan is monitored and relevant activities and progress will be reported to the Infrastructure, Land & Environment Policy Board on a six monthly basis. The first progress update on the Service Improvement Plan 2017 to 2020 will be submitted to the Infrastructure, Land & Environment Policy Board in November 2018.

Implications of the Report

- 1. **Financial** – The Service Improvement Plan includes an analysis of the Revenue and Capital Estimates for 2018/19.
- 2. **HR & Organisational Development** – The Service Improvement Plan links closely with the Workforce Plan for Environment & Communities, ensuring that the workforce is in a strong position to deliver key priorities now and in the future.

- 3. **Community & Council Planning**

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

Region/City Deal; and supporting the annual events programme in support of the evening and night time economy.

Building strong, safe and resilient communities – leading on the public protection agenda and contributing to the development of a new Empowering Communities frontline service model, within the Renfrewshire Community Safety Partnership.

Tackling inequality, ensuring opportunities for all – providing enhanced enforcement activity in the private rented housing sector to tackle unregistered landlords and poor standards of accommodation.

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

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

4. **Legal** – None.
5. **Property/Assets** – Section 10.5 of the 2018/19 – 2020/21 plan sets out the asset management priorities for 2018/19.
6. **Information Technology** – The Service Improvement Plan supports the implementation of the Enterprise Resource Planning System.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. 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** – The Service Improvement Plan supports Environment & Communities commitment to ensuring effective Health & Safety management.
9. **Procurement** – None.
10. **Risk** – The Service Improvement Plan supports the overarching management of risk within Renfrewshire Council and aligns closely with the Environment & Communities Risk Register.
11. **Privacy Impact** – None.
12. **CoSLA Policy Position** - none

List of Background Papers: None

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Environment & Communities

Service Improvement Plan 2018-2021

**Environment & Communities
Service Improvement Plan 2018-2021**

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Executive Summary

- I.1 This Service Improvement Plan sets out the strategic direction for Environment & Communities over the next three years and outlines key priorities, actions and improvements which the service intends to deliver based on the financial and employee resources available.
- I.2 The plan sets out the key priorities the service aims to achieve over the duration of the improvement plan, identifies the key actions to be undertaken to meet these priorities and sets out the performance indicators to be used to monitor progress.
- I.3 The key priorities for Environment & Communities over the period 2018 to 2021 include:
- **Service Investments 2018/19 onwards** – The Council at its budget meeting on 2 March 2018 approved a number of investment priorities some of which will be led and delivered by Environment & Communities. In particular:
 - Investment in Environment & Place and Team Up to Clean Up through a budget commitment of £2.5 million over the next 5 years.
 - Revenue and capital investment in green spaces and play parks and the establishment of a villages investment fund.
 - An ambitious roads capital investment programme.
 - Elements of tackling poverty.
 - Development and implementation of a respectful funeral service and revenue investment to deliver improvements in the Council's cemeteries estate.
 - **Financial & Better Council Change Programme Phase 3** – To help address the Council's future financial challenges, including service redesign and change projects to deliver further workforce integration and make better use of the Council's assets.
 - **Improving the Environment in Renfrewshire** – Delivering the Team Up To Clean Up campaign through engaging communities in the delivery of environmental improvements in their neighbourhood. Playing a lead role in creating a sustainable Renfrewshire by working towards increased recycling levels, reduction in waste sent to landfill and increased use of alternative fuel in the Council fleet.
 - **Empowering Communities** - Contributing to a Council wide change process that will transform the relationship of the Council with the communities it serves. This will include the development of a new Empowering Communities service model, incorporating the Renfrewshire Community Safety Partnership.
 - **Strategic Asset & Transportation Management** – Efficient and effective management of all assets including open space, roads infrastructure, fleet assets and maintenance of property and Housing Revenue Account assets.
 - **Paisley 2021, The Bidding Legacy** – Leading on the delivery of public realm and transport infrastructure improvements with a focus on working with stakeholders including the business and local communities to promote a clean, safe and welcoming Paisley. The service will also support major events and the development of the evening and night-time economy in town centres.
 - **Leading on the Public Protection agenda** – With a focus on combatting terrorism and serious organised crime, protecting vulnerable members of the community and integrating additional services and activities into the Renfrewshire Community Safety Partnership Hub.
 - **Workforce Planning** – Implement the Environment & Communities workforce plan which recognises the changing workforce profile over the last few years and the workforce profile and skills that will be required for future years. Focussed activities will address age profiling, learning & development, succession planning and skills development.

- **Tackling Inequality** - Promoting and supporting equality and diversity in our communities through the provision of a range of frontline services that target inequalities and support vulnerable people including: Morning Clubs; healthy meals; diversionary youth programmes; enhanced enforcement activities in the private housing sector; and employment opportunities to assist young people with positive destinations.

I. Introduction to the Service Improvement Plan

- I.1 The Service Improvement Plan for Environment & Communities covers a 3 year period from 2018/19 to 2020/21. The plan outlines what the service intends to achieve based on the financial and employee resources available. The plan assists in shaping the strategic direction for the service and outlines key programmes, actions and improvements which we will deliver during the next three years.
- I.2 The major factors that this Service Improvement Plan responds to are the challenging financial environment, public sector reform and delivering the key priorities and outcomes of the Council Plan and Community Plan. The Service Improvement Plan sets out the likely impact that these issues will have on the service and our actions to address them.
- I.3 The Council Plan clearly articulates the Council's priorities for Renfrewshire, and along with the Community Plan, sets out an ambitious programme of work. Environment & Communities will work together with partners, businesses, local people and communities to target the 5 strategic outcome areas of the Council Plan, creating opportunities for all. These are outlined below:
- Reshaping our place, our economy and our future
 - Building strong, safe and resilient communities
 - Tackling inequality, ensuring opportunities for all
 - Creating a sustainable Renfrewshire for all to enjoy
 - Working together to improve outcomes
- I.4 Renfrewshire's Community Plan was developed in tandem with the Council Plan ensuring the two Plans are closely aligned; focusing the work of the Council and our partners towards shared objectives and a shared vision for Renfrewshire. The four community plan themes are:
- Our Renfrewshire is thriving: maximising economic growth that is inclusive and sustainable.
 - Our Renfrewshire is well: supporting the wellness and resilience of our citizens and communities.
 - Our Renfrewshire is fair: addressing the inequalities that limit life chances.
 - Our Renfrewshire is safe: protecting vulnerable people, and working together to manage the risk of harm
- I.5 The Service Improvement Plan feeds directly into meeting Council Plan strategic outcomes and many of the actions also contribute to Community Plan objectives and actions. This creates a golden thread through these three strategic documents and shows the role that Environment & Communities services have in delivering the strategic vision for Renfrewshire. Service level workforce, financial and risk plans are also closely aligned to the Service Improvement Plan, and translate into team and individual development plans.
- I.6 Service planning informs the budget process by enabling budget proposals to be seen in a wider policy context. In turn, the outcomes of the budget process shape the final content of the Service Improvement Plan. Integration of the budget and the service planning process supports elected members in arriving at budget decisions in the full knowledge of how these will impact at a service level.

2. What We Do

2.1 Environment & Communities' services are provided directly to the public of Renfrewshire, to other services within the Council and to community planning partners. These services are delivered by approximately 1,700 employees, employed on a full-time or part-time basis, with a gross expenditure budget of approximately £70 million. Frontline services are delivered at around 270 Council premises, to over 89,000 households and businesses and support more than 845km of roads and transport infrastructure.

2.2 Environment & Communities has three main service areas/groupings:

Amenity Services:

Waste, StreetScene & Land Services, Roads & Transportation, Fleet and Transportation, Infrastructure

2.3 The key responsibilities for Amenity Services include:

- The management and delivery of waste and recycling services, including kerbside collections and strategic waste management activities
- Ensuring Renfrewshire's streets, town centres and communities are clean, safe and welcoming
- Maintaining and developing Renfrewshire's roads, pavements, parks, play areas, open spaces and cemetery infrastructure
- Working with local community groups to enhance local play areas and parks
- Managing and developing a road network to sustain economic growth across Renfrewshire
- Maintaining the Council vehicle fleet (approximately 450 vehicles, both heavy and light fleet) and providing a social transport service to vulnerable clients (adults and children)
- Procuring the Council's vehicle replacement programme through the capital programme;
- Providing a transport infrastructure & network which delivers strategic and local connectivity in support of social and economic development
- Flood prevention and the maintenance of infrastructure, including; bridges, rivers and water courses
- Facilitating road safety programmes, cycling and green travel planning in partnership with schools, community groups and partners
- Working in partnership with Strathclyde Partnership for Transport to support regional transport policy and strategy, including required improvements to local bus services and infrastructure

Public Protection:

Regulatory Services, Community Safety and Civil Contingencies

2.4 The key responsibilities of Public Protection include:

- Protecting and supporting vulnerable members of the community
- Preventing and addressing violence and criminal behaviour and patterns of anti-social behaviour
- Understanding and addressing risks and threats of exploitation
- Building community capacity
- Providing effective regulatory services that support businesses, protect consumers, protect public health and maintain food standards
- Understanding and responding to key legislative and environmental changes
- Combating terrorism and serious and organised crime
- Developing the Renfrewshire Community Safety Partnership, Hub and CCTV
- Providing consumer protection and business advice through Trading Standards
- Providing occupational Health & Safety enforcement and food regulation inspections in relevant work places to protect employees, workers and the general public across Renfrewshire
- Providing environmental protection support to improve private sector rented housing standards, implementation of the Council's contaminated land strategy and the maintenance of air quality
- Delivering diversionary programmes including Street Stuff
- Delivering comprehensive civil contingencies capability across the communities of Renfrewshire, Inverclyde, East Renfrewshire and West Dunbartonshire.

**Facilities Management:
Hard & Soft Services**

2.5 The key responsibilities of Facilities Management (FM) include:

- Providing Soft FM services including; janitorial, caretaking, cleaning, catering, housekeeping and school crossing patrol services at Council and Health and Social Care Partnership premises
- Provision of healthy meals in nursery, primary, secondary and additional support needs schools
- Managing Hard FM services for all Council properties, including Council housing, delivering repairs, maintenance and compliance with statutory legislation
- Providing building services operations for repairs maintenance and capital works
- Carrying out repairs and maintenance on street lighting
- Providing integrated Hard & Soft FM activities for Renfrewshire House
- Strategic lead of the Schools' PPP contract with responsibility for monitoring and compliance
- Carrying out repairs and maintenance for Renfrewshire Leisure premises

3. Our strategic context

- 3.1 The Service Improvement Plan takes account of key national reviews and policies which have clear implications for the future delivery of public services. The main policy, economic, social and technological changes and challenges which will affect service delivery over the next three years are listed below and reflect the key issues which Environment & Communities will be focussing on in the first year of this Service Improvement Plan.
- 3.2 **Demographic Change** - The population of Renfrewshire is 175,930 and accounts for 3.2% of the total population of Scotland. Although Renfrewshire's total population is projected to remain stable, deprivation and vulnerability is a factor in some communities. Also, overall people are living longer and living in smaller households and this will impact on service delivery.
- 3.3 **Financial Climate** - Environment & Communities will continue to deliver significant financial efficiency savings over the medium term and will manage this reduction in ways that have the minimum adverse impact on the communities of Renfrewshire.
- 3.4 **Brexit** - Changes in the political and national policy environment arising from the European Union Referendum vote to leave the EU, will have implications for both the Council and Renfrewshire's communities and businesses. The full impact for Renfrewshire is likely to take several years to become fully apparent. However, this uncertainty will impact on the Council's financial outlook. In addition there will be implications for the way Environment & Communities does business in terms of the European legislative framework of key environmental, health, safety and technical policies and standards, e.g. Air Quality, Food Regulation, and product safety via Glasgow Airport.
- 3.5 **Best Value Assurance Audit** - Following the Council's Best Value Audit inspection, Audit Scotland provided direction on areas for improvement, with 7 key recommendations forming an improvement plan. Actions from the improvement plan are embedded within the Council and Community Plans and Environment & Communities will make a significant contribution to the corporate actions particularly around empowering communities, partnership working and workforce planning.
- 3.6 **Better Council Change Programme** - Environment & Communities has supported the strategic development and delivery of the transformation programme during Phases 1 and 2 of the programme and will continue to play a lead role in the delivery of phase 3 of the programme. Phase 3 presents the most challenging circumstances to date and will impact on all service areas within Environment & Communities as well as requiring cross cutting work with other areas of the Council and key partner organisations. Effective governance of the programme will be ensured by the Strategic Change and Service Review Board which will provide the strategic direction for the change programme across the service, ensuring integration with this Service Improvement Plan and the Environment & Communities Risk Management Plan.
- 3.7 **Community Empowerment & Engagement** – The Community Empowerment (Scotland) Act 2015 empowers community bodies, supports them in taking ownership or control of land and buildings, and strengthens their voices in decisions about public services. This legislative change has implications for Environment & Communities as a result of the move towards community ownership and the rights of communities to apply to take over the ownership of land and buildings owned by Councils and other public bodies. Communities of place or interest also have new rights under the Community Empowerment (Scotland) Act 2015 to request participation in the planning and delivery of services, which has implications for all Council and other public services.

The Empowering Communities approach will be delivered over the next 2 years in a change journey that will continue and further develop over a 5-year period with the following key objectives identified:

- Strengthen the Council's ability to act as an effective partner for communities
- Build community capacity in all of Renfrewshire's communities
- Increase community ownership of service delivery and assets
- Improve Council support for communities: providing resources & specialist skills; grant funding; decentralised budgets and participatory budgeting
- Share power more equally between communities, individuals and professionals

- Invest in and develop community potential, community assets and social networks.

Service specific consultations will be used to gather feedback from service users to determine future direction and service improvement activities. Consultations including Public Service Panel, service specific satisfaction surveys and residents meetings all provide platforms for community insight to be developed and monitored.

3.8 Strategic Partnerships – Environment & Communities maintain a number of strategic partnerships with key bodies in order to develop shared objectives and design services that reflect national, regional and local community planning priorities. These include:

- Scottish Government & CoSLA
- Police Scotland,
- Scottish Fire & Rescue Service
- Health
- Food Standards Scotland,
- SEPA,
- Zero Waste Scotland
- Scottish Water
- Community Councils and tenants forums

3.9 National Waste Strategy – the Waste (Scotland) Regulations 2012, recognise that waste is a valuable resource which, when treated appropriately, holds the potential to significantly boost Scotland's economy and create green jobs. These regulations will have a significant impact on Renfrewshire's strategic waste strategy and service delivery over the next five years and will also impact on the Council's carbon strategy and targets.

3.10 Supporting Attainment - The Scottish Government is implementing an increase in early learning and childcare entitlement from 600 to 1140 hours per year by 2020. This will be for all 3 and 4 year olds and eligible 2 year olds and includes the provision of a free lunch to reduce the cost of childcare for parents. A phased introduction commenced in December 2017 with the provision of additional lunch meals and extended hours in centres having a significant impact on FM (Soft Services).

3.11 Strategic Asset Management – The Council's Corporate Asset Management strategy sets out the overall framework for the strategic management of all Council assets. The Council has classified its assets into six categories:

- Property
- Open space
- Road infrastructure
- Fleet
- Housing Revenue Account assets
- Information and Communication Technology

Facilities Management maintain the property and Housing Revenue Account assets with Amenity Services responsible for the maintenance and development of open space, roads infrastructure and fleet assets.

3.12 Risk Management - The Council's risk management arrangements are well established with all strategic, corporate and service risks being reported to the Audit, Risk & Scrutiny Policy Board. (Strategic risks are more outward in nature, whereas corporate ones are more inward and often affect more than one service department). Actions related to strategic or corporate risks, where Environment & Communities is the owner or joint owners of the risks (shown below), are reflected in the service improvement plan; this ensures an additional layer or scrutiny in the management of these risks. Other risks, which may occur only for or within the service, are contained in the Environment & Communities risk register reported to the Audit, Risk & Scrutiny Policy Board. The service's top risks are shown below for information.

Risks	Evaluations
Our strategic risks	
Community Safety & Public Protection (co-owner with Children's Services)	Evaluation: High
Serious organised crime (owner)	Evaluation: High
Our corporate risks	
Asset Management (co-owner with Finance & Resources)	Evaluation: High
Insider threat & Corporate Fraud (co-owner with Finance & Resources)	Evaluation: High
Organisational Resilience (owner)	Evaluation: Moderate
Climate Change Sustainability and Adaptability (co-owner with Finance & Resources)	Evaluation: Moderate
Our TOP service-specific risks	
Roads and footway maintenance	Evaluation: High
Public protection	Evaluation: High
Maintaining assets/financial pressures	Evaluation: High

- 3.13 **Self Evaluation** - During 2018 the Council will introduce the Renfrewshire Continuous Improvement Model. This will be based around a checklist of statements across a number of key themes: Leadership; Service Planning; Workforce; Partnership and Resources; Processes and Services and Results.

Environment & Communities will use the model to help identify what is working well and what needs to improve within the service and to drive employee involvement, particularly in terms of putting forward suggestions for improvements to services.

Self-assessment activities are also key elements of ISO, Health and Safety and Investors in People accreditations. Environment & Communities continues to demonstrate compliance with ISO9001 for quality management systems; to contribute to the Corporate Occupational Health and Safety accreditation, OHSAS18001; and to operate to ISO22000 for Food Safety Management Systems in secondary schools and Council run care homes. During the past year a number of key achievements have also been recognised:

- Facilities Management (Soft Services) retained 'Food for Life Served Here' Bronze Award in Primary Schools.
- Building Services maintained Investors in People Gold standard, demonstrating a clear commitment to business sustainability through strong leadership, support and improvement.

- 3.14 **Workforce Planning** - The Council's Organisational Development Strategy will ensure that the Council can continue to deliver its core business and service objectives, with an engaged and motivated workforce during a climate of financial and resource constraints. A workforce plan, as specific to Environment & Communities has been developed and an associated action plan with key outcomes is now in place to address key issues such as age profiling, learning & development, succession planning and skills development. The plan will deliver a flexible, skilled, modern workforce that will deliver for communities in Renfrewshire.
- 3.15 **Equalities** - Environment & Communities actively promotes equality and diversity and will contribute to the development of the Council's six equality outcomes. The service will ensure compliance with equality law (The Equality Act), protect people from unfair treatment and make a positive difference to equality groups through its provision of services.

4. Environment & Communities - Delivering the Council Plan

- 4.1 The Council Plan, 'Thriving People, Connected Communities', clearly articulates the Council's priorities for Renfrewshire and along with the Community Plan sets out an ambitious programme of work.
- 4.2 The Service Improvement Plan details how Environment & Communities will contribute to and deliver these outcomes. It provides an overview of how the service will contribute to each of the 5 strategic outcomes of the Council Plan. Under each outcome the plan:
- Highlights the service's achievements for the year up to 31 March 2018
 - Outlines the key priorities the service aims to achieve over the duration of the improvement plan
 - Identifies the key actions to be undertaken to meet the priorities
 - Sets out the performance indicators to be used to monitor progress

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

5. Strategic Outcome Overview

- 5.1 Environment & Communities has a key role to play in maintaining and improving strategic road, rail and transport connections developing the Public Realm, creating transport strategies, supporting major events and developing the evening and night-time economy in our town centres. The service is also committed to the provision of employment training and job opportunities for Renfrewshire's young people and vulnerable people, actively preparing them for the world of work.

Achievements 2017/18

- 5.2 The main achievements during 2017/18 that are of particular relevance to Strategic Outcome I include:

4
4.4

- **Roads Investment Programme** - A total of £6.7million was invested in roads and footpaths infrastructure during 2017/18 with over 100 schemes completed, delivering real improvements to both strategic and local roads.
- **Support for Events and Town Centre Activities** - Providing operational support for events in Renfrewshire including: Fireworks display; The Spree; Sma' Shot Day; Hallowe'en Festival; Winter Fest; Remembrance events; Christmas Lights switch-ons; and the historic Monte Carlo Rally. These events play an important role in supporting the evening and night-time economy in our town centres. Paisley town centre received Purple Flag renewal status in January 2018, one of only four towns in Scotland, recognising the growing strength of Paisley's evening and night-time economy and strong local partnership.
- **UK City of Culture 2021** - As part of the preparation of the bid for UK City of Culture 2021 Environment & Communities led on the development of Public Realm and Transport Strategies for Paisley Town Centre. These strategies have highlighted key areas for potential improvements to the public realm and transport infrastructure in the Paisley town centre which would improve accessibility and connectivity, supporting economic growth and stimulate visitor numbers.
- **Glasgow City Region/City Deal** - Environment & Communities contributes to joint working, supporting the Glasgow City Region/ City Deal and the £1.13bn Glasgow and Clyde Valley Infrastructure Fund – in particular delivering the roads, transportation & cycling aspects of the Renfrewshire projects.
- **Supporting Employment Opportunities** - Environment & Communities has offered employment opportunities across a number of service areas:
 - Facilities Management Building Services
 - Facilities Management Soft Services
 - Provided training for young people as part of Project Search Initiative
 - Provided work experience for school pupils and West College Scotland students
 - Provided work placements through Invest in Renfrewshire employment programmes

Council Plan Strategic Outcome 1: Reshaping our place, our economy and our future

Priorities 2018/19

5.3 The key priorities the service aims to achieve are:










- **Roads Infrastructure** – Maintaining and improving strategic road, rail and transport connections and maintain the road network based on the most efficient whole life costs and delivery of the 2018/19 roads and footways increased capital investment programme - £7.239 million.
- **Economic Framework and Paisley Town Centre Action Plan** – Supporting the delivery of the 10 strategic priorities of the Economic Framework with particular focus on the following two priorities:
 - **Regenerating and investing in Paisley Town Centre** – Investment in the public realm, in particular walking, cycling and civic space and the creation of improved connections to the wider Glasgow City Region.
 - **Strengthening the transport infrastructure** – Achieving a behavioural shift to more sustainable modes of transport; an improved road network; walking and cycling provision; and the development of an enhanced transport infrastructure.
- **Paisley 2021, The Bidding Legacy** – Leading on the delivery of public realm and transport infrastructure improvements. This will focus on working with stakeholders including the business and local communities to promote a clean, safe and welcoming Paisley. Infrastructure, transportation and service delivery improvement will support the annual events programme and growing evening and night time economy.
- **Invest in Renfrewshire and Regeneration** – Creating job opportunities for Renfrewshire's young people and vulnerable people and actively preparing them for the world of work. The service will deliver modern apprenticeships, graduate internships and also support the Project SEARCH initiative to help young people with autism and learning disabilities move from education into employment.
- **Glasgow City Region/City Deal** - Delivering the strategic roads & transport schemes contained within the Renfrewshire Glasgow City Region/City Deal projects.

Council Plan Strategic Outcome 1: Reshaping our place, our economy and our future

5.4 Priority Actions

Action Code	What we will do	The difference we will make	Lead Officer(s)	Target Date
01	Deliver the 2018/19 increased roads and footways capital investment programme - £7.239 million	Improvements to the condition of roads and footways infrastructure	Head of Amenity Services	31-Mar-2019
02	Invest in infrastructure to support growth – from road and rail links to bridges, cycle and pedestrian routes (Council Plan Action)	Improvements to accessibility and connectivity of the town centre and transport networks prioritising modal transport changes	Head of Amenity Services	31-Mar-2022
03	Deliver City Deal initiatives	Improve transport infrastructure in Renfrewshire, offering more diverse employment opportunities through improved connectivity	Senior Leadership Team	31-Mar-2021
04	Lead on the works to improve the public realm and transport infrastructure in Paisley Town Centre	Deliver agreed outcomes within the Public Realm and Transport Strategies for Paisley Town Centre	Senior Leadership Team	31-Mar-2021
05	Support economic regeneration and job creation through the regeneration and revitalisation of town centres	Deliver better transport networks and improve public transport infrastructure	Senior Leadership Team	31-Mar-2021
06	Participate in the Invest in Renfrewshire strategy to support young people into work	Increase employability and employment opportunities for young people in Renfrewshire	Senior Leadership Team	31-Mar-2021

Council Plan Strategic Outcome 1: Reshaping our place, our economy and our future

5.5 Performance Indicators (PI Status:  Alert,  Warning,  OK,  Data Only)									
Code	Performance Indicator	Frequency of monitoring	Date last updated	2016/17 Value	2016/17 Target	On Target	2018/19 Annual Target	2019/20 Annual Target	2020/21 Annual Target
01	(Maintenance) Carriageway Condition: % of road network considered for treatment (v) Overall	Years	2016/17	34.8%	35%		35%	35%	35%
02	(Maintenance) Carriageway Condition: % of road network considered for treatment (i) A Class Roads (LGBF Indicator ¹)	Years	2016/17	22.4%	25%		25%	25%	25%
03	(Maintenance) Carriageway Condition: % of road network considered for treatment (ii) B Class Roads (LGBF Indicator)	Years	2016/17	27.5%	25%		25%	25%	25%
04	(Maintenance) Carriageway Condition: % of road network considered for treatment (iii) C Class Roads (LGBF Indicator)	Years	2016/17	36.9%	35%		35%	35%	35%
05	(Maintenance) Carriageway Condition: % of road network considered for treatment (iv) Unclassified Roads (LGBF Indicator)	Years	2016/17	36.6%	36%		36%	36%	36%

¹The most recent Local Government Benchmarking Framework (LGBF) data relates to financial year 2016/17. Data for 2017/18 will not be published until February 2019. The 2017/18 target for each performance indicator is as follows:

01 (Maintenance) Carriageway Condition: % of road network considered for treatment (v) Roads Overall	35%
02 (Maintenance) Carriageway Condition: % of road network considered for treatment (i) A Class Roads	25%
03 (Maintenance) Carriageway Condition: % of road network considered for treatment (ii) B Class Roads	25%
04 (Maintenance) Carriageway Condition: % of road network considered for treatment (iii) C Class Roads	35%
05 (Maintenance) Carriageway Condition: % of road network considered for treatment (iv) Unclassified Roads	36%

Council Plan Strategic Outcome 2: Building strong, safe and resilient communities

6. Strategic Outcome Overview

- 6.1 There has been a 3% reduction in crime since 2013/14, with a 65% reduction in the number of incidents of antisocial behaviour sustained over the last 5 years. Initiatives such as the Renfrewshire Community Safety Partnership Hub and daily tasking have been recognised as best practice nationally. Challenges remain in relation to levels of gender based violence and drug-related crime. Partnership work in relation to counter-terrorism and civil contingencies is a key priority and Environment & Communities will work to ensure that Renfrewshire is able to respond effectively to challenges that emerge.
- 6.2 There is a thriving network of community groups, organisations and expertise locally. Environment & Communities will support them to involve communities and work together on joint priorities that will transform the relationship the Council has with the communities it serves and will play a lead role in developing a new Empowering Communities frontline service model.

Achievements 2017/18

- 6.3 The main achievements during 2017/18 that are of particular relevance to Strategic Outcome 2 include:
- **Serious Organised Crime/Counter Corruption** - An Organisational Vulnerability Assessment was carried out with the assistance of Police Scotland Counter Corruption Unit which identified over 50 improvement actions that could be taken to strengthen the Council and its core systems and protect against the threat posed by Serious Organised Crime. These are now being addressed through the Council's Integrity Group.
 - **Counter Terrorism Strategy – CONTEST/Prevent** - Significant efforts have been put into developing consistent and appropriate response arrangements in the event that the UK terrorist threat level is increased to critical. This included the training and development of key staff and the development of an innovative Grey Space Community Tensions Group and close working with key partners including Police Scotland.
 - **MARAC – Multi Agency Risk Assessment Conference for Domestic Abuse** - During 2017/18 the MARAC annual report was developed, the primary purpose being to highlight the success of the local approach to date and to identify further areas around safeguarding vulnerable victims of domestic abuse. Awareness training has been provided to over 100 family nurses, health visitors and community mental health practitioners.
 - **Community Safety Hub & Integrated Control Room** - The £1.5m Renfrewshire Community Safety Hub has been a success with an integrated multi-agency approach and the CCTV operations centre now running 24 hours per day. Out of hours winter maintenance and key holding services for flood prevention systems are now also located and operate out of the Hub. Some key successes include identification of missing persons, increased awareness of homelessness within Paisley Town Centre, and support for operations such as "Operation Winter Shield", essential to deterring and disrupting knife crime in Renfrewshire.
 - **Street Stuff** - During 2017/18 the Street Stuff programme had over 30,000 attendances delivering football, dance, clubbercise, boxercise and multi-media activities in communities across Renfrewshire on 6 out of 7 days. Holiday camps including festive programmes and weekend activities also provided healthy food. Street Stuff won the Community Champion award at Renfrewshire Chamber of Commerce ROCCO Business Awards, the Community Engagement category at the Scottish Public Sector Awards and the COSLA Excellence Awards in the 'Local matters' category.

Council Plan Strategic Outcome 2: Building strong, safe and resilient communities

Priorities 2018/19

6.4 The key priorities the service aims to achieve are:










- **Empowering Communities** – Over the next five years Environment & Communities will contribute to a Council wide change process that will transform the relationship of the Council with the communities it serves. This will include the development of a new Empowering Communities frontline service model, including the Renfrewshire Community Safety Partnership.
- **Combating Terrorism and Serious Organised Crime** – Developing a divisional multi-agency Serious Organised Crime/Counter Terrorism group for Renfrewshire and Inverclyde, improving the sharing and use of intelligence and ensuring effective links with national strategies and groups.
- **Protecting Vulnerable Members of the Community** – Reducing victims of unintended harm, targeting hate crime, developing the Renfrewshire Multi-Agency Risk Assessment Conference (MARAC) process and updating the Information Sharing Protocol for the Renfrewshire Public Protection Partnership.
- **Renfrewshire Community Safety Partnership Hub Phase 2** – Increasing resilience and improving the Council's response to out of hours incidents using the Community Safety Hub & Integrated CCTV Control Room. Using the Hub as a Joint Agency Command Centre to support events and activities. Integrating additional services and activities into the Hub in order to maximise its effectiveness and usefulness to the Council and the Renfrewshire Community Safety Partnership.
- **Wireless CCTV** – over the next two years Environment & Communities will contribute to the Council's digital strategy with the use of improved technologies in relation to the operation of public space CCTV, reducing hard fibre where possible.

Council Plan Strategic Outcome 2: Building strong, safe and resilient communities

6.5 Priority Actions

Action Code	What we will do	The difference we will make	Lead Officer(s)	Target Date
01	Lead on the development of an Empowering Communities model for the Council	Communities will be better engaged and involved in the development of their community assets	Senior Leadership Team	31-Mar-2021
02	Lead on the public protection agenda incorporating requirements from national legislation	Renfrewshire's residents, communities, workers and visitors will live/visit/work in a safer environment	Head of Public Protection	31-Mar-2021
03	Develop and deliver phase 2 of the Renfrewshire Community Safety Partnership hub (Council Plan Action)	The Renfrewshire Community Safety Partnership hub will be manned and active 24 hours a day to ensure we can respond to residents of Renfrewshire.	Head of Public Protection	31-Mar-2022
04	Develop community interventions that build community resilience, improve safety and security and reduce victims of harm through improved intelligence sharing, partnership working and diversionary activities	<p>Safer and stronger communities delivered through provision of the Building Safer & Greener Communities programme.</p> <p>Tailored interventions to meet the needs of communities and:</p> <ul style="list-style-type: none"> • Reduce the number of victims of crime and victims of unintentional harm. • Improve perceptions of safety and wellbeing • Deliver the Street Stuff Programme 	Head of Public Protection	31-Mar-2021
05	Develop and deliver strategies for how the Council will respond locally to the risks posed by serious organised crime and terrorism (Council Plan Action)	Better understanding of Renfrewshire's potential risks in terms of serious and organised crime, and the identification of resources to mitigate areas of greatest vulnerability	Head of Public Protection	31-Mar-2022
06	Develop the Renfrewshire Multi Agency Risk Assessment Conference (MARAC) to support high risk victims of domestic abuse and raise awareness of the issue in Renfrewshire	Ongoing development of the MARAC process in Renfrewshire to ensure interventions are in place and effective for the highest risk victims of domestic abuse	Head of Public Protection	31-Mar-2021
07	Work with key partners to develop a multi-agency counter terrorism strategy	Officers and partners confident in understanding the risks posed by terrorism and aware of threat levels and current guidance	Head of Public Protection	31-Mar-2021
08	Carry out repairs and maintenance on Renfrewshire Council buildings and monitor actions through the Risk Register	Renfrewshire Council buildings are compliant with statutory responsibilities	Head of Facilities Management	31-Mar-2019
09	Expand the use of wireless technology across public space CCTV	Renfrewshire's residents, communities, workers and visitors will live/visit/work in a safer environment	Head of Public Protection	31-Mar-2020

Council Plan Strategic Outcome 2: Building strong, safe and resilient communities

6.6 Performance Indicators							(PI Status:  Alert,  Warning,  OK,  Data Only)		
Code	Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	On Target	2018/19 Annual Target	2019/20 Annual Target	2020/21 Annual Target
01	Percentage of adults who agree that Renfrewshire is a safe place to live. (Council Plan Indicator)	Years	2017/18	84.6%	84%		85%	85%	85%
02	% of adults who agree with the statement "I am satisfied with my neighbourhood as a place to live". (Council Plan Indicator)	Years	2017/18	83.5%	87%		88%	88%	88%
03	Number of incidents of anti-social behaviour reported to Renfrewshire Council Community Safety Service (Council Plan Indicator)	Quarters	Q3 2017/18	1,512	1,750		1,800	1,800	1,800
04	Number of recorded attendances at Street Stuff activities (Council Plan Indicator)	Quarters	Q3 2017/18	21,915	32,000		25,000	25,000	25,000
05	Number of complaints regarding youth disorder (Council Plan Indicator)	Quarters	Q3 2017/18	305	740		650	650	650

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

7. Strategic Outcome Overview

- 7.1 Environment & Communities promotes and supports equality and diversity through all of its service provision. It has a strong track record in providing frontline services that target inequalities and support vulnerable people. A range of services and frontline projects are delivered that tackle inequality in our communities including: Morning Clubs; healthy meals; diversionary youth programmes; enhanced enforcement activities in the private housing sector; and employment opportunities to assist young people with positive destinations.

Achievements 2017/18

4

4.12

- 7.2 The main achievements during 2017/18 that are of particular relevance to Strategic Outcome 3 include:

- **Morning Clubs** - Delivered in 9 primary schools and 1 secondary school, providing pupils with a healthy breakfast and a programme of activities, with around 2,000 breakfasts being served each week. The morning clubs received a positive evaluation by the University of West of Scotland where the research highlighted a number of benefits linked to supporting attainment, including better eating, improved attitude to food, increased levels of concentration in class and a more positive outlook about school.
- **Families First Clubs** - Operated in 12 locations throughout Renfrewshire during the school summer and October holiday periods, providing activities and healthy meals to pupils in P1-P4 who were eligible for a free school meal, children who attended additional support needs schools and also to children under five who attended Council pre-five centres during school holidays. Two nurseries were open during the Christmas and New Year period to provide free hot food for all eligible children.
- **Enhanced Enforcement Activity** - Undertaken within the private housing sector to tackle unregistered landlords and poor standards of accommodation within Renfrewshire. It ensured that below standard properties and landlords were removed from the private rented market; driving up standards within a sector which often affects the most vulnerable and disadvantaged citizens. Since the service was introduced, 450 unregistered landlords have been investigated and inspections of 85 private rented properties have been carried out. This has resulted in 147 Rent Penalty Notices being issued and 4 applications to the Housing and Property Chamber First Tier Tribunal for Scotland, respectively.
- **Street Stuff** - Delivered activities in targeted areas across Renfrewshire during school holiday periods. This included a festive and holiday programme and weekend activities with the provision of healthy food. Street Stuff was one of the key youth community engagement partners supporting Paisley's City of Culture Bid.

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

Priorities 2018/19

7.3 The key priorities the service aims to achieve are:

- **Respectful Funeral Service** – Developing and delivering arrangements for the provision of an affordable Respectful Funeral Service
- **Tackling Inequality** – Delivering and leading on three programmes: Street Stuff, Morning Clubs and Enhanced Enforcement Activity in the private rented housing sector, to have a positive impact on individuals and communities experiencing or vulnerable to inequality in Renfrewshire.
- **Early Years Strategy (Families First)** – Delivering free meals for the most vulnerable children in early years establishments and morning clubs for our most vulnerable children. Free school meals and activities will also be provided during holiday periods.
- **Equalities** – Promoting equality and diversity through all of its service provision and contribute to the development of the Council's six equality outcomes.
- **Enhanced Enforcement Activity** – Promoting improvements within the private rented housing sector, tackling unregistered landlords and poor standards of accommodation affecting the most vulnerable and disadvantaged citizens within Renfrewshire.
- **Employment & Training** – Providing employment, training, apprenticeships and internships for young people and people with vulnerabilities to enhance their employment prospects and prepare them for the world of work.


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

7.4 Priority Actions

Action Code	What we will do	The difference we will make	Lead Officer(s)	Target Date
01	Develop and deliver a Respectful Funeral Service	There will be opportunities for an affordable respectful funeral service	Head of Amenity Services	31-Mar-2019
02	Promote equality and diversity through all services	Equality outcomes embedded in service priorities	Senior Leadership Team	31-Mar-2021
03	Provide healthy hot meals during designated holiday periods through the Families First project	Children will be fed during holiday periods and return to school ready to learn	Head of Facilities Management	31-Mar-2019
04	Deliver morning clubs in targeted areas	Children will receive a healthy breakfast and start the school day ready to learn	Head of Facilities Management	31-Mar-2019
05	Deliver the Street Stuff programme including activities and meals	Anti-social behaviour and offending will be maintained at a low level across Renfrewshire	Head of Public Protection	31-Mar-2019
06	Provide employment and training opportunities for identified groups of young people in Renfrewshire.	Young people and people with vulnerabilities will have opportunities to enhance their chances of employment	Head of Public Protection	31-Mar-2019
07	Deliver enhanced enforcement activity in the private rented sector	The standard of housing provided through private landlords in Renfrewshire will be improved	Head of Public Protection	31-Mar-2019

7.5 Performance Indicators

(PI Status:  Alert,  Warning,  OK,  Data Only)

Code	Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	On Target	2018/19	2019/20	2020/21
							Annual Target	Annual Target	Annual Target
01	% uptake of free school meals in primary and secondary schools	Years	Q3 2017/18	73%	75%		75%	75%	75%

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

8. Strategic Outcome Overview

- 8.1 Environment & Communities has a lead role in creating a sustainable Renfrewshire through its Street Lighting Investment Strategy, through its increasing use of alternative fuel in fleet vehicles and its work to increase recycling and reduce waste sent to landfill. In relation to climate change, the service works to monitor and improve air quality and to put into place appropriate flood management plans. The service will also work with partners to achieve Sustainable Food City Status and to encourage people to enjoy Renfrewshire's green spaces by keeping local streets, town centres, parks and open spaces, clean and attractive.

Achievements 2017/18

- 8.2 The main achievements during 2017/18 that are of particular relevance to Strategic Outcome 4 include:
- **Environment & Place Investment, £250,000** – Delivered enhanced operational activities and support to communities, including:
 - Additional and targeted Streetscene and Roads activities, including mechanical street cleaning and the cleaning of gullies
 - Litter clean ups and targeted dog fouling activities and enforcement
 - Removal of old and redundant street furniture and roads infrastructure (signage, poles, barriers etc)
 - Supporting community and volunteer participation
 - A highly visible marketing campaign, including Team Up to Clean Up
 - **Team Up to Clean Up** - Launched in November 2017 with enhanced operational activities focussing on street cleaning, gully maintenance, rapid response services and road infrastructure improvements. The campaign has engaged with communities and has involved volunteer participation.
 - **LED Street Lighting Investment Programme** - Renfrewshire's Street Lighting Investment Strategy has been substantially completed, with 97% of Renfrewshire's 30,756 street lights converted to LED Lanterns (to be fully completed April/May 2018). The programme is on course to deliver the estimated gross revenue savings of £1.391m and the agreed net revenue saving of £750,000 per annum through reduced energy and carbon consumption and reduced maintenance costs.
 - **Clyde Valley Residual Waste Treatment & Proposal** – A contractor was appointed during 2017 and the project remains on target to be commissioned during 2019 and be fully operational for the planned contract commencement in December 2019.
 - **Renfrewshire Air Quality Action Plan** - The draft Renfrewshire Air Quality Action Plan containing action measures aimed at improving air quality within the three Renfrewshire Air Quality Management Areas was prepared and submitted to the Scottish Government starting the formal consultation process.
 - **Flood Management** – Delivered as part of the Clyde and Loch Lomond District Flood Risk Management partnership, taking forward the requirements of the Flood Risk Management Act through a series of collaborative flood and water catchment studies and developing surface water management plans for areas of Renfrewshire and surrounding local authorities.

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

Priorities 2018/19

8.3 The key priorities the service aims to achieve are:

- **Environment & Place** – Reflecting the Council's decision of 2 March 2018 to invest £2.5million for the next 5 years in enhanced environmental cleaning, development of delivery plan for 2018/19. This will incorporate the key priorities of 2017/18 but also expand on the original key priorities reflecting the level of investment.
- **Team Up to Clean Up** – Continuation of the campaign to engage communities in delivering environmental improvements in their neighbourhood. The service will provide support for litter picks, gulley cleaning, dog fouling, street cleaning and road infrastructure improvements. The service will also support communities and build their capacity with communications, training, equipment and skills development.
- **Green Spaces & Play Parks and Villages Investment** – Reflecting the Council's decision of 2 March 2018 to invest Capital and Revenue resources, to support the development of parks & green spaces, £1.5million and community led projects, £0.370million respectfully.
- **Clyde Valley Shared Service Residual Waste Project** – Delivering the shared service residual waste project to ensure compliance with the landfill ban to be introduced in January 2020 and to contribute to the National Zero Waste targets. The project will be commissioned by East Dunbartonshire, East Renfrewshire, North Ayrshire, North Lanarkshire and Renfrewshire Councils mid to end 2019 and be fully operational by December 2019.
- **Waste Strategy** – Implementing a Waste Strategy taking into account the legislative obligations for reducing waste being sent to landfill and the Scottish Household Recycling Charter and associated Code of Practice.
- **Fleet Vehicles** – Rationalising and delivering improvements in fleet utilisation and efficiency, expand the use of alternative fuels, improve maintenance and procurement processes.
- **Air Quality Action Plan** - Delivering the Renfrewshire Air Quality Action Plan and implement action measures to improve air quality across Renfrewshire.
- **Flood Management** – Undertaking actions in the Clyde and Loch Lomond Local Plan District Flood Risk Management Strategy to mitigate and reduce flooding in identified risk areas.
- **Sustainable Food Strategy** – Leading on the development, design, implementation and awareness raising of a Sustainable Food Strategy for Renfrewshire in partnership with Engage Renfrewshire and the local Health & Social Care Partnership. The strategy will: tackle food poverty; improve access to healthy food; boost the local food sector; create employment opportunities; promote food growing; and community enterprise models around food.

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











8.4 Priority Actions

Action Code	What we will do	The difference we will make	Lead Officer(s)	Target Date
01	Deliver a programme of enhanced operational environmental and community support activities for environment and place	Improved Streetscene and roads activities, including mechanical and gully cleaning, litter clean ups, targeted dog fouling & enforcement, removal of old and redundant street signage, poles, barriers etc and support for community and volunteer participation	Senior Leadership Team	31-Mar-2023
02	Develop and invest in parks and green spaces	Improved use and amenity in parks and play areas with improved community involvement	Senior Leadership Team	31-Mar-2023
03	Develop action plans to address flooding risk in Renfrewshire	Awareness raised of flood risk areas and measures identified that reduce risk.	Head of Amenity Services	31-Mar-2021
04	Work to meet the challenging targets set out in our carbon management plan – through our council fleet, street lighting, public realm and floodlight strategy (Council Plan Action)	Contribution to achieving the Council's carbon management reduction targets.	Head of Amenity Services	31-Mar-2022
05	Ensure a residual waste treatment and disposal facility is fully operational by end of 2019 as part of the Clyde Valley Waste Management solution (Council Plan Action)	Compliance with legislation on zero waste to landfill by 2021 with consequent positive environmental implications.	Head of Amenity Services	Dec-2019
06	Deliver the requirements of the Scottish Household recycling charter and related service changes (Council Plan Action)	The quality and quantity of recyclate will be improved and levels of residual waste reduced.	Head of Amenity Services	31-Mar-2021
07	Review and update Renfrewshire's Sustainable Food Strategy and achieve Sustainable Food City Status (Council Plan Action)	Healthy eating will be promoted and food poverty tackled.	Head of Facilities Management	31-Mar-2022
08	Deliver the Team Up, To Clean Up campaign throughout Renfrewshire, involving local communities (Council Plan Action)	Renfrewshire will be a cleaner place to live work and visit. Communities will be engaged and participating in Team Up To Clean Up activities.	Head of Amenity Services	31-Mar-2022
09	Ensure that the Council's integrated enforcement policy is adhered to, ensuring businesses and communities are treated fairly and consistently (Council Plan Action)	Legitimate businesses in Renfrewshire will flourish and be assisted and offered advice when they are starting up. All enforcement will comply with the 5 principles of better regulation to ensure it is transparent, accountable, proportionate, consistent and targeted.	Head of Public Protection	31-Mar-2022
10	Deliver a refreshed Air Quality Action Plan to improve air quality for Renfrewshire (Council Plan Action)	Fuel consumption & emissions will be reduced and improvements made to traffic management in town centres, improving air quality.	Head of Public Protection	30-Sept-2018
11	Develop and implement a long term sustainable leachate and surface water management plan for Linwood Moss	The requirement for leachate treatment at Linwood Moss will be reduced in accordance with its waste management licence.	Head of Amenity Services	31-Mar-2020

Council Plan Strategic Outcome 4:

8.5 Performance Indicators

(PI Status:  Alert,  Warning,  OK,  Data Only)

Code	Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	On Target	2018/19	2019/20	2020/21
01	Street Cleanliness Score - % of areas assessed as clean (Council Plan Indicator)	Years	2016/17	91.3%	90%		90%	90%	90%
02	Amount of CO ₂ emitted by the public vehicle fleet (Council Plan Indicator)	Years	2016/17	3,109	3,060		2,840	2,730	2,620
03	Air Quality - Annual average PM10 value across all continuous monitoring sites (Council Plan Indicator)	Years	2016/17	13.7	18		18	18	18
04	Air quality - average nitrogen dioxide value of monitoring sites, within AQMA(s) exceeding limits (Council Plan Indicator)	Years	2016/17	0	45		43	42	41
05	% of the vehicle fleet which uses alternative fuels, such as electricity (Council Plan Indicator)	Quarters	Q3 2017/18	6.9%	7%		9%	14%	16%
06	Reduce the amount of CO ₂ emitted from public space lighting (Council Plan Indicator)	Years	2016/17	5,191	6,451		3,000	1,800	1,800
07	% of street lighting lanterns in Renfrewshire which are LED	Quarters	Q3 2017/18	97%	98.5%		1.5%	Complete	
08	Food Hygiene Information Scheme - % of premises which currently achieve a Pass rating	Quarters	Q3 2017/18	98%	97%		97%	97%	97%
Code	Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	On Target	2018 Annual Target	2019 Annual Target	2020 Annual Target
09	% of Household Waste Recycled (Calendar year data) (LGBF Indicator)	Quarters	Q3 2017	48.6%	50%		50%	53%	55%
10	% of Household waste collected which is landfilled (Calendar year data)	Years	2017	33.1%	34%		33%	32%	31%

Council Plan Strategic Outcome 5: Working together to improve outcomes

9. Strategic Outcome Overview

- 9.1 Environment & Communities has supported the strategic development and delivery of the Better Council Change Programme during Phases 1 and 2 and will play a lead role in the delivery of phase 3 which will impact on all service areas and require cross cutting work with other areas of the Council and partners. The Environment & Communities Workforce Plan ensures employees are provided with the skills, training and opportunities for learning and development they require to enable them to contribute positively as the service modernises and develops.

Achievements 2017/18

- 9.2 The main achievements during 2017/18 that are of particular relevance to Strategic Outcome 5 include:
- **Better Council Change Programme** - Implementing the Better Council Change Programme to support delivery of revenue savings. This included: the review of facilities management (hard and soft FM), catering; transportation, fleet and roads infrastructure; and the rationalisation of depots.
 - **Investment in Renfrewshire Parks** – With a focus on 2 Flagship parks, Barshaw Park in Paisley & Robertson Park in Renfrew.
 - **Depot Rationalisation/Infrastructure Investment of £2.5m** - Upgrading of Underwood Road depot, moving from 3 depots (Underwood Road, Scotts Road & Clark Street) to one integrated depot.
 - **Vehicle Replacement Programme** – Maximising the effectiveness of the Council's heavy & light fleet, over 450 vehicles, through efficient use of a £1.5m capital investment programme.

Council Plan Strategic Outcome 5: Working together to improve outcomes

Priorities 2018/19



























9.3 The key priorities the service aims to achieve are:

- **Service Investments 2018 onwards** – The Council's Budget for 2018/19 was approved on 2 March 2018 and included a number of key service investment priorities for 2018/19, with some spread over the next 5 years until 2022/23. Environment & Communities will lead on the delivery of a number of these key investment priorities as set out below.
 - Investment in enhanced environmental cleaning, namely Environment & Place and Team Up to Clean Up through a budget commitment of £2.5 million over the next 5 years.
 - Revenue and capital investment in green spaces and play parks of £1.5 million and the establishment of a villages investment fund of £0.370 million.
 - An increased roads capital investment programme for 2018/19 of £7.239 million.
 - Elements of tackling poverty including support for Streetstuff and Breakfast Clubs.
 - Investment of £0.050 million for the development and implementation of arrangements for the provision of an affordable respectful funeral service. Also an investment of £1 million to deliver improvements in the Council's cemeteries.
- **Better Council Change Programme** – Environment & Communities has committed to the delivery of an ambitious programme throughout 2018/19 and 2019/20 to deliver change that will enhance the relationship the Council has with its communities, deliver workforce integration and make better use of the Council's assets. This change will ensure that our services continue to deliver for the communities of Renfrewshire, whilst increasing productivity and reducing cost.
- **Workforce Planning** – Implement the Environment & Communities workforce plan which recognises the changing workforce profile over the last few years and the workforce profile and skills that will be required for future years. Focussed activities will address age profiling, learning & development, succession planning and skills development. The plan will deliver a flexible, skilled, modern workforce that will deliver for communities in Renfrewshire.
- **Information Technology** – Information Technology will be used within Environment & Communities to modernise service delivery and support efficiency and productivity improvements. The service will support the implementation of the corporate Enterprise Resource Planning system.

Council Plan Strategic Outcome 5: Working together to improve outcomes

9.4 Priority Actions

Action Code	What we will do	The difference we will make	Lead Officer(s)	Target Date
01	Provide our employees with the appropriate support to manage their attendance	Sickness absence levels and costs will be minimised.	Senior Leadership Team	31-Mar-2022
02	Ensure effective management of overtime	Overtime costs will be reduced	Senior Leadership Team	31-Mar-2021
03	Implement the Council's new Organisational Development Strategy	Employees will be equipped with the skills, training and development required to deliver services effectively.	Senior Leadership Team	31-Mar-2021
04	A strategic planning approach to future skills and service requirements will be implemented	Staff will be developed and equipped with the skills and knowledge to fulfil their roles and responsibilities	Senior Leadership Team	31-Mar-2021
05	Active participation in phase 3 of the Better Council Change Programme	The service will play its role in delivering cross cutting change	Senior Leadership Team	31-Mar-2020
06	Deliver agreed operational efficiencies through fleet utilisation and rationalisation	The cost to operate, maintain and manage the Council's fleet will be reduced and its effectiveness maximised	Head of Amenity Services	31-Mar-2020
07	Undertake an impact assessment of car parking within Johnstone and Renfrew Town Centres and invest in modern parking meters	Car parking will support the development of town centres and be available and easy to use for residents and visitors	Head of Amenity Services	31-Mar-2019
08	Deliver agreed changes to waste collection services and introduce a permit scheme at Household Waste Recycling Centres	The quality and quantity of recyclate will be improved and levels of residual waste reduced	Head of Amenity Services	31-Jan-2019
09	Deliver improvements in the Council's Cemeteries estate	The condition of cemetery infrastructure will be improved	Head of Amenity Services	31-Mar-2023
10	Embed an integrated FM approach for housing repairs and maintenance and stores provision	A commissioning approach to service provision will be delivered, improving customer service and efficiency	Head of Facilities Management	31-Mar-2020
11	Support the Council to implement the Enterprise Resource Planning system	Ensure the full benefits of the Enterprise Resource Planning system are realised	Senior Leadership Team	31-Mar-2019
12	Develop customer engagement plans to actively seek their buy-in and support for service provision	Communities will be more engaged and actively involved in the delivery of services	Senior Leadership Team	31-Mar-2019
13	Develop a strategic approach to asset management	Assets including roads, infrastructure and fleet, parks, cemeteries and play areas will be managed efficiently and effectively	Senior Leadership Team	31-Mar-2019
14	Progress the schools PPP contract and finalise the benchmarking of cleaning and catering services	Improved service delivery arrangements will be in place delivering value for money	Head of Facilities Management	31-Mar-2019
15	Ensure robust and up to date business continuity arrangements are in place	Services will be able to identify critical functions and the resources required to recover from disruptive events.	Senior Leadership Team	31-Mar-2019
16	Review and maintain continuous improvement frameworks	Quality assurance will be undertaken; actions from the Best Value Audit report delivered, and health & safety, staff and customer service accreditations maintained	Senior Leadership Team	31-Mar-2019

9.5 Performance Indicators							(PI Status:  Alert,  Warning,  OK,  Data Only)		
Code	Performance Indicator	Frequency of monitoring	Date last updated	Current Value	Current Target	On Target	2018/19 Annual Target	2019/20 Annual Target	2020/21 Annual Target
01	% of E&C managers in the 360 process with a completed 360 report	Quarters	Q3 2017/18	88%	100%		100%	100%	100%
02	% of E&C employees having completed IDPs (from MDP/MTIPD)	Quarters	Q3 2017/18	84%	100%		100%	100%	100%
03	Improve SVQ levels across the front-line workforce - number of staff obtaining SVQ qualifications	Quarters	Q3 2017/18	0	50		50	50	50
04	Environment & Communities - Absence %	Quarters	Q3 2017/18	6.9%	4%		4%	4%	4%
05	(Traffic & Transportation) Traffic Light Failure % of Traffic Light Repairs completed within 48 hrs	Quarters	Q3 2017/18	87.4%	95%		95%	95%	95%
06	% of reported street lighting faults which were repaired within the 7-day timescale	Quarters	Q3 2017/18	96.4%	95%		95%	95%	95%
07	Environment & Communities - Overtime as a % of total employee costs (cumulative)	Quarters	Q3 2017/18	7%	6%		5%	5%	5%
08	% of pothole repairs completed within timescales	Quarters	Q3 2017/18	66%	75%		80%	80%	80%
09	% of FOI requests completed within timescale by Environment & Communities	Quarters	Q3 2017/18	100%	100%		100%	100%	100%
10	% of front line resolutions dealt with within timescale by Environment & Communities	Quarters	Q3 2017/18	84%	100%		100%	100%	100%
11	% of complaint investigations completed within timescale by Environment & Communities	Quarters	Q3 2017/18	76%	100%		100%	100%	100%
12	Building Services - % of overall housing repairs completed within target	Quarters	Q3 2017/18	95%	95%		95%	95%	95%
13	Cost of Maintenance per Kilometre of roads (LGBF Indicator)	Years	2016/17	£19,280	n/a		n/a	n/a	n/a
14	% of adults satisfied with parks and open spaces (LGBF Indicator)	Years	2016/17	85%	n/a		n/a	n/a	n/a
15	Cost of parks and open spaces per 1,000 of the population (LGBF Indicator)	Years	2016/17	£22,088	n/a		n/a	n/a	n/a
16	% of adults satisfied with refuse collection (LGBF Indicator)	Years	2016/17	85.7%	n/a		n/a	n/a	n/a
17	Net cost of waste collection per premise (LGBF Indicator)	Years	2016/17	£58.19	n/a		n/a	n/a	n/a
18	Net cost of waste disposal per premise (LGBF Indicator)	Years	2016/17	£116.73	n/a		n/a	n/a	n/a
19	% of adults satisfied with street cleaning (LGBF Indicator)	Years	2016/17	62.7%	n/a		n/a	n/a	n/a
20	Net cost of street cleaning per 1,000 of the population (LGBF Indicator)	Years	2016/17	£8,117	n/a		n/a	n/a	n/a
21	Cost of Trading Standards per 1,000 of population (LGBF Indicator)	Years	2016/17	£1,466	n/a		n/a	n/a	n/a
22	Cost of Environmental Health per 1,000 of population (LGBF Indicator)	Years	2016/17	£6,378	n/a		n/a	n/a	n/a

Please note that there is a time lag in publication of Local Government Benchmarking Framework (LGBF) data. The most recent LGBF publication relates to financial year 2016/17. Data for 2017/18 will not be published until February 2019.

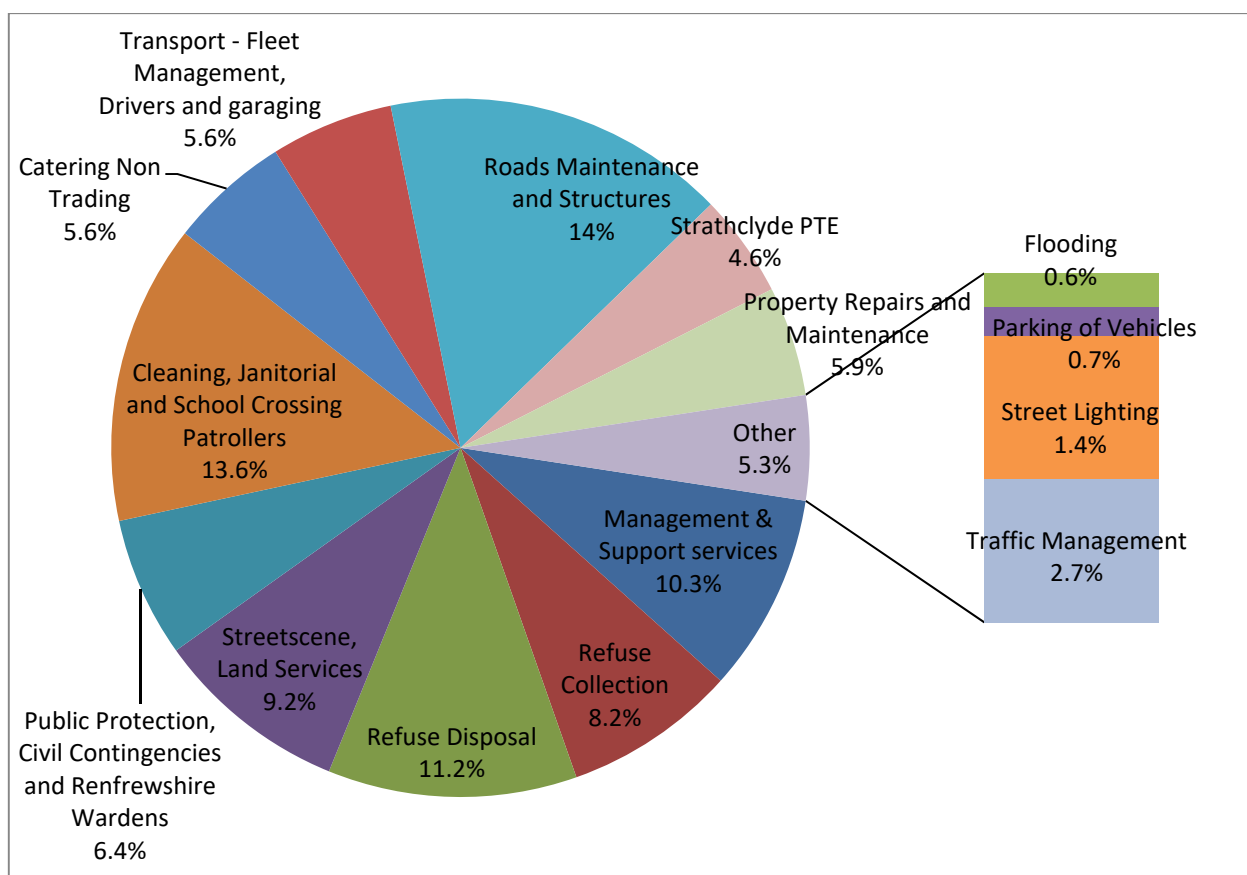
10. Resource Analysis

- 10.1 The table and chart below illustrates the Environment & Communities Revenue Estimates for 2018/19 across each service area.

Table 1: Gross Revenue Estimates 2018/19

Service Activity	Budgeted Gross Revenue Expenditure 2018/19	
	£000	%
Management & Support services	7,260	10.3%
Refuse Collection	5,730	8.2%
Refuse Disposal	7,883	11.2%
StreetScene, Land Services	6,466	9.2%
Public Protection, Civil Contingencies and Renfrewshire Wardens	4,571	6.5%
Cleaning and Janitorial School Crossing Patrollers	9,545	13.6%
Catering Non Trading	3,921	5.6%
Transport – Fleet Management, Drivers and Garaging	3,953	5.6%
Flooding	408	0.6%
Parking of Vehicles	474	0.7%
Roads Maintenance Roads Structures	9,867	14%
Street Lighting	987	1.4%
Traffic Management	1,878	2.7%
Strathclyde PTE	3,228	4.6%
Property Repairs and Maintenance	4,115	5.9%
Total	70,286	100%

Chart 1: Gross Revenue Estimates 2018/19



10.2 The following table illustrates the Environment & Communities Revenue Estimates for 2018/19 in terms of the type of expenditure.

Table 2: Gross Revenue Estimates by type of expenditure 2018/19

Area of Activity	Gross Revenue Estimates 2018/19	
	£000	%
Employee Costs	25,634	36.5%
Property Costs	4,225	6.0%
Supplies and Services	3,104	4.4%
Contractors	15,314	21.8%
Transport and Plant	5,006	7.1%
Administrative Costs	5,248	7.5%
Payments to Other Bodies	3,915	5.6%
Capital Charges	7,840	11.2%
Total	70,286	100.0%

10.3 Resource Implications

The service issues to be addressed within the Environment & Communities Action Plan will be met from the agreed Revenue Estimates and from funding allocated through the Capital Investment Plan. The information in Tables 1 and 2 reflect decisions taken by the Council over the course of 2017/18 in respect of the 2018/19 base budget, but do not include the investment decisions of the Budget Motion as agreed at the Council meeting on 2 March 2018 in setting the full Council budget. The tables also exclude funding for the 2018/19 pay award which is still under negotiation.

- 10.4 The Capital Investment Programme for the period 2018/19 agreed by the Council on the 2 March 2018, and led by Environment & Communities includes:

Table 3: Capital Investment Programme 2018/19

Project Title	Programme 2018/19 £000s
Vehicle Replacement Programme	1,500
Roads and Footways Upgrade Programme	7,239
Bridge Assessment/Strengthening	500
LED Street Lighting Strategy and Lighting Columns Replacement	250
Green Spaces and Parks Investment	1,000
TOTAL	10,489

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To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 21 MARCH 2018

Report by: DIRECTOR OF ENVIRONMENT & COMMUNITIES

Heading: OPERATIONAL PERFORMANCE REPORT

1. Summary

- 1.1 This report provides an overview of key service activities over the first 10 periods of 2017/2018, namely 1 April 2017 to 5 January 2018. This report provides an operational performance update on the services and key projects delivered during this period.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board approves the operational performance update detailed within this report.
-

3. Background

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

Operational Updates

4. Amenity Services

Land Services – Parks Regeneration

- 4.1 Condition surveys are progressing for the 5 Neighbourhood Parks included within the Parks Investment funding approved by Council in September 2016 namely Barwood Park, Erskine, Thomas Shanks Park, Houston Road Public Park, Bridge Of Weir, Howwood Public Park & Kilbarchan Public Park, assessing the overall infrastructure of the parks. Engagement has commenced with the established Community groups associated with these parks. Dedicated park development officers have been recruited and these officers will start in April 2018 and will assist and support Community Groups and Friends Of in pursuing additional / complimentary funding opportunities and bids.

Winter & Severe Weather Operations

- 4.2 Over this reporting period there was a prolonged period of challenging cold weather conditions. Between December 2017 and February 2018, gritting vehicles covered 56,000 miles (90,123 km) across Renfrewshire with gritting operators working over 6,613 hours, to keep roads and pavements safe. On the 28th of February 2018 Renfrewshire, along with a large part of Scotland, was impacted by a severe cold weather event, resulting in Scotland and Renfrewshire's first ever red weather warning. During this period services worked 24 hours per day to keep Renfrewshire's roads clear of snow and ice. Teams covered more than 18,000 miles, using more than 50 vehicles and spread more than 1,000 tonnes of grit onto Renfrewshire's roads over five days to tackle the heavy snowfall. On a normal Winter's day, with snow and ice, 100 tonnes would typically be used. Waste and building services staff supported StreetScene to clear snow from pavements, pathways and Renfrewshire's schools and pavements to allow them to re-open on the 5th of March.
- 4.3 Transportation services were critical in delivering the Council's essential services during the severe weather event of February / March event. The workshop operated 24 hours a day during this period to maintain essential roads, vehicles and equipment to allow the Council to respond to the severe weather. Drivers utilised the Council's 4 wheel drive fleet to deliver and support Health and Social Care Partnership staff for community meals, community alarms and homecare services.

Roads Capital Programme, 2017/18

- 4.4 The roads capital investment programme for 2017/18 was approved by Council in February 2017 to deliver a capital investment of £6.7m in Renfrewshire's roads, pavements, and paths. The programme consists of 85 roads and 47 pavements on strategic routes as well as providing improvement on a significant number of rural and residential areas.
- 4.5 The delivery of the capital investment programme has progressed well and has been Over 90% of roads and pavements in the programme shall completed by the end of the financial year. The prolonged cold weather conditions prevented a number of road improvement schemes being undertaken and resources allocated to pothole

repairs. The remaining road improvement schemes have been rescheduled to commence at the start of the new financial year, 2017/2018.

Waste Services

- 4.6 The special uplift online booking process which allows customers to make online service requests started on 19 March, 2018. The new service has been developed through the Council's customer portal – MyAccount and allows customers to book special uplifts online, receive online notifications when the uplift has been completed and allows for further feedback if required.

Transportation Updates

Cycle Route Network

- 4.7 In association with Sustrans and Glasgow Airport, a short but significant length of cycleway has been built through Paisley Moss nature reserve to Glasgow Airport. The route is the first part of a larger active travel network designed to encourage employees of the Airport and visitors to travel by cycle from nearby towns and villages.

5. Environment and Place, Team Up to Clean Up Operational Activity

- 5.1 A separate progress report on Improving Renfrewshire's Environment and Place, being presented to this Policy Board.

Dog Fouling

- 5.2 An innovative approach tackling dog fouling has been delivered in 6 hot-spot streets in Renfrewshire. The Street Stuff programme assisted by spraying and counting dog fouling to provide a baseline to measure results, the offending dog fouling was removed from pathways within 48 hours by StreetScene. Pavements were then sprayed with a message "Someone in this street isn't picking up after their dog.... is it you?!", signs were attached to lampposts and banners were erected outside local schools. This was complimented by an increased Warden presence patrolling the area, delivering a zero-tolerance approach, with 2 Fixed Penalty Notices being issued for dog fouling. Individuals identified by complainants as failing to meet their obligations were visited by the Wardens and issued with advice and an information leaflet.

6. Regulatory Services

Air Quality

- 6.1 The Council's draft Air Quality Action Plan was approved by the Infrastructure, Land and Environment Policy Board at its January 2018 meeting. The draft report is being issued for consultation with the Scottish Government, SEPA, neighbouring local authorities and other statutory consultees as well as with members of the public. Following this consultation process the Action Plan will be finalised taking account of comments received and reported back to the Board for final approval. Several action measures within the report are already being implemented and are aimed at bringing

about real improvements to air quality across Renfrewshire. Improvements will be confirmed through Renfrewshire's network of monitoring locations across the area.

Landlord Registration Enforcement Activity

- 6.2 Work to identify landlords who have either failed to register or have allowed their registration to lapse is ongoing and enforcement actions are being taken to ensure that landlords do register. This is a key requirement to ensure that persons who privately rent property within Renfrewshire are fit to do so. This area of work also focuses on the living conditions within privately let properties and enforcement action being taken against landlords who are renting property which is considered to be sub-standard. There is established links between unregistered landlords and poor living conditions and both aspects of this enforcement activity will assist to drive improvements in this increasingly important housing sector.

7. Performance Update – Indicators and Targets

- 7.1 The table below summarises target and actual performance for key performance indicators and benchmarking targets under each of the key change themes for 2016/17.

Target for 2017/18	Target to Period 10	Actual to Period 10	Comments
<i>Creating a sustainable Renfrewshire for all to enjoy</i>			
1. Food Hygiene Information Scheme - % of premises which currently achieve a Pass rating			
97%	97%	98%	<p>Of the 1,280 premises in Renfrewshire food hygiene scheme, 1,256 achieved a 'Pass' rating. This reflects a very high level performance where 98% of food premises inspections meet or exceed compliance at the point of inspection.</p> <p>This reflects a very high level of performance where food premises meet or exceed compliance standards at any given inspection. All premises are required to make the improvements necessary to achieve the Pass rating in order to continue trading.</p>

Target for 2017/18	Target to Period 10	Actual to Period 10	Comments
2. Trading Standards – Consumer Complaints completed within 14 days			
82%	82%	92.6%	This performance was above the period 10 target of 82%. At the end of period 10, the service dealt with 460 consumer complaints, 426 of which were completed within the 14-day timescale.
3. % of household waste which is recycled (** Waste data is now published by SEPA on a calendar year basis – this is the data for the calendar year and has still to be verified by SEPA.)			
55%	55%	48.6%	This is the data for the third quarter of 2017 calendar year and is an estimate which has not yet been verified by SEPA. The recycling rate was estimated to be 48.6%. Waste performance data is measured on a calendar year basis.
<i>Creating a sustainable Renfrewshire for all to enjoy</i>			
4. Land Audit Management System - % of areas assessed as acceptable			
90%	90%	98%	Performance in the first 10 periods of 2017/18 exceeded the target of 90%.
<i>Working together to improve outcomes</i>			
5. % of front line resolutions dealt with within timescale			
i) Environment & Communities			
100%	100%	84%	Environment & Communities has received 4,035 front line resolutions in the first 10 periods of 2017/18, of which 3,402 (84%) were responded to within timescale.
ii) Amenity Services			
100%	100%	84%	Over the same period Amenity Services received 3,795 front line resolutions of which 3,198 (84%) were responded to within timescale.

Target for 2017/18	Target to Period 10	Actual to Period 10	Comments
iii) Regulatory Services			
100%	100%	87.5%	Regulatory Services received 16 front line resolutions in the first 10 periods of 2017/18 and 14 were responded to within timescale.
6. % of complaint investigations dealt with within timescale			
i) Environment & Communities			
100%	100%	76%	Environment & Communities has dealt with 41 complaint investigations in the first 10 periods of 2017/18, 31 (76%) of which were dealt with within the agreed timescale.
ii) Amenity Services			
100%	100%	77%	Amenity Services has dealt with 30 complaint investigations; 23 (77%) were dealt with within the agreed timescale.
iii) Regulatory Services			
100%	100%	100%	There were 5 complaint investigations for Regulatory Services in the first 10 periods of 2017/18 and these were dealt with within the agreed timescale.
7. % of Freedom of Information requests completed within timescale			
Environment & Communities			
100%	100%	100%	All FOIs were responded to on time, achieving the annual target. 358 FOI requests were received, 284 of which were departmental specific and the other 74 were cross-departmental.
8. (Traffic and Transportation) Traffic light failure - % of traffic light repairs completed within 48 hours			
95%	95%	87.4%	At the end of Period 10, 87.4% of traffic repairs were completed with 48 hours. This is an increase from 86% at the end of period 8. Performance has not achieved target due to the requirement for civils works as a result of road traffic accidents. These are more time consuming than reactive repairs.

Target for 2017/18	Target to Period 10	Actual to Period 10	Comments
9. Overtime as a % of total employee costs			
i) Environment & Communities			
6%	6%	7%	<p>The level of overtime across the whole of Environment & Communities, for the first 10 periods of 2017/18, was slightly above target.</p> <p>This was due to additional overtime for events cover, elections cover, and overtime required for vacancy and absence cover.</p>
ii) Amenity Services			
6%	6%	5.2%	In this period the level of overtime in Amenity Services was within target.
iii) Regulatory Services			
6%	6%	0.9%	In the same period the level of overtime in Regulatory Services was within target.
10. Sickness Absence Figures:			
i) Environment & Communities			
4%	4%	6.9%	<p>The absence level for Environment & Communities at the end of period 10 was 6.9% compared to the target of 4%.</p> <p>The absence level of 6.9% is due to a number of long term absences, with the overall absence rate consisting of:-</p> <ul style="list-style-type: none"> - 74.9% long-term absences - 25.1% short-term absences. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>

Target for 2017/18	Target to Period 10	Actual to Period 10	Comments
ii) Grounds Maintenance			
4%	4%	2.9%	<p>Absence level for grounds maintenance employees was 2.9% at the end of period 10 and was within target.</p> <p>Overall absence rate is made up of:-</p> <ul style="list-style-type: none"> - 48% long-term absences - 52% short-term absences. <p>Absence is within target.</p>
iv) Street Cleansing			
4%	4%	3.5%	<p>Absence levels for street cleansing employees was 3.5% end of period 10.</p> <p>The absence level of consisted of:-</p> <ul style="list-style-type: none"> - 58.1% long-term absences - 41.9% short-term absences. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>
v) Refuse Collection			
4%	4%	7.9%	<p>Absence levels for refuse collection employees was 7.9% at the end of period 10.</p> <p>This consisted of:-</p> <ul style="list-style-type: none"> - 54.2% long term absence - 45.8% short term absences. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>

Target for 2017/18	Target to Period 10	Actual to Period 10	Comments
vi) Roads & Transportation			
4%	4%	1.9%	<p>Absence levels for Roads & Transportation employees was 1.9% at the end of period 10. Overall absence is made up of:-</p> <ul style="list-style-type: none"> - 59% long-term absence - 41% short-term absence. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>
vii) Regulatory Services			
4%	4%	2.1%	<p>Absence levels for Regulatory Services employees was 2.1% at the end of period 10. This consisted of:-</p> <ul style="list-style-type: none"> - 76.7% long-term absence - 23.3% short-term absence. <p>Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of occupational health services.</p>
11. % of pothole repairs completed within timescales			
66%	75%	65%	<p>In the first 10 periods of 2017/18, 65% of pothole repairs were completed within the agreed timescales. This was a decrease from 69% at the end of period 8.</p>

Implications of the Report

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

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

Our Renfrewshire is thriving / Building strong, safe and resilient communities - by working with the local community and through enforcement activities, to improve the appearance of local areas and to help reduce anti-social behaviour.

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

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

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

List of Background Papers: None

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To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 21 MARCH 2018

Report by: DIRECTOR OF ENVIRONMENT & COMMUNITIES

Heading: NATIONAL FOOD HYGIENE STANDARDS FOR MOBILE TRADERS

1. Summary

- 1.1 A considerable number of the regulations which apply in Scotland come from the European Union and the UK Government. As part of the drive to deliver a simplified and more integrated regulatory framework the Scottish Government is working to eliminate obsolete and inefficient regulation, tackle inconsistencies in regulatory systems and enhance Scotland's competitiveness by championing five principles of Better Regulation, to ensure that it is: Proportionate, Consistent, Accountable, Transparent and Targeted.
- 1.2 To support this national agenda at a local level Renfrewshire Council agreed an integrated enforcement policy in 2016 to ensure that these five principles of better regulation were being adhered to by all Council regulatory and enforcement functions. The integrated enforcement policy was agreed at Leadership Board on 14 September 2016 with the first Annual report on compliance submitted to the Leadership Board on 19 September 2017.
- 1.3 In line with this approach the Scottish Government have now produced a National Food Hygiene Standard for mobile traders. This is the first National Standard emanating from the Regulatory Reform Act (Scotland) 2014.
- 1.4 In order to obtain a Street Traders License a mobile food unit must be inspected by a Food Authority with a focus on its structure and facilities in relation to food hygiene standards and issued with a Certificate of Compliance under Section 39 of the Civic Government (Scotland) Act 1982. Within Renfrewshire, this inspection is carried out by the Business Regulation Team within Environment & Communities.
- 1.5 The effect of the introduction of the national standard is that owners of mobile food units will now be able to obtain a valid Certificate of Compliance under Section 39 of the Civic Government (Scotland) Act 1982, from the Food Authority where the food

business is registered, which will be valid and accepted by Licensing Sections across Scotland for a period of three years.

- 1.6 Previously the owner of a unit that wanted to apply for a Street Traders License would have had to obtain a Certificate of Compliance from the Food Authority where the unit was going to be used, meaning that an individual Certificate of Compliance was needed from each local authority area where the owner wanted to trade.
- 1.7 The National Food Hygiene Standard for Mobile Traders was produced in response to issues raised by Scottish businesses who were concerned that inconsistencies existed in the issuing of Certificates of Compliance across Scottish Local Authorities.
- 1.8 The introduction of this standard will greatly simplify the regulatory position for Street Traders with Mobile Food Units. However, the inspection for a Certificate of Compliance and the issue of a Certificate does not preclude any subsequent inspection of the mobile food unit by any Food Authority while the unit is trading within its jurisdiction, ensuring that food hygiene standards can be monitored and ensured wherever and whenever the unit is being used.

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board:
 - (i) Notes the publication of the National Food Hygiene Standard for Mobile Traders.
 - (ii) Notes that provisions within part 3 of the Regulatory Reform (Scotland) Act 2014 have amended section 39(4) of the Civic Government (Scotland) Act 1982.

3. Background

The National Food Hygiene Standard for Mobile Traders

- 3.1 It was claimed in 2011 that the existing regime was placing an unfair burden upon small businesses as traders had to apply to several Local Authorities to have the same mobile unit approved. Concerns were also raised that Authorities were applying different interpretations of hygiene legislation when assessing the acceptability of mobile units.
- 3.2 Although a considerable proportion of the regulations which apply in Scotland come from the European Union and the UK Government, the Scottish Government aims to eliminate obsolete and inefficient regulation, tackle inconsistencies in regulatory systems and enhance Scotland's competitiveness by:
 - Championing the five principles of Better Regulation - Proportionate, Consistent, Accountable, Transparent and Targeted.
 - Carefully assessing the impact of any new regulations.
 - Working closely with key delivery partners, including Local Authorities and other Regulators and the independent business-led Regulatory Review Group

- 3.3 In order for a person to obtain a Street Trader's Licence under Section 39 of the Civic Government (Scotland) Act 1982, the mobile food unit operated by that person must have a valid Certificate of Compliance from a Food Authority. As a result of the introduction of this national standard, street traders will be able to obtain a Certificate of Compliance following an inspection of the mobile food unit by the Food Authority which has registered that food business/mobile food unit. This Certificate of Compliance will be recognised by all Scottish Licensing Sections and be valid for a period of 3 years.
- 3.4 To support this change, national food hygiene standards for mobile traders have been developed to provide consistency, transparency, efficiency and effectiveness in the implementation and enforcement of food hygiene regulations. While initially developed in respect of the inspections for Certificates of Compliance required for the purposes of a street traders licence application, the standards also incorporate wider operational aspects of mobile traders' food hygiene, seeking to deliver consistency across mobile trading food hygiene more generally.
- 3.5 The national standard has been developed with key partners and stakeholders such as the Scottish Food Enforcement Liaison Committee, CoSLA, the Society of Chief Officers of Environmental Health, and Food Standards Scotland.
- 3.6 Following introduction of the national standard during 2017, the Scottish Government convened a working group to develop a strategy to ensure that all Local Authorities and relevant businesses use the standard. Renfrewshire Council contributed to this working group as a key member. The standard is now being rolled out across all Local Authorities.
- 3.7 A summary of the amendments made by the food hygiene standard include:
- A Certificate of Compliance is now issued by one Local Authority, which will be the home authority where the business is registered.
 - A Certificate of Compliance will no longer be required from each Local Authority in which a business is trading.
 - Certificates of Compliance will be accepted by Licensing Sections across Scotland.
 - All Certificates issued will be valid for a period of 3 years.
 - The Certificate of Compliance assessment carried out by a Local Authority will only consider the structure and facilities of the food unit.
 - A Certificate of Compliance will only be available to those who intend to apply for a street trader licence.
- 3.8 Inspection for a Certificate of Compliance and issue of certificate does not preclude any subsequent inspection of the mobile food unit by any Food Authority while the unit is trading within its jurisdiction.
- 3.9 All mobile traders intending to operate within Renfrewshire at a single event or at various venues will continue to require to provide evidence that they are registered as a food business and have attained a "Pass" standard otherwise they will be refused permission to operate.
-

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning** – The introduction of this National Standard will simplify the regulatory framework for local businesses and Street Traders that want to trade within Renfrewshire. This will support the creation of jobs and the Community Planning partners focus on the regeneration of town centre economies.
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – None
9. **Procurement** – None
10. **Risk** – None
11. **Privacy Impact** – None
12. **CoSLA Policy Position** – CoSLA was part of the working group and agree with the national food hygiene standard for mobile traders.

List of Background Papers

Background Paper – The National Food Hygiene Standard for Mobile Traders

The foregoing background paper will be retained within Environment & Communities for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is the Regulatory and Enforcement Manager

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To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 21 MARCH 2018

Report by: DIRECTOR OF ENVIRONMENT & COMMUNITIES

**Heading: SCOTTISH GOVERNMENT CONSULTATION ON THE
REGISTRATION AND LICENSING OF ANIMAL SANCTUARIES AND
REHOMING ACTIVITIES IN SCOTLAND**

1. Summary

- 1.1 At present, legislation requires that persons carrying on commercial animal establishments (boarding/breeding premises, pet shops, zoos and riding schools) are licensed by the Local Authority. In Renfrewshire, these licences are processed by the Trading Standards and Licensing Team within Environment & Communities.
- 1.2 Scottish Government are currently seeking views on proposals to introduce a licensing and registration scheme for animal sanctuaries and re-homing centres. This consultation was issued on 11 December 2017 and was issued in response to concerns primarily relating to animal welfare; although it is recognised that this proposal will also bring rehoming facilities in line with existing legislation relating to pet shops.
- 1.3 The final date for submissions to the consultation was 4 March 2018. A response from the Council was submitted within the timescales set by the Scottish Government and is attached as Appendix 1.
- 1.4 Lamont City Farm is the only known commercial facility in Renfrewshire which may be directly affected by the new proposals. This property based in Erskine homes horses, ducks, sheep and goats and offers a rehoming facility.

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board:
- (i) Notes the consultation on the Registration and Licensing of animal sanctuaries and rehoming activities in Scotland.
 - (ii) Homologates the Council's submitted consultation response as detailed in Appendix 1 to this report.
-

3. Background

- 3.1 The Scottish Society for the Protection of Cruelty to Animals (SSPCA) receives many complaints regarding the standards of animal sanctuaries and rehoming properties. Currently, there is no licensing scheme in Scotland for these activities.
- 3.2 The Trading Standards and Licensing Team do not receive a large number of complaints regarding animal sanctuaries or rehoming facilities in Renfrewshire.
- 3.3 The Scottish Government are currently seeking views to establish if these animal sanctuaries and rehoming properties should come under similar licensing arrangements for boarding/breeding, zoos etc. The Scottish Government's proposals will bring sanctuaries and rehoming centres under the same level of control as other commercial establishments.
- 3.4 Environment & Communities, Public Protection service issues around 50 animal establishment licences annually. Licensed premises are inspected by Officers who ensure that requirements relating to animal welfare, health and safety and public health legislation are adhered to.
- 3.5 The Renfrewshire Council response attached at Appendix 1 welcomes the review of animal sanctuaries and re-homing facilities and bringing them in line with other licensing regimes. As with all other animal licensing, this should remain the remit of the local authority and should improve consistency across all local authorities.

- 3.6 The Council would seek clarification on what constitutes an animal sanctuary and this requires to be defined as part of the outcomes of the consultation.

Implications of the Report

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

3. **Community Planning** –

Renfrewshire is thriving – by ensuring that all animal sanctuaries and re-homing facilities are licensed in line with other animal welfare facilities will ensure a consistent approach to inspection and safety of animals.

4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights**

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

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

List of Background Papers

None

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Registration and Licensing of Animal Sanctuaries and Rehoming Activities in Scotland

Consultation questions

1. The Scottish Government proposes that animal sanctuaries and rehoming centres should be regulated. Do you agree?

Yes.

No further comment.

2. Do you agree with the principle that registration is appropriate for those with fewer animals and that licensing is appropriate for those with more animals?

Yes.

There should be clear differentiation between registration and licensing.

3. Do you have any comments on the thresholds that should apply? Should these be different for separate species?

No comment, however, this would need further discussion. There would need to be a clear definition of what an animal sanctuary is.

4. Larger organisations and charities that may have a network of homes and smaller branches in different local authority areas should be able to apply centrally for the relevant licensing. Do you agree?

Yes.

If this facility relates to easing the application process, then yes, this would be an important development. If the licensing and registration regime relates to both the licence holder, and the suitability of the premises, the final decision however, must be made locally, after inspection.

5. The Scottish Government believes that all premises must be inspected before licensing (but not registration). We propose that, as well as local authorities, expert independent bodies, such as Scottish SPCA, should be able to carry out inspections. Do you agree?

No.

This is out of line with current animal establishment legislation which requires facilities such as Zoos or Dog Breeding Establishments to be inspected by a properly qualified Veterinarian. The standard should be no less for these facilities. Given also that the SSPCA operate numerous sanctuaries and re-homing centres, inspection of such facilities could be deemed a conflict of interest.

6. Do you agree that individuals with unspent convictions for animal welfare offences or other criminal convictions (e.g. fraud) should not be allowed to register or hold a licence for an animal sanctuary or rehoming activity?

Yes.

No further comment.

7. Are there other requirements, apart from criminal, that should be part of a 'fit and proper person' test for those running animal sanctuaries or rehoming activities?

No comment.

8. The Scottish Government proposes that reasonable costs of inspections should be charged to recover costs to inspectors approved by Scottish Ministers or local authorities. Do you agree with that proposal? *To note: It is expected that registration will be free or incur a nominal fee.*

Yes.

This would be in line with current animal boarding establishment legislation.

9. Should licence fees be set by the authorised inspectors, local authorities or by the Scottish Government? Do you have any comments on what cost is reasonable and what should be included in this? (*For example, this might include recovery of administrative costs, or payment for the inspectors time etc*).

Current animal boarding establishment legislation is non-prescriptive as to fees, and this has caused marked variance across local authority areas in fees charged. Scottish Government should set the fees in statute, taking into account adequate cost recovery.

10. The Scottish Government considers that licences lasting more or less than one year may be issued on the basis of a welfare risk assessment. Do you agree?

Yes.

No further comment.

11. Do you consider that the relevant Local Authority should have a duty to enforce the regulations on animal sanctuaries and rehoming activities in Scotland?

Yes.

Clear direction by means of affording a statutory responsibility would be fully supported. Any proposed statutory duty should also be considered for adequate statutory funding.

12. Do you consider that the Scottish SPCA should be able to act on behalf of the relevant Local Authority using the powers contained in Animal Health and Welfare (Scotland) Act 2006 to enforce proposed regulations on animal sanctuaries and rehoming activities in Scotland?

No.

As per previous concerns, this would be out of line with current animal establishment legislation and could also pose a conflict of interest.

13. Do you think that a national list of licensed premises and activities should be kept?

No.

This would be out of line with current animal boarding establishment legislation. We would support a proposal to require that such a list is held as a public register by the relevant licensing authority.

14. Do you have any comments on who should be able to access information from the list, and if a charge should be made for information?

Yes.

This information should be a public register, with no charge for accessing this information.

15. The Scottish Government believes that enforcement agencies should be able to suspend, vary or revoke registrations and licences or issue improvement notices for minor irregularities. Do you agree with this proposal?

Yes.

Provided that the enforcement agency is also the licensing agency, we would fully support this proposal. We would not support a proposal for an external agency to vary a licence issued by this Council.

16. The Scottish Government proposes to adopt welfare standards based on those published by the Association of Dog and Cat Homes that all licensed animal sanctuaries and rehoming organisations should follow for the species they hold. Do you agree that this should be a condition of licensing? If you are aware of any other relevant standards please comment.

Yes.

No further comment.

17. Do you agree that appropriate fixed penalties should apply for minor noncompliance with the legislation?

Yes.

No further comment.



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 21 MARCH 2018

Report by: DIRECTOR OF ENVIRONMENT & COMMUNITIES

Heading: GLASGOW AIRPORT CONSULTATIONS:
1. MODERNISING OUR FLIGHTPATHS
2. DRAFT NOISE ACTION PLAN 2018-2023

1. Summary

- 1.1 Glasgow Airport has recently issued two consultations, both of which are seeking comments by 13 April 2018.
- 1.2 As part of an industry wide drive, led by the Civil Aviation Authority, Glasgow Airport is moving from ground based navigation systems to new satellite navigation based systems which, when introduced, will minimise queue times for planes, improve flight punctuality, reduce fuel consumption and carbon dioxide emissions and improve the noise climate for residents under the flightpath.
- 1.3 Glasgow Airport is consulting on these proposals and is inviting responses by 13 April 2018. The consultation documents can be found at <https://www.glasgowairport.com/airspace/airspace-consultation-document/>
- 1.4 Simultaneously, Glasgow Airport has launched a consultation exercise on their draft Noise Action Plan 2018-2023. The airport is required to update and publish a noise action plan every five years. They are inviting responses, also by 13 April 2018. The consultation document for this can be found at <https://www.glasgowairport.com/noise/>
- 1.5 A proposed Council response in support of the "Modernising Our Flightpaths" consultation has been prepared by officers in Development & Housing Services and Environment & Communities is attached as Appendix 1 to this report. The proposed Council response in relation to the draft Glasgow Airport Noise Action Plan 2018 – 2023 is attached as Appendix 2 to this report.

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board:
- (i) Notes the publication of the Glasgow Airport consultations on “Modernising Our Flightpaths” and the Draft Noise Action Plan 2018-2023 along with the requirement to respond by 13 April 2018
 - (ii) Approves the draft response to the “Modernising Our Flightpaths” consultation detailed in Appendix 1 to this report
 - (iii) Approves the draft response to the Glasgow Airport Noise Action Plan 2018 – 2023 consultation detailed in Appendix 2 to this report
-

3. Background

Glasgow Airport “Modernising our Flightpaths” Consultation

- 3.1 On 15 January 2018, Glasgow Airport launched a consultation on “Modernising Our Flightpaths” seeking views on proposals to implement new navigation procedures which will be required as the airport move away from ground based navigation systems to new satellite systems.
- 3.2 The proposed changes are part of an industry wide drive, led by the Civil Aviation Authority as part of their Future Airspace Strategy to create an airspace infrastructure which is fit for the 21st Century. A key element of the strategy is the replacement of selected ground based navigation aids, which are scheduled to be withdrawn from use during 2019.
- 3.3 Following the consultation process, Glasgow Airport will seek permission from the Civil Aviation Authority to implement the new procedures which will minimise the amount of time planes queue, both in the air and on the ground, improve flight punctuality and reduce fuel and carbon dioxide emissions by an anticipated 21%. It is also expected that the improved accuracy of modern navigation systems will result in fewer residents being located directly under flightpaths, although those who do reside in these areas will continue to be affected by noise on a regular basis.
- 3.4 The future growth of the airport is outwith the scope of this consultation as the proposals do not affect development plans. These are set out in the approved Airport Master Plan.
- 3.5 The consultation “Modernising Our Flightpaths” explains how new departure and arrival flightpaths will operate and how the introduction of new navigation systems will serve to enhance navigational accuracy, resulting in aircraft being concentrated toward the centreline of the published flightpaths, with procedures as far as possible, avoiding densely populated areas when operating at a low level. Flights over less

populated, open countryside being preferred. The consultation acknowledges that some populated areas will continue to be overflowed by the route structure.

- 3.6 Sections 3 and 4 of the consultation document explain how the new flight procedures will reduce the number of routes followed by aircraft when they arrive at and depart from the airport. The procedures will allow greater adherence to published routes, resulting in greater predictability and consistency which in turn will reduce the overall population exposed to noise from flights. Maps have been developed within the document showing how the arrival/departure flight paths will be amended and there is also tabulated data relating to predicted population exposure both with and without the proposed changes. Section 3, Table 4 of the report details population numbers as a consequence of increasing noise exposure in 3 decibel increment bands. This table has been reproduced below, for information purposes. It should be noted that within Renfrewshire, current planning policy precludes residential development within the 57 decibel and above noise contour to protect residential amenity, effectively preventing population growth within the bands from 57 decibels upward.

Noise Contour	Cumulative population within the contour					
	2019 without change	2019 proposed change	2019 % Difference	2029 without change	2029 proposed change	2029 % Difference
>51dB	89,500	86,500	-3.2%	101,700	98,800	-2.8%
>54dB	51,000	50,600	-0.8%	63,000	62,900	-0.1%
>57dB	17,400	18,100	4.5%	23,900	26,200	9.7%
>60dB	4,400	4,500	2.8%	6,500	6,800	5.3%
>63dB	1,000	1,000	0	1,400	1,600	8%
>66dB	0	0	0	<100	<100	-44.4%
>69dB	0	0	0	0	0	0
>72dB	0	0	0	0	0	0

Numbers rounded to nearest 100 and will include populations across all local authority areas under the flightpath.

- 3.7 Noise exposure contours have been produced within the document, calculated in accordance with Department for Transport and Civil Aviation Authority requirements. Current requirements for noise contours require that the airport publish these in 3 decibel levels from 57 dB to 66dB. The contour plots within the consultation have been developed to show the contours from 51dB to 72dB. The contour of most interest for Renfrewshire Council is the 57dB contour as residential development is precluded within this. . From the published information, it appears that there will be an extension of the 57dB contour into several areas within Renfrewshire, including part of the Quarrelton area, Johnstone; the northmost parts of Ferguslie and

Gockston, Paisley and the westmost area of Kirklandneuk, Renfrew. However, it is considered that this will have a minor impact on residential amenity in these areas.

- 3.8 Any potential changes/additions/alterations emerging from this Consultation, albeit minimal, will be considered when the Renfrewshire Local Development Plan is reviewed, with land use proposals, policy and guidance reflecting the outcome of the consultation and the implementation of the strategy.
- 3.9 The consultation document confirms that government guidance states that, owing to the effects of mixing and dispersion, exhaust emissions from above 100 feet are unlikely to have a significant effect on air quality and that the proposals are not changing any flightpath below 1000 feet. There is therefore no requirement to undertake an air quality impact assessment as part of the consultation process.
- 3.10 The results of analysis conducted by specialists on behalf of Glasgow Airport have predicted that during the implementation year of the proposed changes, there will be a reduction in fuel usage of 4,000 tonnes resulting in a reduction of carbon dioxide emissions of around 13,000 tonnes. This is due to an overall reduction in track mileage per flight as a result of the airspace changes and reflects an approximate 21% reduction in fuel consumption and carbon dioxide emissions based on projected flight numbers.

Glasgow Airport Draft Noise Action Plan 2018- 2023 Consultation

- 4.1 Glasgow Airport has an existing Noise Action Plan which has been developed to comply with the Environmental Noise Directive 2002/49/EU. This plan must be reviewed every 5 years and Glasgow Airport is currently consulting on a revised plan for the five year period 2018 - 2023. The current plan has a noise insulation scheme to provide monetary assistance for property owners who are located within the 66dB daytime noise contour. No new property will be permitted under current planning policy for development within this area - which is located principally within the airport grounds and extending south west across the M8 for approximately 275 metres toward Blackstoun Road. There is currently no residential development within this contour.
- 4.2 Due to the airport's location, the noise contours affecting Renfrewshire remain relatively fixed with the highest noise levels occurring close to the airport itself. Affected land areas do not have residential development. The noise contours will, however, expand proportionately as a result of increased flight numbers associated with airport growth and this is reflected within the consultation document. Aircraft noise is regulated within the UK by the Civil Aviation Authority and the Council has no statutory powers to address noise issues which arise as a result of complaints. Glasgow Airport has limits on departure noise levels which are monitored by the airport and are used to investigate noise complaints; to track violations against departure noise limits; and result in fines being issued to airlines. Monitoring is also used to track adherence to agreed noise abatement procedures. The airport operates a dedicated free noise action line and email inbox to record complaint.

- 4.3 The preparation of a Noise Action Plan is a requirement of the European Union Environmental Noise Directive 2002/49/EU and the Environmental Noise (Scotland) Regulations 2006. Glasgow Airport has produced the draft action plan to update and replace the 2013 - 2018 Noise Action Plan.
- 4.4 The plan covers noise created by airside operations, aircraft approaching to and departing from the airport, taxiing aircraft and engine testing carried out within the airport perimeter and has detailed a range of action measures which aim to minimise and mitigate the adverse effects of noise associated with the airport.
- 4.5 Noise contours have been developed based on 2017 data which provide a visual indication of relative noise levels which are likely to exist at ground level. Population data across all local authority areas beneath the flightpath has also been produced to confirm the number of households and persons affected by noise within each noise contour band. These updated noise contours will be used to inform land use planning beneath the flightpath and they indicate that there has been an increase in the total land area which is subjected to aircraft noise and also increased numbers of people exposed to noise within each of the contour areas. This is primarily due to increased air traffic and not to development within each of the contours.
- 4.6 Glasgow Airport currently operates a noise insulation (compensation) scheme which provides resources to improve insulation in residential property which is within the 66dB LAeq(16hour) noise contour (and for other noise sensitive premises within the 63dB contour. Current Government policy requires financial assistance toward noise insulation is provided for residential property within the 63dB and above, noise contours. Currently there is no residential or sensitive property within Renfrewshire that is within these contour areas. The Noise Action Plan proposes to update the airport's noise insulation scheme to reflect the recent changes to aviation policy, however this is likely to have minimal impact within Renfrewshire.
- 4.7 Glasgow Airport's Noise Action Plan and the action measures directed toward minimising and mitigating the effects of aircraft noise on local communities, particularly those directly under the flightpath route are to be welcomed. The consultation response has been written to reflect this view and is included within Appendix 2 to this report.

Implications of the Report

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

Creating a sustainable Renfrewshire for all to enjoy- Modernising air space and the management of environmental impacts to meet 21st Century demands will provide a

safe and sustainable environment for residents and visitors to Renfrewshire whilst allowing the air traffic to grow sustainably.

4. **Legal** - None

5. **Property/Assets** - None

6. **Information Technology** - None

7. **Equality & Human Rights**

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

8. **Health & Safety** – None

9. **Procurement** – None

10. **Risk** – None

11. **Privacy Impact** – None

12. **Cosla Policy Position** – Not applicable

List of Background Papers

- (a) Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document.
- (b) Background Paper 2 – Glasgow Airport Noise Action Plan 2018-2023 Consultation Document.

The foregoing background papers will be retained within Environment & Communities for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is the Regulatory and Enforcement Manager

Author: Oliver Reid, Head of Public Protection
Email: oliver.reid@renfrewshire.gov.uk

Appendix 1- Renfrewshire Council Response to the Glasgow Airport “Modernising Our Flightpaths” Consultation

Renfrewshire Council has reviewed the Glasgow Airport Modernising Our Flightpaths Consultation and is supportive of the proposals which will see the airport grow in a sustainable manner, providing airspace which is fit for purpose in the coming years through the adoption of area navigation procedures and revisions to flightpaths. It is noted that a summary of the key issues raised in the consultation and further details of the next steps will be provided in a feedback report which in addition to being published, will be made available to the Civil Aviation Authority.

It is noted that there is a general drive toward maximising efficiency of airspace from an international, European and regional basis, with the UK having developed their Future Airspace Strategy. With the UK moving toward implementing this strategy with the application of Performance Based Navigation and with the withdrawal of current ground based navigation systems at Glasgow Airport, through a modernisation programme, in keeping with the Future Airspace Strategy, providing an opportunity to modernise air traffic management at the airport which will allow for greater capacity and growth in their design to future-proof airspace arrangements.

Part 1 of the Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document explains how the consultation process will operate and Part 2 explains the terminology used and some of the technical aspects of how the proposed new navigation systems will operate, which has been found useful in formulating this response.

Renfrewshire Council welcomes the introduction of these new navigation procedures which will reduce the dispersion of aircraft take-off from the standard instrument departure route, meaning that the swathe either side of the route will be reduced improving the noise climate for dwellings and sensitive buildings beneath this area. It is noted however, that there is a requirement for flexibility in aircraft routes to allow the safe separation of aircraft whilst achieving efficient and expeditious flight profiles. This is also considered in the context of the application of Performance Based Navigation principles to terminal airspace operations, including the introduction of the area navigation standard instrument departure procedures, will serve to enhance aircraft navigational accuracy, meaning that aircraft will be more concentrated towards the centreline of published procedures. This means that noise impacts will be spread over a smaller area and fewer people will be exposed to aircraft noise than has historically been the case. The unintended result is that those affected by aviation noise (albeit fewer) may be affected on a more regular basis.

It is noted that as a consequence of the age profile of aircraft, not all will be able to adopt these new flight navigation technologies and a transitional two year period will be required where there will be the use of Omni Directional Departure procedures for these operators. After this two year period, the Omni Directional Departure procedure will be withdrawn requiring all operators thereafter to implement the new departure procedures.

Paragraph 2.7.1 of Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document states that ‘in 2014, the Department for Transport (DfT) revised their guidance to the CAA on how it should exercise its functions relating to the environmental

impact of Civil Aviation; this resulted in the introduction of the concept of altitude-based priorities for airspace development and associated route structures. Departure procedures should be designed to enable aircraft to operate efficiently and to minimise the number of people subject to noise disturbance on the ground whilst taking account of the overriding need to maintain an acceptable level of safety.' It is acknowledged that this has been given due consideration whilst developing the Future Airspace Strategy.

Paragraph 2.9.4 of Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document states that 'Local communities should be engaged to determine whether concentration or dispersion is most desirable. It notes that 'Concentrated routes will often be preferable from a noise perspective for airspace changes below 4,000 feet amsl. This will tend to limit the number of people exposed to higher noise levels where there are stronger associations with adverse effects on health and quality of life.' It would be beneficial as part of this consultation proposal that this 4000 feet amsl cut-off is highlighted on a map within the document to provide a visual indicator of this. It would further be useful if the populations so exposed could be numerated.

Part 3 and 4 of Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document describes the proposed departure and arrival procedure amendments and explains how competing requirements have been balanced to achieve a workable and optimal procedure configuration.

Renfrewshire Council notes and welcomes that proposed Standard Instrument Departure routes will be reduced from the current 18, to nine routes, with most of these having steeper climb gradients meaning that aircraft will climb more quickly on departing the airport. This, along with significant improvements in lateral adherence to these departure routes as a result of the new navigation systems which should result in reduced numbers of sensitive buildings being over-flown. It is noted, however that the overarching operational requirement for procedures to and from Glasgow Airport to fit into the higher-level route network constrains the flexibility available to develop departure procedures at lower levels.

Figure 6 of Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document provides a visual indication of how the proposed departure routes relative to Runway 23 (southbound take-off) will operate. It can be seen from this that the departure route currently remains a straight line until over Howwood where the flight routes then split. The proposal illustrates that the split will in future occur over the Johnstone area where aircraft will be lower and hence noisier, with the result that there is the potential for a greater number of properties below the flightpath at this location.

In terms of local development planning, Renfrewshire Council will consider any potential changes/additions/alterations emerging from this Consultation when the Renfrewshire Local Development Plan is reviewed, with land use proposals, policy and guidance reflecting the outcome of the consultation and the implementation of the strategy.

Figures 7 and 8 of Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document relate to proposed amendments to departure routes for Runway 05 (northbound take-off) however there is no deviation from current departure routes over Renfrewshire, with the proposed route changes occurring above Glasgow City and East

Dunbartonshire Council areas and this has therefore not been considered by Renfrewshire Council.

Table 4 within part 3 of Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document provides cumulative population exposures at different noise band levels from 51dB L_{Aeq} to above 72dB L_{Aeq} in 3 dB increments, with percentage differences being determined both with and without the proposed changes for the years 2019 and 2029. Below the 57dB noise level, there are positive benefits to be gained from the proposed changes however, above this noise level, there are slight negative benefits resulting from the proposals. It should be noted that within Renfrewshire, current planning policy precludes any new residential development within the 2011 actual 57dB $L_{Aeq(16hour)}$ noise contour and it is therefore considered that the proposed amendments will have a minor impact on future residential development. However, it is noted that the proposed amendments will have a minor negative impact on some existing residents within the Renfrewshire area.

Consideration to L_{max} numbers and population exposures have also been taken and results of this are included within tables 6 and 7 of Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document and illustrated with contour maps in figures 16-19. It is noted that there is an increase in population exposure within the greater than 150 events contour where they are exposed to N65, which is predominantly due to traffic growth and not population growth within this contour area. However with the proposed changes on flightpaths, the actual population numbers exposed will be less than that where there are no amendments to routes. The proposed flightpaths have been analysed using the WebTAG (the Government's transport appraisal guidance and toolkit) assessment methodology and this has confirmed positive benefits in terms of the impacts of aircraft noise on health and quality of life with the number of households estimated to experience a reduction in daytime noise being almost double that of the number estimated to experience an increase. Furthermore, the number of households estimated to experience a reduction in night-time noise was concluded as being greater than that of the number estimated to experience an increase. The positive benefits and reduced population exposure arising from the proposed changes are welcomed by Renfrewshire Council.

Within Part 4 of Background Paper 1 – Glasgow Airport Modernising Our Flightpaths Consultation Document, the proposed amendments to approach procedures will not have any impact within the Renfrewshire area as the changes will occur over neighbouring local authority areas and by the time aircraft are within Renfrewshire, they will be on their final approach routes which do not, from the document, appear to be changing. Renfrewshire Council therefore has no comment to make on this.

Air Quality and Carbon Dioxide Emissions

It is noted within the consultation document that technical guidance material from the Civil Aviation Authority does not require an assessment of air quality as neither the airport nor the surrounding airspace lie within an Air Quality Management Area (AQMA) and further that Government guidance states that, owing to the effects of mixing and dispersion, emissions from aircraft above 1,000 feet are unlikely to have a significant effect on local air quality. Renfrewshire Council notes that there are no changes affecting flight paths below 1,000 feet

in the proposed Standard Instrument Departure procedures and therefore local air quality will be unaffected by the proposals.

It is noted that Glasgow Airport recognises aviation is a contributor to greenhouse gas emissions that result in climate change and that they share the responsibility to reduce these emissions where possible. The consultation document acknowledges that airspace design and operation is only one element in determining the quantity of aircraft emissions. The design of aircraft and engines, general growth of air traffic, capacity and load factors of aircraft, airline operating procedures and other factors will all have an influence on aircraft emissions, but are considered to be outside the scope of the airspace change process. However, the Civil Aviation Authority requires that Glasgow Airport demonstrates how the design and operation of airspace will impact on emissions and that they estimate the total annual fuel burn/mass of CO₂ in metric tonnes emitted for the current situation, the situation immediately following the airspace change and the situation after traffic has increased under the new arrangements, 10 years after implementation. Consultants acting for the Airport have undertaken this assessment and using methodology they estimated the differences in fuel burn and CO₂ emissions resulting from the airspace change based on an analysis of the differences in distance between the current and proposed departure procedures. The results of this analysis indicates a significant improvement (reduction) in both fuel burn, by over 4,000 tonnes, and carbon dioxide emissions, by almost 13,000 tonnes, for the proposed arrangements in the implementation year. This is due to an overall reduction in track mileage per flight as a result of the airspace change and equates to a 21% reduction in fuel and carbon dioxide (CO₂) emissions.

Renfrewshire Council is supportive of plans and actions which will have a positive impact on climate change and is encouraged by this significant reduction in fuel usage and carbon dioxide emissions which will be realised through the proposed flightpath changes.

Appendix 2- Renfrewshire Council Response to the Glasgow Airport Draft Noise Action Plan 2018- 2023 Consultation

Renfrewshire Council has reviewed the draft Noise Action Plan consultation Document and notes that this is an update to replace the previously published Noise Action Plan for 2013-2018, in requirement of the European Union Environmental Noise Directive 2002/49/EU and the Environmental Noise (Scotland) Regulations 2006.

It is noted that the draft NAP supports the Air Navigation Guidance 2017's objective to limit, and where possible, reduce the number of people in the UK significantly affected by adverse impacts from aircraft noise and that the NAP sets out action measures to manage and mitigate these effects.

Renfrewshire Council supports the inclusion of ground based noise (aircraft taxiing and engine testing) within the draft NAP whilst noting that there is no statutory requirement to do so but demonstrates a consideration of the wider issues associated with noise from the airport and air traffic.

It is noted that the draft NAP has taken into account changes to airspace policy including amendments to the aviation noise compensation scheme; the formation of an Independent Commission on Civil Aviation Noise who will be responsible for creating, compiling and disseminating best practice to the aviation industry on the management of civil aviation noise adoption of new metrics and appraisal guidance for assessing noise impacts. The adoption of the new metrics and appraisal guidance is to be welcomed which reflects the most recent large scale study on aircraft noise and its effects on health.

Section 6 of Background Paper 2 – Glasgow Airport Noise Action Plan 2018-2023 Consultation Document describes noise management at Glasgow Airport including changes to aircraft technology, development and adoption of quieter operating procedures and a description of how noise is monitored and measured at the airport. It is noted that with regard to engine testing on the ground, this is restricted to daytime hours, unless exceptional circumstances occur and that locations have been identified to minimise noise effects on neighbours.

Section 6.3 of Background Paper 2 – Glasgow Airport Noise Action Plan 2018-2023 Consultation Document describes ongoing engagement with local planning authorities to ensure aircraft operations are considered in the development of sensitive land uses and that the Airport contributes to the local development plan and planning policy processes. Renfrewshire Council welcomes this engagement which is considered crucial in successful policy development in areas which has potential to be affected by aircraft noise.

Section 6.5 of Background Paper 2 – Glasgow Airport Noise Action Plan 2018-2023 Consultation Document describes work which is undertaken by the Airport within local communities, including the Flightpath Fund which is the main focus of Glasgow Airport's corporate and social responsibility strategy to ensure local people share in the airport's success.

Section 7 of Background Paper 2 – Glasgow Airport Noise Action Plan 2018-2023 Consultation Document describes the Airspace Change Consultation which Renfrewshire Council has responded to separately and Section 8 details the results of the 2017 noise mapping process. Table 1 notes the 2017 annual L_{den} noise levels and L_{Aeq} daytime noise levels with corresponding land areas, populations and households within each of the bandings. It is noted that for all of the noise bands, there is an increase in land area covered by each of these when compared with the previous Noise Action Plan (2013-2018). Corresponding increases in affected populations and households is also noted between the previous and current, draft Plan. Expansion of the noise contours is considered inevitable where there is continued growth at the airport with resultant increased air traffic. Within Renfrewshire, the increases for the worst affected areas is considered minimal however any increase in noise level will be considered when the Renfrewshire Local Development Plan is reviewed, with land use proposals, policy and guidance reflecting the outcome of the consultation and implementation of the plan.

Section 9 of Background Paper 2 – Glasgow Airport Noise Action Plan 2018-2023 Consultation Document details the proposed actions which will be implemented to minimise and mitigate noise levels affecting populations beneath the flightpath, categorised by section, including reduction of noise at source; land use planning and management; noise abatement operational procedures; operating restrictions and working with local communities.

It is noted and welcomed by Renfrewshire Council that implementation of the Noise Insulation Policy, proposed within the action measures, will not be used as a substitute for other measures that reduce aircraft noise at source or through noise abatement operational procedures.

In summary, the implementation of a Noise Action Plan to mitigate, and where possible, minimise noise from operations at Glasgow Airport is welcomed and supported by Renfrewshire Council. It is considered that the Plan will support continued sustainable growth of the airport through the lifetime of the plan whilst simultaneously, the effects on local communities will be monitored and minimised through the various action measures being adopted within this plan.



To: INFRASTRUCTURE, LAND AND ENVIRONMENT POLICY BOARD

On: 21 MARCH 2018

Report by: DIRECTOR OF ENVIRONMENT & COMMUNITIES

**Heading: IMPROVING RENFREWSHIRE'S ENVIRONMENT & PLACE
PROGRESS REPORT 2017/18 AND FUTURE INVESTMENT**

1. Summary

- 1.1 At the Council meeting on 29 June 2017, Environment & Communities received £250k to enhance operational activities and support communities including:
- Additional & targeted StreetScene and Roads activities, including mechanised street sweeping and the cleaning of gullies
 - Litter clean ups and targeted dog fouling activities & enforcement
 - Removal of old & redundant street furniture and roads infrastructure (signage, poles, barriers, etc.)
 - Supporting community & volunteer participation
 - A highly visible marketing campaign
- 1.2 This paper updates the Infrastructure, Land and Environment Policy Board on the progress and possible outcomes achieved over the first 6 months since the enhanced operational activities and support to communities' campaign was launched September 2017.
- 1.3 Enhanced Street cleaning frequencies were introduced along with additional litter picks, dedicated rapid response and gulley services for Renfrewshire's villages. This has resulted in additional litter, silt and debris being collected during the period enhancing Renfrewshire's environment.

- 1.4 Team Up To Clean Up campaign was launched as the campaign brand with the overarching aim to support communities to participate within their local areas. These communities have responded by participating in a number of community clean ups.
- 1.5 The Council meeting on 2 March 2018 approved the Council's revenue and capital budgets for 2018/19. A detailed programme of works for this additional investment is currently being developed and will be brought to the next meeting of this Policy Board. A commitment of £2.5 million of revenue resources was approved in order to sustain for the next five years investment in this programme of enhanced environmental cleaning across Renfrewshire. However, in the interim the priorities as set for the initial investment in 2018/19 will continue in Spring 2018 until this more detailed programme is available. A particular focus is being given to gully cleaning, street cleaning, and the continued removal of obsolete street furniture and signage.
-

2. Recommendations

- 2.1 It is recommended that the Infrastructure, Land and Environment Policy Board:
- (i) Notes the work undertaken on the initial £250k investment improving Renfrewshire's Environment & Place.
 - (ii) Notes the Council's decision to invest in this programme over the next 5 years and a programme of works is currently being developed for £500k expenditure in financial year 2018/19
-

3. Background

- 3.1 Environment & Communities received £250k funding to improve Renfrewshire's Environment & Place. At the Council meeting on 29 June 2017, a programme of work was agreed to be undertaken by Environment & Communities. This included:
- Additional & targeted StreetScene and Roads activities, including enhanced mechanised street sweeping and the cleaning of gullies
 - Litter clean ups and targeted dog fouling activities & enforcement
 - Removal of old & redundant street furniture and roads infrastructure (signage, poles, barriers, etc.)
 - Supporting community & volunteer participation.
 - A highly visible marketing campaign
- 3.2 The programme was launched in September 2017 with additional staff being recruited over the summer of 2017 with work commencing on operational activities including enhanced mechanised sweeping, gully cleaning and community litter picking.

- 3.3 As part of the highly visible marketing campaign, “Team Up to Clean Up” was officially launched on 2 November 2017 at Knockhill Park. This including appropriate branding that would be used to engage members of the public in cleaning their communities with Team Up to Clean Up being very much focused on the community clean ups in Renfrewshire.
- 3.4 A dedicated page was provided on the website to allow easy access to cleaning schedules and appropriate contact details for Community Clean Ups. This can be accessed at <http://www.renfrewshire.gov.uk/teamuptocleanup>
- 3.5 The Team Up to Clean Up Facebook page was launched in December 2017.

4. Operational Activities

£250k investment

- 4.1 The £250k investment has supported several enhanced operational programme activities and an integrated marketing and media strategy. The operational activities include; increased mechanical sweeping and gulley cleaning, a highly visible litter picking presence, an expanded Rapid Response Team service, and the removal of redundant infrastructure and the repair, replacement and cleaning of signage.

Street Gullies

- 4.2 The enhanced programme of gully cleaning is being undertaken through the provision of additional gully cleaning machines & staffing. The enhanced gully cleaning service is tackling a one off cleaning of gullies across Renfrewshire and planning for repairs and replacement of defective gullies.
- 4.3 To date 14,775 gullies have been visually inspected and cleaned (approximately 49% total of Renfrewshire) removing 266 tonnes of debris and detritus. During this time, complaints of blocked gullies within the Towns and Villages have also been tackled timeously. The remainder of the gullies will be targeted as part of additional funding provided for 2018/19.
- 4.4 So far the enhanced gully cleaning service has completed a cyclical clean of the following communities; Renfrew, Paisley, Hillington East, Ralston, Seedhill, Glenburn, Foxbar, Erskine and Elderslie. A reactive squad has been tackling issues within the Villages.

Street Cleaning

- 4.5 The enhanced street cleaning and community litter picking service being undertaken under the investment has enabled mechanical sweeping of streets to be cleaned every 2 months, rather than 6 monthly. In addition, 6 litter pickers have been recruited and deployed within Renfrewshire’s communities, working on a 16 day cycle allowing all communities to be targeted.
- 4.6 The enhanced mechanical sweeping programme in communities is available for members of the public on the Renfrewshire Council website where a scheduled of planned works are posted at <http://www.renfrewshire.gov.uk/teamuptocleanup>. The

mechanical sweepers work on both routine cleaning and responding to complaints to improve the cleanliness of the communities.

Enhanced Rapid Response Team (RRT)

- 4.7 As part of the Team Up to Clean Up programme, an additional 2 staff have been recruited to work predominantly in Renfrewshire's Villages with regards to fly tipping as part of the Rapid Response Team (RRT). The team react to complaints but also proactively patrol areas to try and identify fly tipping. They will liaise with the other team and uplift small volumes of fly tipping if required.

Removal of obsolete signage

- 4.8 An assessment of obsolete signage is currently being undertaken with any obsolete signs being removed. This survey has progressed, to identify street furniture, road signage & infrastructure for removal, improvement and replacement across Renfrewshire.
- 4.9 The initial area of focus where improvement work has been undertaken was within Paisley Town Centre and supporting arterial routes. Other areas that have been surveyed and obsolete signage removed include Erskine, Inchinnan, Bishopton, Langbank and Renfrew.

Community Clean Ups

- 4.10 The Team Up to Clean Up campaign was launched on 2 November 2017. Branding was established to encourage communities to assist in Community Clean Ups.
- 4.11 To date there have been 40 community clean ups (since October 2017) that have been promoted or assisted by the Team Up to Clean Up campaigns.
- 4.12 Efforts have been made to establish clean ups in all local areas and whilst some communities are very active, others have seen a more gradual involvement, however we are now starting to see community engagement start to grow in all communities.
- 4.13 In addition to the Community Clean Ups, a targeted media campaign has been run on fly tipping, littering and dog fouling to increase awareness of the issues and sign post people to the Council to report issues.
- 4.14 As part of Team Up to Clean up:
- A landing page has been created on the Council website
 - A Facebook page has been launched
 - Visits have been undertaken to schools
 - Visits have been undertaken to community groups
 - Posters have been erected on bus shelters and advertising hoardings
- 4.15 During the initial weeks of the campaign, social media was used extensively to provide a focus on fly tipping and dog fouling and both Facebook and Twitter was used to reach the following people:

#FocusonFlyTipping

- Facebook – 5,573 reach, 243 engagements
- Twitter – reach 8,069 impressions, 97 engagements

#FocusonDogFouling

- Facebook – 20,328 reach, 1257 engagements
- Twitter – 18,856 impressions, 519 engagements

- 4.16 The Team Up to Clean Up Facebook page now has 229 members with 527 posts/comments and reactions during January and February 2018. During February there were a total of 14 Facebook posts on the Renfrewshire Council website dedicated to Team Up to Clean Up. Of these posts there was a total reach of 58,085 and 102,501 impressions. There were a total of 4,157 engaged unique users and only 23 people who gave negative feedback.

5. Prioritised work for 2018/19

- 5.1 The Council meeting on 2 March 2018 approved the Council's revenue and capital budgets for 2018/19. An allocation of £500k per annum for 5 years, totalling a £2.5 million investment, was approved to continue improving Renfrewshire's Environment & Place. A programme of work is currently being developed for 2018/19 to continue and improve work undertaken to date.

Implications of the Report

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

Renfrewshire is thriving – a clean and welcoming environment will make Renfrewshire a better place to live, work, visit and invest.

Renfrewshire is well – The Environment & Place work allows members of the community to assist with community clean ups leading to an improved feeling of wellbeing and ownership amongst citizens and communities.

- 4. Legal - None**
- 5. Property/Assets - None**
- 6. Information Technology - None**

7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
 8. **Health & Safety** – None
 9. **Procurement** – None
 10. **Risk** – None
 11. **Privacy Impact** – None
 12. **Cosla Policy Position** – Not applicable
-

List of Background Papers

- a) Improving Renfrewshire's Environment and Place – Renfrewshire Council meeting 29 June 2017.
-

Author: Shona MacDougall, Director of Environment & Communities
Email: shona.i.macdougall@renfrewshire.gov.uk



To: Infrastructure, Land and Environment Policy Board

On: 21 March 2018

Report by: Director of Finance and Resources

Heading: Document Solution Centre and Legal Store – Lease Renewal

1. Summary

- 1.1 The purpose of this Report is to seek authority from Members to renew the lease of premises at Units 8-11, Abbeymill Business Centre, Seedhill, Paisley for continued use by the Document Solution Centre and Legal Services Store.
-

2. Recommendations

The Board is asked to:-

- 2.1 Authorise the Head of Property and the Head of Corporate Governance to conclude new leases of the premises at Units 8-11, Abbeymill Business Centre, Seedhill, Paisley, on the provisional terms and conditions outlined in this report.
-

3. Background

- 3.1 The Head of Customer and Business Services has advised of the need to continue the lease of the current premises in Units 8-10 of Abbeymill Business Centre, occupied by the Document Solution Centre, in line with operational requirements and equipment hiring schedules.

- 3.2 Unit 11 of Abbeymill Business Centre, currently under the same lease with Units 8-10, is occupied by Legal Services and used as their store for Legal Documents. The Head of Corporate Governance has confirmed that for the time being, Legal Services require to continue the lease of those premises also, but for a shorter term, pending possible future relocation. Accordingly, agreement has been reached with the Landlord to split the leasing of both units going forward.
- 3.3 Renfrewshire Council currently lease the premises at Units 8-11, Abbeymill Business Centre, Seedhill, Paisley, which lease originally commenced on 15/5/2005, and was due to expire on 6/3/2018, albeit occupation has been maintained with the landlords agreement while the Board considers this request. The current passing annual rental is £19,443.75 plus VAT.
- 3.4 The Head of Customer and Business Services has reviewed the operational and property requirements of continuing the services provided by the Document Solution Centre, which procures and maintains its printing equipment etc. under medium term leasing contracts. These current contracts extend beyond the current property lease expiry date, thus confirming the immediate need for lease extension to continue to accommodate the equipment to avoid service disruption. The location and suitable nature of the current leased premises for the printing equipment, with a current lack of appropriate and available relocation options within the Council's operational property portfolio for the service, confirms a need for continuation of the service under a longer term lease at this location.
- 3.5 The Head of Corporate Governance is reviewing storage options within the Council's operational property portfolio. Options to relocate from Unit 11, currently used as the Legal Document Store, are not available at the present time. That may change in the short to medium term. Accordingly, it is appropriate to take a short term lease extension for these premises, separately from Units 8-10 occupied by the Document Solution Centre.
- 3.6 Discussions for a lease extension / new leases have been concluded with the Landlord, with the outcomes noted in part 4.

4. Provisional Terms and Conditions

- 4.1 The current lease has been in place since 15/5/2005 with the current passing rent of £19,443.75 + VAT per annum, payable quarterly in advance. It is on a full repairing and insuring basis. Following

discussions with the Landlord, we sought and provisionally agreed to split liability for the current premises under 2 new leases.

4.2 Units 8-10

The existing lease terms including the current passing rental, apportioned at £16,443.96 + VAT per annum, will be replicated under a new lease expiring 31/3/2024. To correspond with optional equipment hire contract scheduling. A tenant only option to extend the lease for 1 further year to 31/3/2025 will also be included. There are no rent reviews as the rent is fixed for the term. Service charge is currently fixed and will be replicated under the new lease apportioned at £9,604.67 + VAT per annum subject to Landlord review periodically as per the current lease.

4.3 Unit 11

The existing lease terms including the current passing rental, apportioned at £2,999.79 + VAT per annum, will be replicated under a new lease expiring 31/3/2019. This lease will be annually renewable after the initial term by the Tenant with minimum 3 months prior written notice to the Landlord. Service charge is currently fixed and will be replicated under the new lease apportioned at £1,752.13 + VAT per annum subject to Landlord review periodically as per the current lease.

4.4 The lease transaction shall include such other terms and conditions as may be considered necessary by the Head of Property and the Head of Corporate Governance to protect the interests of the Council.

Implications of the Report

1. **Financial** – Annual rentals of £16,444 + VAT and £2,999.79 + VAT payable going forward, with additional service charges and insurance payments.

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

3. **Community Planning** –

Our Renfrewshire is thriving – Continuation of essential services for operational requirements.

Our Renfrewshire is well – N/A.

Our Renfrewshire is fair – N/A

Our Renfrewshire is safe – N/A

4. **Legal** – Lease extension to be concluded.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.
7. **Equality & Human Rights** - *(Please select the statement applicable to the recommendations contained within this board report and delete remaining statements)*
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the **report as this covers continuation of an existing service only**. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. *(Report author to arrange this).*
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.

List of Background Papers

- (a) Background Paper 1 – N/A

Author: John Mitchell, Asset and Estates, Property Services – tel 0141 618 6177.



To: Infrastructure, Land & Environment Policy Board

On: 21st March 2018

Report by: Director of Finance & Resources

Heading: Former Glen Plant Nursery, Glenburn, Paisley

1. Summary

- 1.1 The purpose of this report is to seek approval for a long term lease to Grow in Glenburn for the former Glen Plant Nursery, Glenfield Road, Paisley.
- 1.2 Grow in Glenburn was established in 2009 and entered into a short term lease with the Council for the former Glen Plant Nursery. The original lease was for a period of one year and allowed the creation of growing plots for the community. The lease has been renewed year on year.
- 1.3 The lease currently operates on a month to month basis following the lease expiry in 2016. This report seeks to grant Grow in Glenburn a 10 year lease for the subject site.
-

2. Recommendations

- 2.1 Approve the long term lease request from Grow in Glenburn for the subject site at the former Glen Plant Nursery, Paisley subject to lease conditions being fulfilled.'
-

3. **Background**

- 3.1 The subjects are located on the south side of Paisley and lie within the Gleniffer Braes Country Park. The subject site extends to some 2,633 sqm or thereby. There is a right of access through the subject site.
- 3.2 Grow in Glenburn (GIG) were established in 2009 with a constitution being created on the 10th November 2009. The group have occupied this site by way of a short term lease of 1 year initially. This allowed the group to grow within the community and indeed the last lease renewal saw the group extend their occupancy to include not only all of the plant areas but also two of the structures on the site namely a bothy and a container.
- 3.3 Clauses within the lease take into account for GIG's planned working partnership with Barnardo's works. Barnardo's will continue to carry out training of unemployed people at the subject site.
- 3.4 The rent will remain at £1 per annum, if asked, payable in advance.
- 3.5 The lease is for a period of 10 years. This lease length will allow GIG to apply for various funding grants and allow other funding opportunities to be explored.
- 3.6 The lease and the terms contained thereby have all been carried out in consultation with Environment and Communities.

Implications of the Report

- 1. **Financial** – The financial implications to the Council are minimal. The site has been occupied by GIG for a number of years and we are seeking a new lease for a 10 year period. A lease of 10 years will enable GIG to continue the work at the site and also explore / apply for more funding from various organisations.
- 2. **HR & Organisational Development** – None
- 3. **Community Planning** – Our Renfrewshire is thriving – GIG community garden will continue to provide a learning environment as well as a garden for relaxation and reflection. It will continue to be a community based project.

Our Renfrewshire is well placed to continue to develop the community outdoor growing ground space. The garden offers a place to learn,

volunteer and socialise. All of these activities benefit the local community both young and old. With a longer lease they will have the ability to apply or further funding to improve upon the works carried out to date. The project will have longevity.

4. **Legal** – Conclude the new lease.
5. **Property/Assets** - The lease will ensure that the tenants have an obligation to continue to maintain the subjects in line with the terms contained therein. .
6. **Information Technology** - None
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – Not applicable
12. **Cosla Policy Position** – Not applicable

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gillian.beattie@renfrewshire.gov.uk



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To: Infrastructure, Land and Environment Policy Board

On: 21 March 2018

Report by: Director of Finance and Resources

**Heading: Housing Advice and Homelessness Services – Office Lease
Renewal**

1. Summary

- 1.1 The purpose of this Report is to seek authority from Members to renew the lease of offices at Ground Floor, 15-17 Abercorn Street, Paisley, for continued use by the Housing Advice and Homelessness Services Team.
-

2. Recommendations

The Board is asked to:-

- 2.1 Authorise the Head of Property and the Head of Corporate Governance to extend the existing lease for the property at Ground Floor, 15-17 Abercorn Street, Paisley, for a further 5 years as provided for in the current lease terms.
-

3. Background

- 3.1 The Head of Planning and Housing Services has advised of the need to continue the lease of the current premises, occupied by the Housing

Advice and Homelessness Services Team, in line with operational requirements.

- 3.2 The premises at Ground Floor, 15-17 Abercorn Street, Paisley, shown on the attached plan, are tenanted by the Council under a lease which originally commenced on 27/10/2008 and is now due to expire on 26/10/2018. The current passing annual rental is £52,000 per annum exclusive of VAT. There is a Tenant's option to extend the lease for a further 5 years beyond the current expiry date, however, subject to review of the rental in the normal 5 yearly manner.
- 3.3 The Head of Planning and Housing Services has reviewed the operational and property requirements of continuing the service provided by the Housing Advice and Homelessness Services Team. The location and suitable nature of the current leased premises, being adjacent to existing homeless accommodation and within central Paisley, provides a good solution for the service requirements. The Council's operational property portfolio does not offer any suitable alternatives for the service, confirming a need for continuation of the service under a longer term lease at this location.
- 3.4 Renfrewshire Council can unilaterally extend the lease by providing the Landlord with a minimum of 6 months' prior written notice (counting to the current end date).

4. Provisional Terms and Conditions

- 4.1 The current lease has been in place since 27/10/2008 with the current passing rent of £52,000 exclusive of VAT. It is on a full repairing and insuring basis. The Tenant option to extend will be implemented as per the lease terms by the issue to the Landlord of the required minimum 6 months' prior written notice to the current lease end date. A review of rent may well be initiated as a result. Any change in rent will be accommodated within existing budgets.
- 4.2 Where possible beyond those already contractually in place under the current lease, the extension of the lease shall include such other terms and conditions as may be considered necessary by the Head of Property and the Head of Corporate Governance to protect the interests of the Council.
-

Implications of the Report

1. **Financial** – Annual rental of £52,000 exclusive of VAT will be continued but will be subject to rent review, with in addition service charges and insurance payments.
2. **HR & Organisational Development** – None
3. **Community Planning** –

Our Renfrewshire is thriving – Continuation of essential services for inclusion of all.

Our Renfrewshire is well – Continuation of essential services for personal wellbeing.

Our Renfrewshire is fair - Continuation of essential services for equality and fairness

Our Renfrewshire is safe – Continuation of essential services for personal security
4. **Legal** – Lease Extension to be concluded.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.
7. **Equality & Human Rights** - *(Please select the statement applicable to the recommendations contained within this board report and delete remaining statements)*
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the **report as this covers continuation of an existing service only**. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. *(Report author to arrange this).*
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.

List of Background Papers

- (a) Background Paper 1 - Report entitled Development of Supported Accommodation at Abercorn Street, Paisley approved at the Housing and Community Safety Policy Board on 5/6/2007.

The foregoing background papers will be retained within Finance and Resources / Property Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Joe Lynch, Head of Property Services, tel. 0141 618 6159, email joe.lynch@renfrewshire.gov.uk

Author: John Mitchell, Asset and Estates, Property Services – Tel 0141 618 6177.



Renfrewshire
Council

Property at Abercorn Street, Paisley

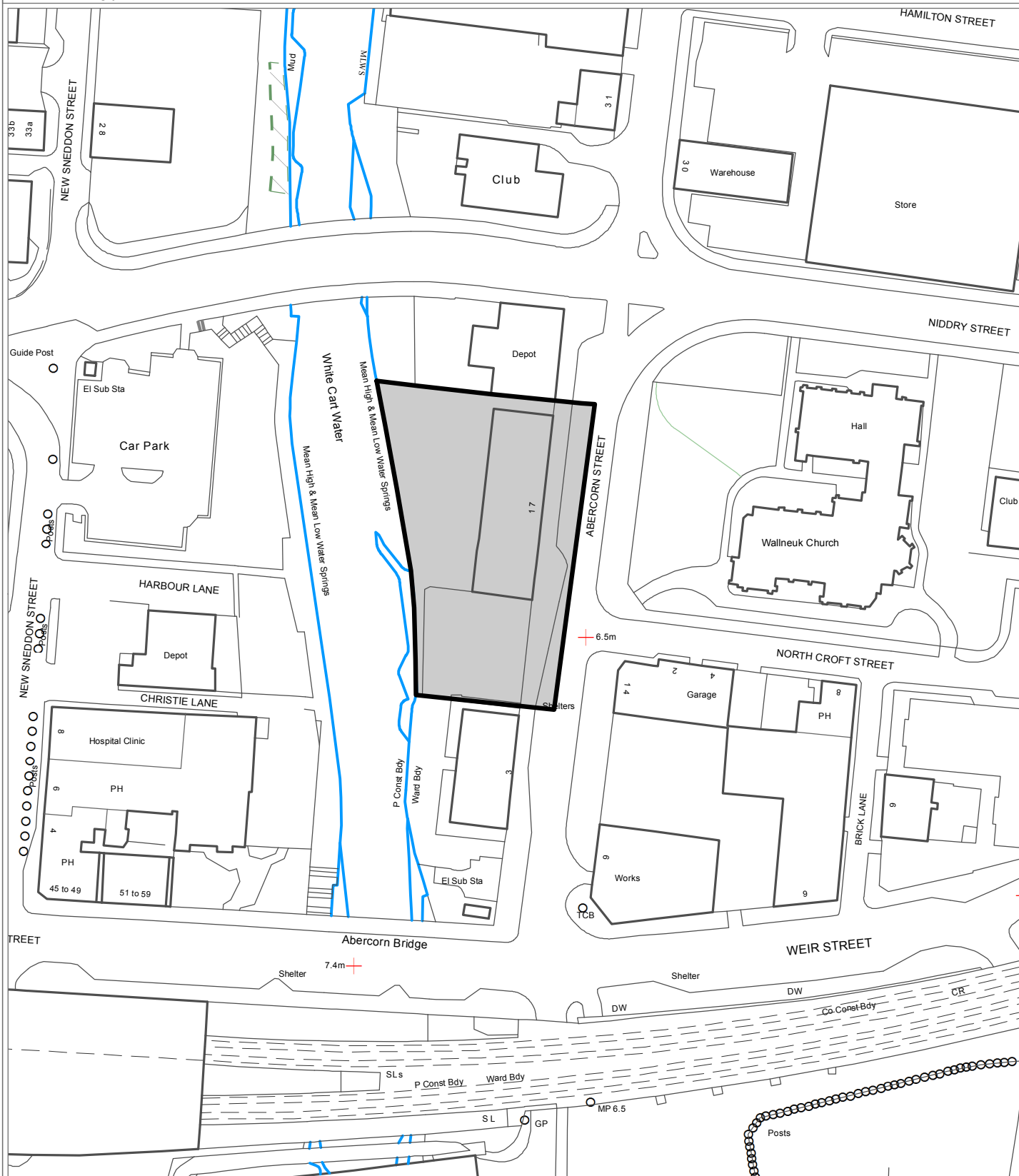
Report Plan Ref. E2679



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User: howardhaughj2

Date: 08/11/2017



Notes:

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To: Infrastructure, Land & Environment Policy Board

On: 21st March 2018

Report by: Director of Finance & Resources

Heading: Shop at 14 Barscube Terrace, Paisley

1. **Summary**

- 1.1 This report advises the Board on the provisional terms and conditions agreed for a new lease of the shop premises at 14 Barscube Terrace, Paisley.
-

2. **Recommendations**

It is recommended that the Board:-

- 2.1 Grant authority to the Head of Property and the Head of Corporate Governance to conclude a new lease of the shop premises at 14 Barscube Terrace, Paisley, on the basis of the main terms and conditions contained in this report.
-

3. **Background**

- 3.1 The shop property at 14 Barscube Terrace, Paisley has been leased since 28th March 2017 to John Ferguson and Christopher Pentland. The lease now runs on a month to month basis. The property trades as a Sandwich Shop (hot and cold), and has a current passing rental of £6,000 per annum. Mr Pentland has confirmed that he is no longer a business partner of Mr Ferguson, and wishes to end his involvement at this address.

Mr Ferguson however is keen to invest in the business but only if he has more security of tenure. A new longer term lease has therefore been requested by Mr Ferguson only.

- 3.2 Discussions have taken place with Mr Ferguson, and the following main terms and conditions have been provisionally agreed.

4. **Proposed terms and conditions of lease;**

- 4.1 The existing lease shall be renounced at a mutually agreed date between both parties. This date shall also be the date of entry in the new lease.
- 4.2 The new lease shall be for a period of 10 years, with a tenant only break option at year five, and shall be on the basis of the Council's standard Full Repairing and Insuring style of lease.
- 4.3 The new lease shall be in the company name of Barscube Deli Limited.
- 4.4 The initial annual rental shall be £6,000, and the rent shall be reviewed every 5 years.
- 4.5 The use of the property shall continue as a Sandwich Shop (hot and cold).
- 4.6 The tenant shall meet the Council's reasonable legal expenses incurred in concluding the lease.
- 4.7 Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance and the Head of Property to protect the Council's interest.

Implications of the Report

1. **Financial** – Annual rent of £6,000 to be received.

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

3. **Community Planning**

Our Renfrewshire is thriving – New lease will maintain existing local service.

4. **Legal** – Lease renunciation and new lease to be concluded.

5. **Property/Assets** – As per this report.

6. **Information Technology** – None.
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – None.
 9. **Procurement** – Not applicable.
 10. **Risk** – None.
 11. **Privacy Impact** – Not applicable.
 12. **Cosla Policy Position** – Not applicable.
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List of Background Papers

- (a) Background Paper 1 – None.
-

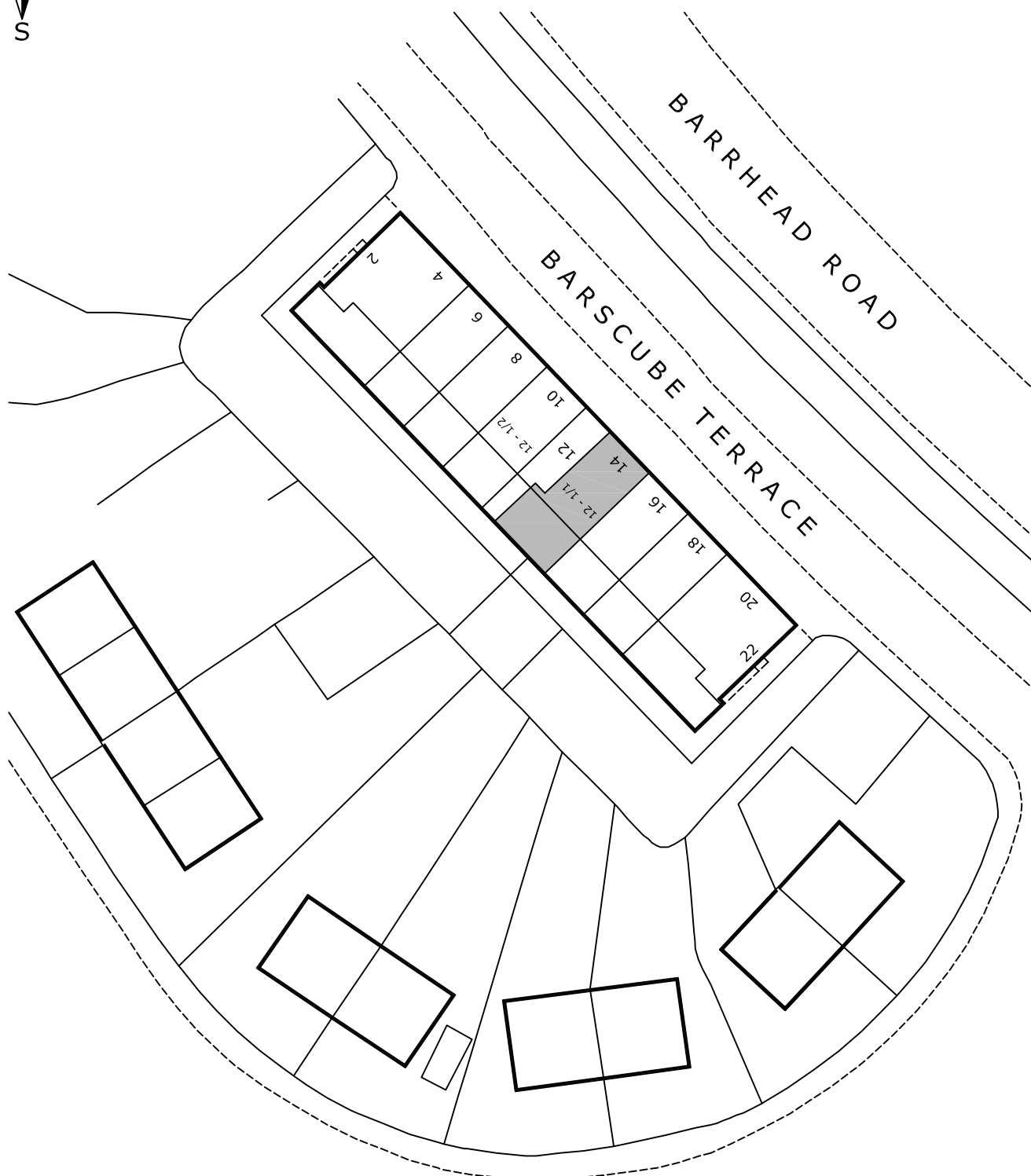
Author: Andrew Smith – 0141 618 6180. andrew.smith@renfrewshire.gov.uk

FINANCE & RESOURCES ASSET & ESTATES SECTION



Renfrewshire
Council

TITLE	REPORT PLAN SHOP LEASE AT 14 BARSCUBE TERRACE, PAISLEY	DRAWING No.	E2692	SCALE	1:500
		DRAWN BY	JW	DATE	FEB 2018





To: Infrastructure, Land & Environment Policy Board

On: 21st March 2018

Report by: Director of Finance & Resources

Heading: Shop premises at 6/8 Lochaline Avenue, Paisley

1. Summary

- 1.1 This report advises the Board on the provisional terms and conditions agreed for a new lease of the shop premises at 6/8 Lochaline Avenue, Paisley.

2. Recommendations

It is recommended that the Board:-

- 2.1 Grant authority to the Head of Property and the Head of Corporate Governance to conclude a new lease of the shop premises at 6/8 Lochaline Avenue, Paisley, on the basis of the main terms and conditions contained in this report.
-

3. Background

- 3.1 The shop premises at 6 Lochaline Avenue are leased to Stephen & Carol Ticcioni on the basis of a 9 year lease from 2011 at an annual rent of £3,750. This shop trades as a Newsagents. The shop premises at 8 Lochaline Avenue are leased to Stephen & June Ticcioni on a year to year basis, following the expiry of a 9 year lease in 2017. This unit trades as a Licensed Grocer and the current passing rent is £3,800 per annum.

- 3.2 The tenants have obtained all necessary statutory consents required to combine both units into one larger shop, and conversion works are currently underway. It is therefore appropriate to have only one lease covering the property once numbers 6 and 8 have merged.
- 3.3 Discussions have taken place with Mr & Mrs Ticcioni, and the following main terms and conditions have been provisionally agreed.
- 3.4 June Ticcioni is the parent of Stephen and has agreed to relinquish her rights in respect of unit 8 and her name will not go on the new combined shop lease.

4. **Proposed terms and conditions of lease;**

- 4.1 The existing leases shall be renounced at a mutually agreed date, to correspond with the date of entry in the new lease.
- 4.2 The new lease shall be for a period of 10 years, and shall be on the basis of the Council's standard Full Repairing and Insuring style of lease.
- 4.3 The new lease shall be in the name of Stephen & Carol Ticcioni.
- 4.4 The initial annual rental shall be £7,800, and the rent shall be reviewed every 5 years.
- 4.5 The use of the property shall be a Licensed Grocer & Newsagent.
- 4.6 The tenants shall meet the Council's reasonable legal expenses incurred in concluding the lease renunciations and new lease.
- 4.7 Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance and the Head of Property to protect the Council's interest.

Implications of the Report

- 1. **Financial** – Annual rent of £7,800 to be received.

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

- 3. **Community Planning**

Our Renfrewshire is thriving – New lease will facilitate an improved local service.

4. **Legal** – Lease renunciations and new lease to be concluded.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.
7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – Not applicable.
10. **Risk** – None.
11. **Privacy Impact** – Not applicable.
12. **Cosla Policy Position** – Not applicable.

List of Background Papers

- (a) Background Paper 1 – None.

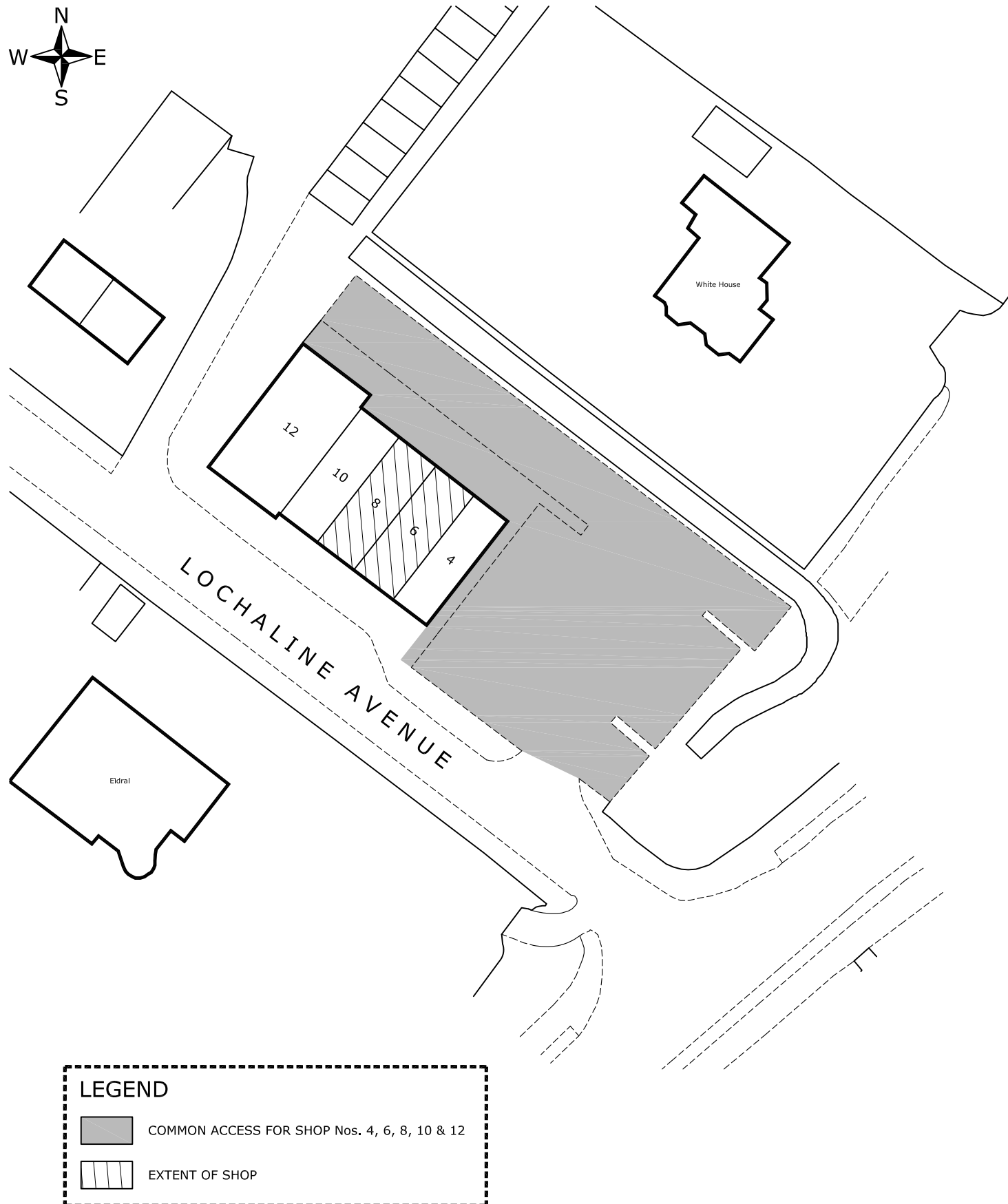
Author: Andrew Smith – 0141 618 6180. andrew.smith@renfrewshire.gov.uk

FINANCE & RESOURCES ASSET & ESTATES SECTION



Renfrewshire
Council

TITLE	REPORT / LEASE PLAN LEASE OF SHOP AT 6/8 LOCHALINE AVENUE, PAISLEY	DRAWING No.	E2691	SCALE	1:500
		DRAWN BY	JW	DATE	FEB 2018





To: Infrastructure, Land & Environment Policy Board

On: 21st March 2018

Report by: Director of Finance & Resources

Heading: Shop at 46A Foxbar Road, Paisley

1. Summary

- 1.1 This report advises the Board on the provisional terms and conditions agreed for a new lease of the shop premises at 46A Foxbar Road, Paisley.

2. Recommendations

It is recommended that the Board:-

- 2.1 Grant authority to the Head of Property and the Head of Corporate Governance to conclude a new lease of the shop premises at 46A Foxbar Road, Paisley, on the basis of the main terms and conditions contained in this report.
-

3. Background

- 3.1 Mr Mohammed Afzal leases the shop property at 46A Foxbar Road, Paisley on a year to year basis since 5th March 2018 following the expiry of the former 9 year lease at this address. The property trades as a grocer and newsagent, and has a current passing rental of £8,795 per annum. The Council's tenant is keen to invest in his business but considers that there will be more incentive to do so if he had more

security of tenure. A new longer term lease has therefore been requested.

- 3.2 Discussions have taken place with his solicitors, on behalf of Mr Afzal, and the following main terms and conditions have been provisionally agreed.

4. **Proposed terms and conditions of lease;**

- 4.1 The existing lease shall be renounced at a mutually agreed date between both parties. This date shall also be the date of entry in the new lease.
- 4.2 The new lease shall be for a period of 10 years and shall be on the basis of the Council's standard Full Repairing and Insuring style of lease.
- 4.3 The initial annual rental shall be £9,300, and the rent shall be reviewed every 5 years.
- 4.4 The use of the property shall continue as a Grocer & Newsagent.
- 4.5 The tenant shall meet the Council's reasonable legal expenses incurred in concluding the lease renunciation and new lease.
- 4.6 Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance and the Head of Property to protect the Council's interest.

Implications of the Report

1. **Financial** – Annual rent of £9,300 to be received.
2. **HR & Organisational Development** – None.
3. **Community Planning**
- Our Renfrewshire is thriving – New lease will maintain existing local service.
4. **Legal** – Lease renunciation and new lease to be concluded.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.

7. **Equality & Human Rights**

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

8. **Health & Safety** – None.

9. **Procurement** – Not applicable.

10. **Risk** – None.

11. **Privacy Impact** – Not applicable.

12. **Cosla Policy Position** – Not applicable.

List of Background Papers

- (a) Background Paper 1 – None.

Author: Andrew Smith – 0141 618 6180. andrew.smith@renfrewshire.gov.uk

Date: 20/12/2017



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To: Infrastructure, Land & Environment Policy Board

On: 21st March 2018

Report by: Director of Finance & Resources

Heading: Shop premises at 22, 28 & 30 Glenburn Road, Paisley

1. Summary

1.1 This report advises the Board on the provisional terms and conditions agreed for new leases of the shop premises at 22, 28 & 30 Glenburn Road, Paisley.

2. Recommendations

It is recommended that the Board:-

2.1 Grant authority to the Head of Property and the Head of Corporate Governance to conclude new leases of the shop premises at 22, 28 & 30 Glenburn Road, Paisley, on the basis of the main terms and conditions contained in this report.

3. Background

3.1 Mr Mohammed Ashraf became the tenant of 22, 28 & 30 Glenburn Road, Paisley in March 2006. Number 22 trades as a Licensed Grocer & Newsagent, and has a current annual rental of £8,400. Number 22 is used for storage only, at a rent of £3,960 per annum. Both of these rents were set in January 2018. Number 30 is also used for storage purposes, and since 2012, has been leased in the name of Mr Ashraf's wife, Farhat Ashraf. The current rental at this address is £3,800.

All three existing leases are on a month to month basis at present. The Council's tenants are keen to invest at Glenburn Road but consider that there will be more incentive to do so if they had more security of tenure. New longer term leases have therefore been requested.

- 3.2 Discussions have taken place with Mr & Mrs Ashraf, and the following main terms and conditions have been provisionally agreed.
-

4. **Proposed terms and conditions of lease;**

- 4.1 The existing leases shall be renounced at a mutually agreed date, to correspond with the date of entry in the new leases.
- 4.2 The new leases shall each be for a period of 10 years, and shall be on the basis of the Council's standard Full Repairing and Insuring style of lease.
- 4.3 The leases at 22 & 28 Glenburn Road shall be in the name of Mohammed Ashraf and the lease of 30 Glenburn Road in the name of Farhat Ashraf.
- 4.4 The initial annual rental for 22 Glenburn Road shall be £8,400, it shall be £3,960 per annum for 28 Glenburn Road, and shall be £3,960 per annum for 30 Glenburn Road. The rents shall be reviewed every 5 years.
- 4.5 The existing uses of a Licensed Grocer & Newsagent and two stores shall continue.
- 4.6 The tenants shall meet the Council's reasonable legal expenses incurred in concluding the new leases.
- 4.7 Any other reasonable terms and conditions considered necessary by the Head of Corporate Governance and the Head of Property to protect the Council's interest.
-

Implications of the Report

1. **Financial** – Combined annual rent of £16,320 to be received.
2. **HR & Organisational Development** – None.
3. **Community Planning**

Our Renfrewshire is thriving – New leases will maintain existing local service.

4. **Legal** – Lease renunciations and new leases to be concluded.
 5. **Property/Assets** – As per this report.
 6. **Information Technology** – None.
 7. **Equality & Human Rights**
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because no groups or individuals have any involvement currently at the property. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
 8. **Health & Safety** – None.
 9. **Procurement** – Not applicable.
 10. **Risk** – None.
 11. **Privacy Impact** – Not applicable.
 12. **Cosla Policy Position** – Not applicable.
-

List of Background Papers

- (a) Background Paper 1 – None.
-

Author: Andrew Smith – 0141 618 6180. andrew.smith@renfrewshire.gov.uk

FINANCE & RESOURCES ASSET & ESTATES SECTION



Renfrewshire
Council

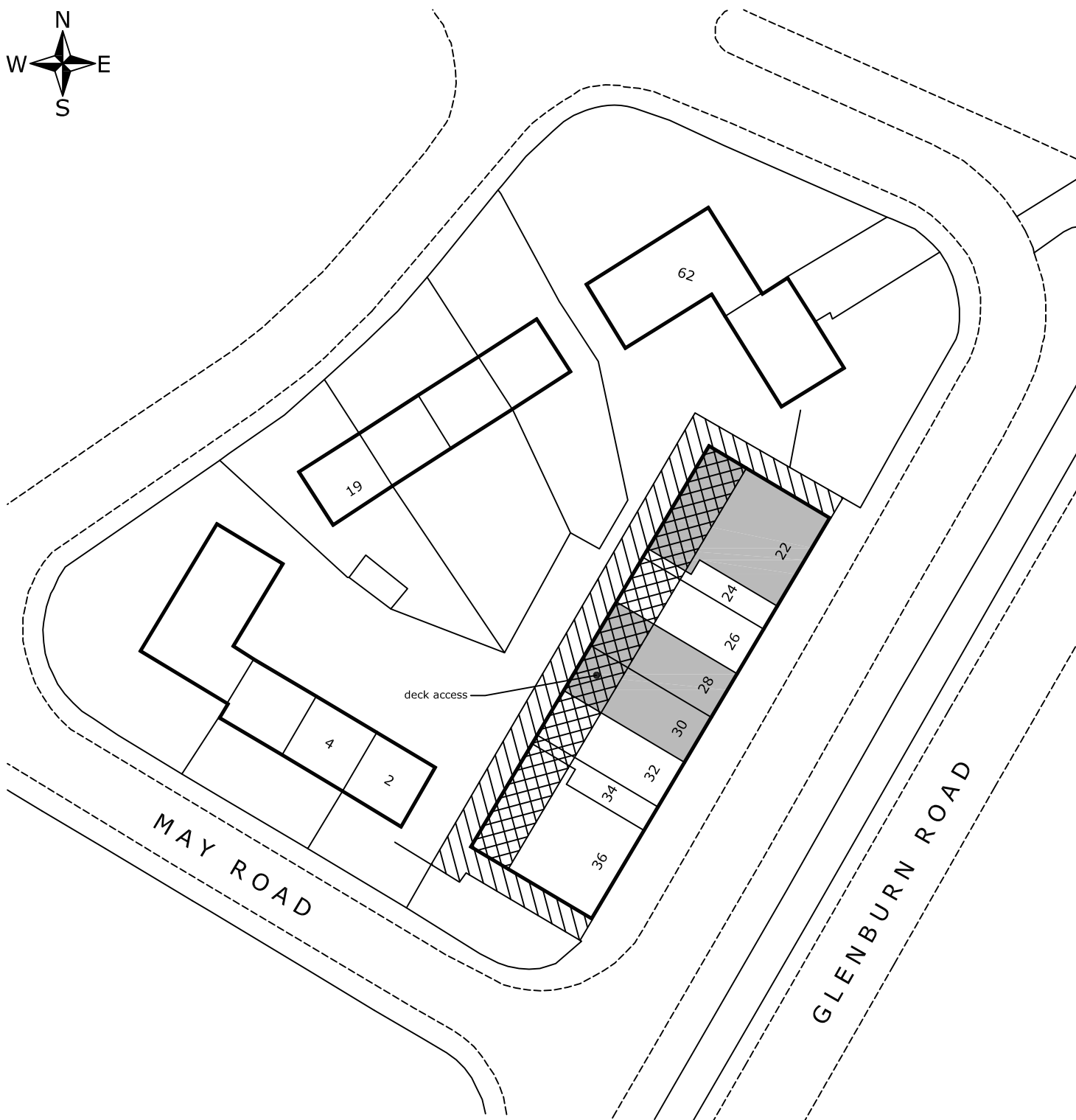
TITLE SHOP LEASE / REPORT PLAN
22, 28, 30 GLENBURN ROAD, PAISLEY PA2 8JG

DRAWING No. E2693

SCALE 1:500

DRAWN BY JW

DATE FEB 2018



LEGEND



SHOP AREA TO BE LEASED



1/6 SHARE BETWEEN
Nos. 22, 26, 28, 30, 32 & 36



To: Infrastructure, Land and Environment Policy Board

On: 21st March 2018

Report by: Director of Finance and Resources

Heading: Proposed Land Sale – Blackford Crescent, Hunterhill, Paisley

1. Summary

- 1.1 This report advises the Board on the offer received following the marketing for sale of the site off Blackford Crescent, Hunterhill, Paisley, shown on the attached plan.
-

2. Recommendations

It is recommended that the Board:-

- 2.1 Authorise the Director of Finance and Resources to accept the offer for the site, in the best financial and other interests of the Council, and subject to any other terms and conditions as are considered necessary by the Head of Property Services and the Head of Corporate Governance to protect the interests of the Council.
- 2.3 Note that the subject will be considered for remarketing if a suitable bargain cannot be concluded with the offeror.

3. **Background**

- 3.1 The development site, in the Hunterhill area of Paisley, is shown on the attached plan and extends to 0.49 Hectares (1.22 Acres) or thereby. The land was previously in part built upon with former deck access residential flats, demolished in c. 2008, and part of the former Hunterhill Tutorial site.
- 3.2 The site is adjacent to existing supported residential accommodation, operated in partnership between Renfrewshire Council and The Richmond Fellowship Scotland. The site under offer is part of a larger landholding in the area, originally intended for residential development. The Richmond Fellowship Scotland, with support from the Health and Social Care Partnership, approached the Council looking for a site to purchase from the Council to expand their services. Following an extensive search, the site under offer was identified as the best option for the type of use proposed. It was agreed that we would offer the site on the open market, where The Richmond Fellowship Scotland could bid for the site along with any other interested parties.
- 3.2 Following marketing, primarily on the Council's website, press advertising, with targeted emailing issued to all known operators in the local development market, a closing date was set for Noon on Thursday 30th November 2017.

4. **Comment on Offers Received**

- 4.1 By the closing date, only 1 offer had been received by the Asset and Estates Service.
- 4.2 A copy of the offer was sent to the Head of Corporate Governance, who advises that there are no conditions therein which after some adjustment, could not lead to the successful conclusion of missives.
- 4.3 A copy of the offer was also sent to the Head of Planning and Housing Services, who advises that the offer could be considered for progression of development on the site, with specific details being considered in the context of a planning application.
- 4.4 The offeror, The Richmond Fellowship Scotland, has offered on the basis of developing supported residential accommodation for adults with additional support needs with 8 modular style single storey units with staff accommodation, with associated car parking and

landscaping, conditional upon receiving suitable planning and other statutory consents. The value of this offer is £120,000 exclusive of VAT.

- 4.5 The site itself is part held by the Housing Revenue Account (44%) and part by General Services (56%). Any capital receipt will be split on a proportionate basis.

Implications of the Report

1. **Financial** – Anticipated capital receipt for both the Housing Revenue Account and the General Services Account.

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

3. **Community Planning** –

Our Renfrewshire is thriving – with additional capacity for local provision of care services.

Our Renfrewshire is fair - in offering care services closer to the families in the local community.

4. **Legal** – Progression of sale.

5. **Property/Assets** – Negotiation of a disposal of the property.

6. **Information Technology** – None.

7. **Equality & Human Rights** – None.

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

8. **Health & Safety** – None.

9. **Procurement** – None.

10. **Risk** – Default or withdrawal of the selected offeror and requirement to remarket.
 11. **Privacy Impact** – None.
 12. **Cosla Policy Position** – None.
-

List of Background Papers

- (a) Background Paper 1 - Report to the Housing, Environment and Community Safety Policy Board on 19th September 2006 declaring the site surplus to requirements, and confirming the action to demolish existing buildings.

The foregoing background papers will be retained within Property Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Joe Lynch, Head of Property Services, tel. 0141 618 6159, email: joe.lynch@renfrewshire.gov.uk

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Senior Asset & Estates Surveyor
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Renfrewshire
Council

Proposed Disposal - Land at Blackford Cres, Paisley

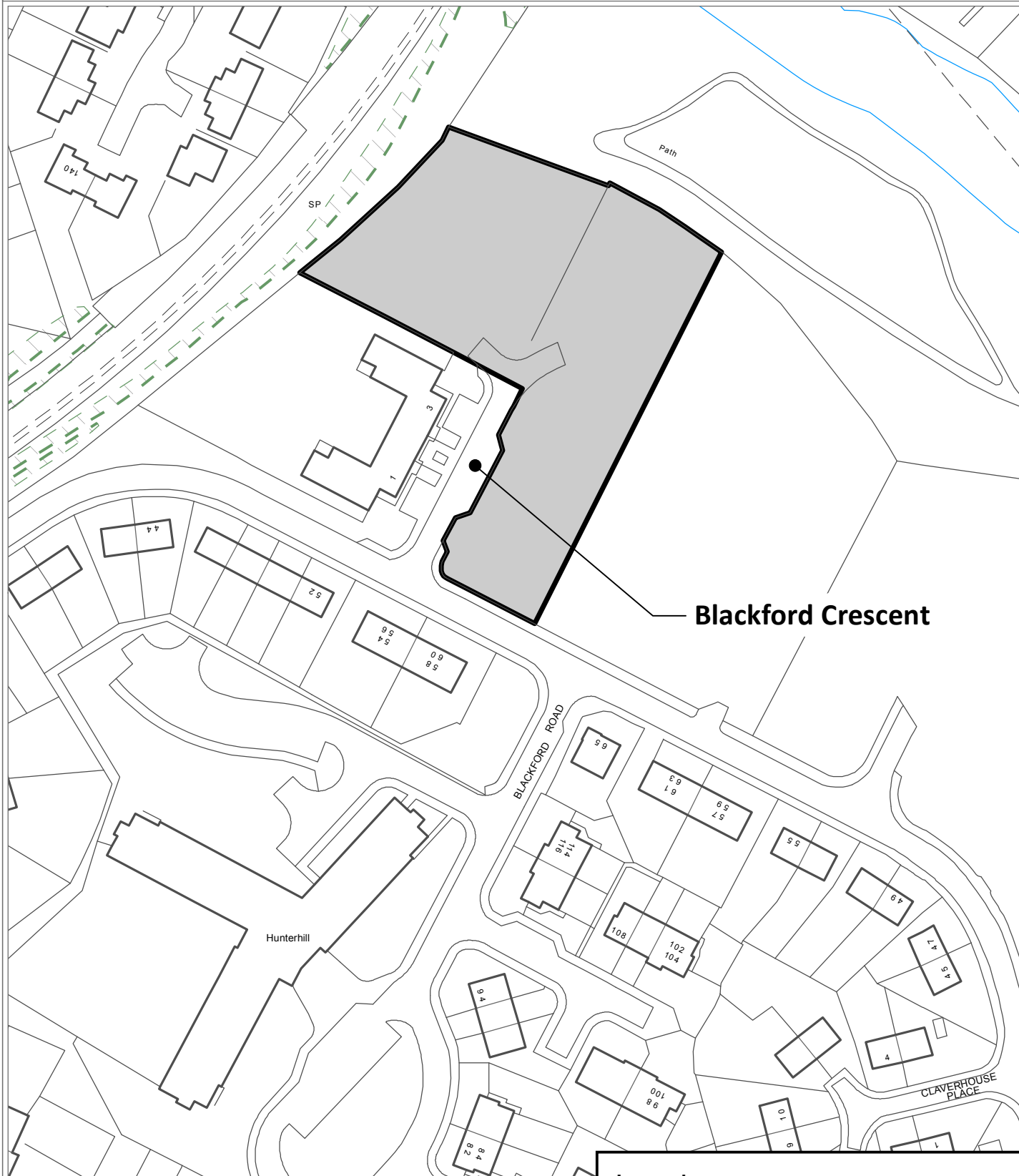
Report Plan Ref. E2647



1:1,250

User: howardhaughj2

Date: 20/09/2017





To: Infrastructure, Land and Environment Policy Board

On: 21 March 2018

Report by: Director of Finance & Resources

Heading: Disposal of land adjacent to 1 Neuk Crescent, Houston

1. Summary

- 1.1 The purpose of this report is to declare the area of land adjacent to 1 Neuk Crescent, Houston shown on the attached plan, as surplus to requirements.
-

2. Recommendations

It is recommended that the Board:

- 2.1 Declare the area of land located adjacent to 1 Neuk Crescent, Houston shown on the attached plan, as surplus to requirements, with a view to disposing to the adjacent owner.
-

3. Background

- 3.1. The area of land, which is held on the General Services Account, comprises a total of 233 sq m and is part of a larger area of open space, maintained by Environment and Communities.
- 3.2. The applicant was granted planning permission (16/0455/PP) for a change of use from amenity ground to private garden ground including the erection of a new boundary fence in August 2016. The applicant has since erected a fence on the Council land.

- 3.3. The applicant requested that the Council agree to dispose of this area of ground for incorporation into his private garden. An agreed purchase price has been reached subject to the Board declaring the ground as surplus.
 - 3.4. The area of land concerned is such that the purchase price/value of the land will be at a level upon which delegated powers granted to the Head of Property for the disposal of surplus property will be utilised.
 - 3.5. The purchasers will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.
 - 3.6. The Head of Amenity Services has confirmed that the area of land has no operational requirement and would not be opposed to the land being declared surplus.
 - 3.7. The Head of Planning & Housing Services will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.
-

Implications of the Report

1. **Financial** – The General Services Account will benefit from a small capital receipt.
2. **HR & Organisational Development** - *None*.
3. **Community Planning** –
Children and Young People – None
Community Care, Health & Well-being – None
Empowering our Communities - None
Greener - None
Jobs and the Economy - None
Safer and Stronger - None
4. **Legal** – Conclude the legal terms of the sale contract.
5. **Property/Assets** – Conclude negotiation and completion of the property disposal.
6. **Information Technology** – None.

7. **Equality & Human Rights -**

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

8. **Health & Safety** – None.

9. **Procurement** – None.

10. **Risk** – None.

11. **Privacy Impact** – None.

12. **Cosla Policy Position** – None.

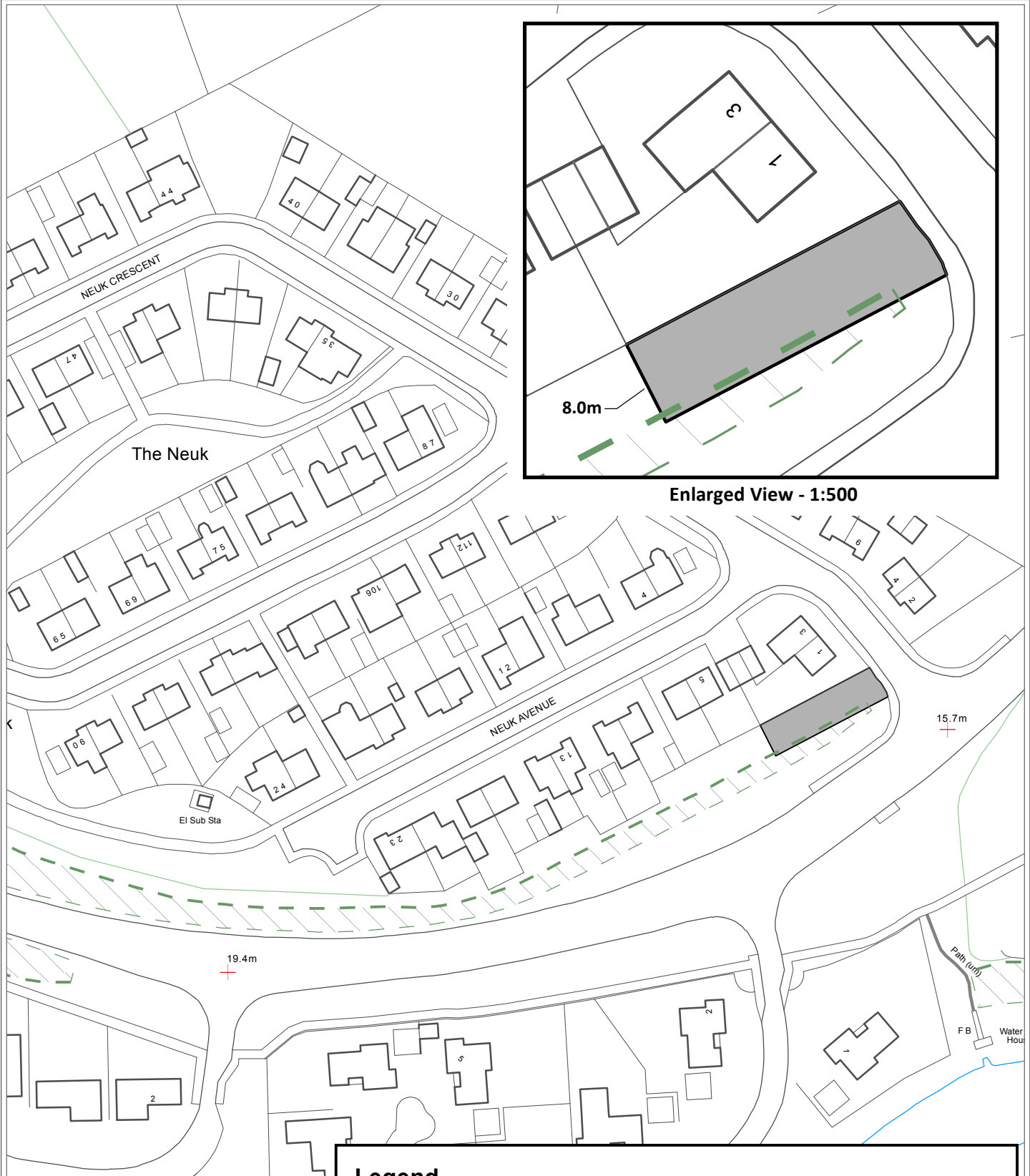
List of Background Papers

- (a) None

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Date: 22/02/2018



Enlarged View - 1:500

Legend

 Area to be disposed to proprietor of 1 Neuk Crescent extends to 233sqm or thereby

Notes:



To: Infrastructure, Land and Environment Policy Board

On: 21 March 2018

Report by: Director of Finance & Resources

Heading: Disposal of land adjacent to 19 Neuk Avenue, Houston

1. Summary

- 1.1 The purpose of this report is to declare the area of land adjacent to 19 Neuk Avenue, Houston shown on the attached plan, as surplus to requirements.
-

2. Recommendations

It is recommended that the Board:

- 2.1 Declare the area of land located adjacent to 19 Neuk Avenue, Houston shown on the attached plan, as surplus to requirements, with a view to disposing to the adjacent owner.
-

3. Background

- 3.1. The area of land, which is held on the General Services Account, comprises a total of 47 sq m and is part of a larger area of open space, maintained by Environment and Communities.
- 3.2. The applicant has incorporated this area of ground into their private garden ground. This was erroneously assumed after planning consent (15/0301/PP) was granted in July 2015 for a change of use from open space to garden ground.

- 3.3. The applicant requested that the Council agree to dispose of this area of ground for incorporation into his private garden. An agreed purchase price has been reached subject to the Board declaring the ground as surplus.
- 3.4. The area of land concerned is such that the purchase price/value of the land will be at a level upon which delegated powers granted to the Head of Property for the disposal of surplus property will be utilised.
- 3.5. The purchasers will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.
- 3.6. The Head of Amenity Services has confirmed that the area of land has no operational requirement and would not be opposed to the land being declared surplus.
- 3.7. The Head of Planning & Housing Services will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.

Implications of the Report

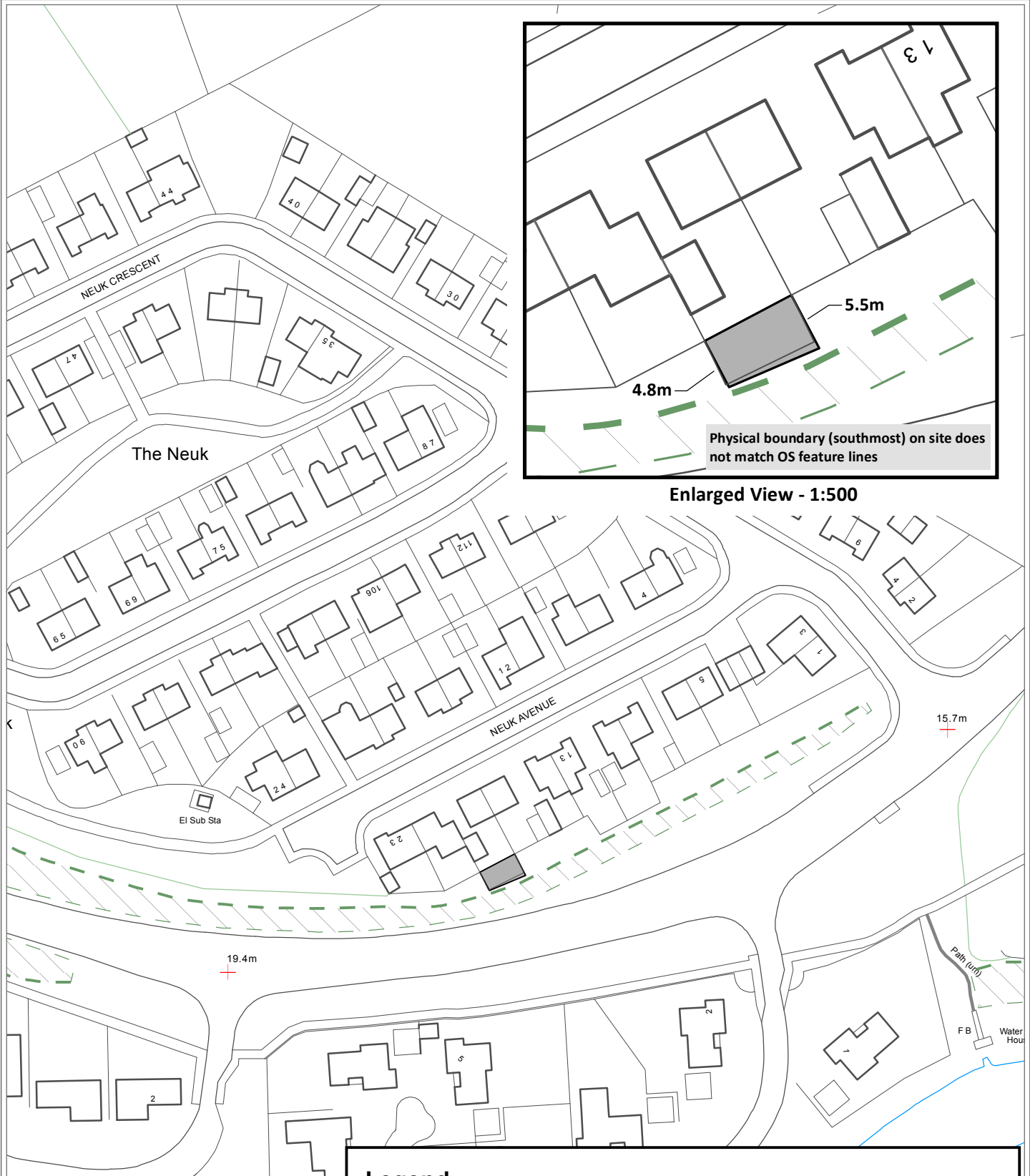
1. **Financial** – The General Services Account will benefit from a small capital receipt.
2. **HR & Organisational Development** - *None*.
3. **Community Planning –**
Children and Young People – None
Community Care, Health & Well-being – None
Empowering our Communities - None
Greener - None
Jobs and the Economy - None
Safer and Stronger - None
4. **Legal** – Conclude the legal terms of the sale contract.
5. **Property/Assets** – Conclude negotiation and completion of the property disposal.

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

List of Background Papers


- (a) None

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Notes:

Legend

 Area to be disposed to proprietor of 19 Neuk Avenue extends to 47sqm or thereby



To: Infrastructure, Land and Environment Policy Board

On: 21 March 2018

Report by: Director of Finance & Resources

Heading: Disposal of land adjacent to 49 Crosslee Park, Crosslee

1. Summary

- 1.1 The purpose of this report is to declare the area of land adjacent to 49 Crosslee Park, Crosslee shown on the attached plan, as surplus to requirements.
-

2. Recommendations

It is recommended that the Board:

- 2.1 Declare the area of land located adjacent to 49 Crosslee Park, Crosslee shown on the attached plan, as surplus to requirements, with a view to disposing to the adjacent owner.
-

3. Background

- 3.1. The area of land, which is held on the General Services Account, comprises a total of 34 sq m and is part of a larger area of open space, maintained by Environment and Communities.
- 3.2. The applicant has been using the area of land as a private garden ground for some time, due to an error made by the Registers of Scotland and Ordnance Survey when the housing estate was first built.

- 3.3. The area of land has been fenced off and will require a change of use from open space to private garden ground.
- 3.4. The applicant requested that the Council agree to dispose of this area of ground for incorporation into their private garden. An agreed purchase price has been reached subject to the Board declaring the ground as surplus.
- 3.5. The area of land concerned is such that the purchase price/value of the land will be at a level upon which delegated powers granted to the Head of Property for the disposal of surplus property will be utilised.
- 3.6. The purchasers will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.
- 3.7. The Head of Amenity Services has confirmed that the area of land has no operational requirement and would not be opposed to the land being declared surplus.
- 3.8. The Head of Planning & Housing Services will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.

Implications of the Report

1. **Financial** – The General Services Account will benefit from a small capital receipt.
2. **HR & Organisational Development** - *None*.
3. **Community Planning –**
Children and Young People – None
Community Care, Health & Well-being – None
Empowering our Communities - None
Greener - None
Jobs and the Economy - None
Safer and Stronger - None
4. **Legal** – Conclude the legal terms of the sale contract.

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

List of Background Papers

- (a) None

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Area to be disposed to proprietor of 49 Crosslee Park extends to 34sqm or thereby