

Notice of Meeting and Agenda Environment Policy Board

Date	Time	Venue
Wednesday, 27 January 2016	13:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

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

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

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.

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.

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 the Director of Finance & Resources and the Director of Community Resources. | |
| 2 | Capital Budget Monitoring Report | 11 - 16 |
| | Report by the Director of Finance & Resources. | |
| 3 | Resident's Parking/Pay and Display Restrictions - Corsebar Road adjacent to Royal Alexandra Hospital | 17 - 20 |
| | Report by the Director of Community Resources. | |
| 4 | Food Standards Scotland - Audit of Renfrewshire Council | 21 - 48 |
| | Report by the Director of Community Resources. | |
| 5 | Operational Performance Report | 49 - 62 |
| | Report by the Director of Community Resources. | |
| 6 | Disposal of Land at Sandyford Road, Paisley | 63 - 66 |
| | Joint report by the Director of Community Resources and the Director of Finance & Resources. | |
| 7 | Renfrewshire's Local Air Quality Management: 2015 Updating and Screening Assessments and Detailed Assessments for Johnstone, Renfrew and Montgomery Road, Paisley. | 67 - 78 |
| | Report by the Director of Community Resources. | |

EXCLUSION OF PRESS AND PUBLIC

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

- 8 Trading Organisation: Vehicle Maintenance - Trading and Budget Monitoring Statement**

- 9 Trading Organisation: Roads - Trading and Budget Monitoring Statement**

- 10 Trading Organisation: Catering - Trading and Budget Monitoring Statement**



To: Environment Policy Board

On: 27 January 2016

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

Heading: Revenue Budget Monitoring to 13 November 2015

1. Summary

- 1.1 Gross expenditure is £60,000 (0.2%) higher than budget and income is £60,000 (1.1%) more than anticipated which results in a net breakeven position for those services reporting to this Policy Board. This is summarised over the relevant services in the table below:

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

2. Recommendations

- 2.1 Members are requested to note the budget position
- 2.2 Members are requested to note there have been net budget realignments of (£78,585) processed since the last report related to the reallocation of previously agreed savings, the transfer of IT budgets to Finance and Resources and an adjustment to salary budgets for the impact of the Living Wage.
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3. **Community Resources**

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

3.1 **Refuse Collection**

Current Position:	Net overspend of £19,000
<i>Previously Reported:</i>	<i>Net overspend of £15,000</i>

The overspend is mainly due to lower income from trade waste and special uplifts, and a small overspend on employee costs, which is partly offset by an underspend on supplies and services and transport costs.

3.2 **School Crossing Patrol**

Current Position:	Net underspend of £18,000
<i>Previously Reported:</i>	<i>Net underspend of £12,000</i>

The underspend is due to lower than budgeted employee costs.

3.3 **Land Services**

Current Position:	Net overspend of £24,000
<i>Previously Reported:</i>	<i>Net overspend of £14,000</i>

The overspend is due to lower recreational and cemetery income.

3.4 **Renfrewshire Wardens**

Current Position:	Net underspend of £24,000
<i>Previously Reported:</i>	<i>Net underspend of £16,000</i>

The underspend is due to underspend on employee costs and administration costs.

3.5 **Projected Year End Position**

It is currently forecast that Community Resources will break even at year end. This forecast position will be reviewed on an ongoing basis during the financial year, particularly with regard to recycling performance and the level of tonnages received for recycling or disposal, and the costs of roads maintenance throughout the winter maintenance period from October 2015 to March 2016.

Implications of the Report

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

List of Background Papers

None

Authors: Debbie Farrell, Finance Business Partner
(Community Resources), Ext.7536
David Forbes, Finance Manager, Ext.6424

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2015/2016
1st April 2015 to 13 November 2015

POLICY BOARD : ENVIRONMENT

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
Employee Costs		24,476	15,052	15,424	(223)	15,201	(149)	-1.0%	overspend
Property Costs		1,490	899	1,119	(179)	940	(41)	-4.6%	overspend
Supplies & Services		4,390	1,821	2,113	(258)	1,855	(34)	-1.9%	overspend
Contractors and Others		18,910	9,259	8,664	368	9,032	227	2.5%	underspend
Transport & Plant Costs		5,017	2,923	2,790	59	2,849	74	2.5%	underspend
Administration Costs		11,098	372	268	111	379	(7)	-1.9%	overspend
Payments to Other Bodies		3,426	2,545	2,544	11	2,555	(10)	-0.4%	overspend
CFCR		0	0	0	0	0	0	0.0%	breakeven
Capital Charges		7,125	0	0	0	0	0	0.0%	breakeven
GROSS EXPENDITURE		75,932	32,871	32,922	(111)	32,811	60	0.2%	underspend
Income		(19,161)	(5,439)	(5,217)	(162)	(5,379)	(60)	-1.1%	under-recovery
NET EXPENDITURE		56,771	27,432	27,705	(273)	27,432	0	0.0%	breakeven

£000's

0.0%

0.0%

Bottom Line Position to 13 November 2015 is breakeven of

Anticipated Year End Budget Position is breakeven of

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2015/2016
1st April 2015 to 13 November 2015

POLICY BOARD : ENVIRONMENT

Description (1)	£000's	Revised Annual Budget (2)	Revised Period Budget (3)	Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)		
		£000's	£000's	£000's	£000's	£000's	£000's	%	
MISS		156	1,987	1,955	44	1,999	(12)	-0.6%	overspend
Refuse Collection		4,542	2,393	2,626	(214)	2,412	(19)	-0.8%	overspend
School Crossing Patrol		668	355	337	0	337	18	5.1%	underspend
Regulatory Services		2,270	726	700	26	726	0	0.0%	breakeven
Refuse Disposal		8,038	4,693	4,726	(33)	4,693	0	0.0%	breakeven
Steetscene		6,696	3,374	3,355	19	3,374	0	0.0%	breakeven
Cleaning & Janitorial		7,718	4,184	4,387	(203)	4,184	0	0.0%	breakeven
Catering Client		4,758	1,860	1,860	0	1,860	0	0.0%	breakeven
Parks & Cemeteries		789	(173)	(197)	48	(149)	(24)	-13.9%	under-r-recovery
Transport		1,561	758	766	(8)	758	0	0.0%	breakeven
Renfrewshire Wardens		2,686	1,441	1,288	129	1,417	24	1.7%	underspend
Civil Contingencies Service		(1)	0	(13)	0	(13)	13	0.0%	breakeven
Maintenance		8,922	1,694	1,923	(229)	1,694	0	0.0%	breakeven
Flooding		372	119	76	43	119	0	0.0%	breakeven
Structures		307	102	83	19	102	0	0.0%	breakeven
Street Lighting		3,030	1,199	1,172	27	1,199	0	0.0%	breakeven
Traffic Management		1,645	658	555	103	658	0	0.0%	breakeven
Traffic & Transport Studies		0	0	6	(6)	0	0	0.0%	breakeven
Parking of Vehicles		(738)	(443)	(450)	7	(443)	0	0.0%	breakeven
Trunk Road		0	0	43	(43)	0	0	0.0%	breakeven
SPTA		3,355	2,504	2,504	0	2,504	0	0.0%	breakeven
NET EXPENDITURE		56,774	27,431	27,702	(271)	27,431	0	0.0%	breakeven

£000's

0
0

Bottom Line Position to 13 November 2015 is breakeven of
Anticipated Year End Budget Position is breakeven of



To: ENVIRONMENT POLICY BOARD

On: 27 JANUARY 2016

Report by: Director of Finance and Resources

Heading: Capital Budget Monitoring Report

1. Summary

1.1 Capital expenditure to 13th November totals £7.274m compared to anticipated expenditure of £7.310m for this time of year. This results in an under-spend position of £0.036m for those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Community Resources	£0.036m u/spend	0% u/spend	£0.530m u/spend	11% u/spend
Total	£0.036m u/spend	0% u/spend	£0.530m u/spend	11% u/spend

1.2 The expenditure total of £7.274m represents 48% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.

2. Recommendations

2.1 It is recommended that Members note this report.

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 13th November 2015, and is based on the Capital Investment Programme which was approved by members on 12th February 2015, adjusted for movements since its approval.

4. **Budget Changes**

- 4.1 Since the last report budget changes totalling £0.010m have arisen which reflects grant funding anticipated to be received in 2015/16 for the Strathclyde Partnership for Transport programme.

Implications of the Report

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

List of Background Papers

- (a). Capital Investment Programme 2015/16 & 2016/17 – Council, 12th February 2015.

The contact officers within the service are:

- Debbie Farrell (Financial & Resource Services Manager, Community Resources)

Author: *Geoff Borland, Principal Accountant, 0141 618 4786, geoffrey.borland@renfrewshire.gov.uk.*

Appendix 1

CAPITAL PROGRAMME 2015/16 - BUDGET MONITORING REPORT TO 13 NOVEMBER 2015 (£000s)

POLICY BOARD	Department	Council Approved Programme	Current Programme	Share of Available Resources	Year to Date Budget to 13-Nov-15	Spent to 13-Nov-15	Variance to 13-Nov-15	% variance	Unspent Cash Flow For Year	% Cash Spent
<i>Environment</i>	Community Resources	10,142	15,023	15,023	7,310	7,274	36	0%	7,749	48%
	TOTAL	10,142	15,023	15,023	7,310	7,274	36	0%	7,749	48%



To: ENVIRONMENT POLICY BOARD

On: 27th JANUARY 2016

Report by: DIRECTOR OF COMMUNITY RESOURCES

**Heading: CORSEBAR ROAD - RESIDENTS' PARKING / PAY AND DISPLAY
RESTRICTIONS ADJACENT TO ROYAL ALEXANDRA HOSPITAL**

1. Summary

- 1.1 This report sets out the proposal for a residents' parking scheme combined with pay and display parking on Corsebar Road between numbers 52 to 74, to better manage parking at this location for the benefit of residents who do not have access to off road parking. At present residents at this location are adversely affected by commuter parking associated with the RAH. Residents who will be affected by this proposal have been consulted through a resident's group.
-

2. Recommendations

It is recommended that the Environment Policy Board:-

- 2.1 Authorises the Director of Community Resources to commence the statutory process to promote a Traffic Regulation Order (TRO) to enable a residents' parking scheme combined with pay and display parking to be introduced between numbers 52 and 74 on the west side of Corsebar Road, Paisley.
-

3. **Background**

- 3.1. Reflecting the changes made to the Royal Alexandria Hospital (RAH) parking policy on staff parking within the grounds of the hospital, there has been an increase of parking in the surrounding streets.
 - 3.2. Over a number of years there have been discussions with the RAH and the local residents' community group, Corsebar and District Residents' Association (CADRA), to determine a way forward in addressing the associated parking issues as arising on local streets.
 - 3.3. In consequence of discussions an extensive proposal for "yellow lines" in the streets surrounding the hospital were promoted. These restrictions were broadly supported by residents and yellow line marking was introduced earlier this year into Craw Road and Riccarton Avenue.
 - 3.4. However, an element of the proposal which was not supported concerned the stretch of road between numbers 52 to 74 Corsebar Road. Residents in this part of the road have no off street parking and commuter / visitor parking which spills out of the RAH causes residents at this location specific problems.
 - 3.5. Through discussion with the affected residents and in consultation with CADRA as referred to previously, it was agreed that the best solution for this location involved the creation of pay and display bays over this short length of street combined with the residents' parking permits. The presence of pay and display will deter all day parking at this location and thereby free up spaces for residents.
 - 3.6. The proposal acceptable to CADRA and the RAH therefore consists of short stay on-street parking fronting the dwellings on Corsebar Road, between numbers 52 and 74.
 - 3.7. Parking will be charged at an appropriate rate, reflecting parking zones 2 and 3 in Paisley town centre, up to a maximum of 4 hours and will apply between 8am and 6pm, Monday to Friday.
 - 3.8. The residents of the 22 properties who reside in numbers 52 to 74 Corsebar Road will be allocated one permit per dwelling on the same basis as residents' parking permits are issued in Paisley town centre zone 1. This will allow residents to park without limit of time on the short stay bays outside their property.
 - 3.9. Implementation of this proposal will ensure that parking spaces are more readily available for residents.
-

Implications of the Report

1. **Financial** - Costs associated with implementing this scheme will be met from the revenue budget.
2. **HR & Organisational Development** – None
3. **Community Planning** – Implementation of this proposal will improve the quality of life for residents who presently are unable to park outside their homes during the day.
4. **Legal** – none
5. **Property/Assets** – As per this report.
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.

Author: Scott Allan, Head of Amenity Services
email scott.allan@renfrewshire.gov.uk



To: ENVIRONMENT POLICY BOARD

On: 27th JANUARY 2016

Report by: DIRECTOR OF COMMUNITY RESOURCES

Heading: Food Standards Scotland - Audit of Renfrewshire Council

1. Summary

- 1.1 The Business Regulation team is responsible for food law enforcement to regulate the 1500 food businesses within Renfrewshire. The range of activities provided by the service includes inspection, advice, food sampling, investigating complaints and audits of food safety management systems. The service is provided by a team of Environmental Health Officers and Food Safety Officers, with colleagues in Trading Standards enforcing animal feeding stuffs premises.
- 1.2 The business advice supplied, as well as the enforcement carried out, is critical to supporting businesses to develop locally. The team support some of the area's biggest employers – including Diageo, Chivas, Braehead and the Airport. They are an essential driver in promoting good practice in businesses and a key foundation in supporting the regeneration of town centres around leisure and night time economies.
- 1.3 Food Standards Scotland (FSS), the independent body which ensures that food law enforcement is delivered consistently across the country, undertakes regular audits of the work of Local Authorities to ensure that the provisions of the Food Safety Act are being adequately enforced.

- 1.4 In addition to auditing the practical enforcement activities and arrangements within Councils that are essential for the protection of public health and the prevention of food borne illness and food poisoning, FSS assess the commitment demonstrated by Councils to the importance placed on food safety, food information and food fraud.
 - 1.5 An Audit of Renfrewshire Council's Food Law Enforcement Service, delivered by the Business Regulation Team based in Community Resources, was carried out by FSS between 22 and 24 September 2015. This independent external audit closely scrutinised all food law activities delivered by the Council.
 - 1.6 The final report from the audit has now been received and details a very positive audit outcome, with no recommendations raised and one area of good practice highlighted. A copy of the full audit report is attached at Appendix 1.
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2. Recommendations

- 2.1 It is recommended that the Policy Board notes the report and the positive audit outcome.
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3. Background

- 3.1 The Business Regulation team is responsible for food law enforcement to regulate the 1500 food businesses within Renfrewshire. The range of activities provided by the service includes inspection, advice, food sampling, investigating complaints and audits of food safety management systems. The service is provided by a team of Environmental Health Officers and Food Safety Officers, with colleagues in Trading Standards enforcing animal feeding stuffs premises.
- 3.2 The team are highly experienced and effective. Renfrewshire are the servicing authority for relevant Scotland Excel contracts and carry out food audits on their behalf – a national role that is unique within Scotland.
- 3.3 In addition to ensuring that food safety standards are maintained by all businesses operating within Renfrewshire, the range of activities that the team are involved in includes working closely with Glasgow Airport, Border Force colleagues, Food Standards Scotland and export suppliers to address and tackle food fraud and protect legitimate suppliers, importers and exporters.

- 3.4 The business advice supplied, as well as the enforcement carried out, is critical to supporting businesses to develop locally. The team support some of the area's biggest employers – including Diageo, Chivas, Braehead and the Airport. They are an essential driver in promoting good practice in businesses and a key foundation in supporting the regeneration of town centres around leisure and night time economies.

Audit Expectations and Process

- 3.5 The Framework Agreement on Local Authority Food Law Enforcement was first issued to Local Authorities by the Food Standards Agency in 2000 and most recently revised in 2015. This document sets out the standards which Local Authorities must adhere to in the provision of their Food Law Enforcement Service. In particular the Agreement sets standards for:
- Authorisation of officers,
 - Food and feeding stuffs inspections,
 - Organisation and management,
 - Internal monitoring,
 - Records and reports, and
 - Investigation of complaints.
- 3.6 Food Standards Scotland, which replaced the Food Standards Agency (Scotland) as the statutory food authority for Scotland in April 2015, is responsible for carrying out regular audits in order to monitor the performance of Local Authorities against the standards set out in the Framework Agreement. The previous audit of Renfrewshire Council was during October 2011 with a positive audit outcome noted.
- 3.7 The Council was notified in July 2015 that a further audit was due to take place in September 2015. Preparations included the submission of a pre-audit questionnaire and numerous associated documents to the auditors.
- 3.8 The audit was carried out from 22 to 24 September 2015 and consisted of in-depth documentary checks of the Council's policies and procedures; detailed interviews with management and officers, including senior managers and the Chief Executive; and onsite visits with two Environmental Health Officers. The auditors were highly supportive of the approach of officers when on site.

Audit Outcomes

3.9 The overall audit outcome was very positive with no recommended actions for improvement noted. The key audit findings were that:

- The Authority has comprehensive and up to date Business Regulation Service Plans in place, that meet the guidance set out in the Framework Agreement and performance against outcomes is being reported appropriately.
- Policies and procedures generally comply with the requirements of the Framework Agreement, are easily understood and are being updated appropriately.
- Officers are appointed to exercise both general and specific powers and duties appropriate to their office and the documented procedure for the authorisation of food enforcement officers has a suitable appendix listing the appropriate delegated legislation. Documents were readily available and there is a letter appointing Glasgow Scientific Services as the public analyst.
- Both general and specific training has been undertaken by Officers in many subjects including Hazard Analysis and Critical Control Points; and validation and verification.
- Officers are clear on the Authority's procedure for conducting inspections and adhere to the Authority's Enforcement Policy and inspection procedures. File checks of five general food hygiene premises confirmed that in all cases the procedures and documentation provided for inspections were being appropriately and consistently followed and completed, including the assessment of cross contamination risks and HACCP based food safety management systems.
- Food Business Operators were provided with reports and letters confirming the main findings from inspections. The information retained within the premises files provided sufficient evidence to support the basis for Officers' enforcement decisions and the Food Hygiene Information Scheme (FHIS) rating given.
- It was evident that officers are taking a graduated approach to enforcement and actively work with businesses to achieve compliance. The information reviewed relating to a series of Notices identified that the enforcement decisions reached were appropriate to the contraventions identified.

- Discussion and review of internal monitoring procedures and practices indicated that the Authority is routinely and consistently monitoring many aspects of food law enforcement work. Records of internal monitoring activities were available and the Record of Probation training/mentoring is very detailed and comprehensive

3.10 In addition to the key findings the auditors also noted one area of good practice:

- The system and the operation of monitoring checks and the resulting operational performance reports and Information Bulletin are comprehensive and thorough. These provide information which contributes towards Official Controls being achieved in a satisfactory manner.

3.11 The full version of the audit report is attached at Appendix 1 and will be published on the Council's website.

3.12 As there are no recommendations in the audit report, there is no requirement for an audit action plan to be implemented. However, the existing internal monitoring procedures will ensure continued performance measurement and improvement is carried out.

Implications of the Report

1. **Financial** *None*

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

3. **Community Planning** – *None*

Jobs and the Economy – Supporting responsible food businesses to provide safe food contributes to their success as does challenging and taking proportionate enforcement action where necessary.

Safer and Stronger – A successful food law enforcement service helps to ensure consumers in Renfrewshire are protected from exposure to unsafe food.

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*
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List of Background Papers

- (a) Food Standards Scotland: Report on the Core Audit of Local Authority Official Controls in relation to Regulation (EC) No 853/2004 on the Hygiene of Foodstuffs in Food Business Establishments and the Application of the Food Hygiene Information Scheme - Renfrewshire Council, 22 - 24 September 2015
-

Author: Oliver Reid – Head of Public Protection
oliver.reid@renfrewshire.gcsx.gov.uk 0141 618 7352

Food Standards Scotland

Report on the Core Audit of Local Authority Official Controls in relation to Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs in Food Business Establishments and the Application of the Food Hygiene Information Scheme

**Renfrewshire Council
22 - 24 September 2015**

Foreword

Audits of Local Authorities food law enforcement services are part of Food Standards Scotland arrangements to improve consumer protection and confidence in relation to food and feed. These arrangements recognise that the enforcement of UK food law relating to food safety, hygiene, composition, labelling, imported food and feeding stuffs is largely the responsibility of Local Authorities. These Local Authority regulatory functions are principally delivered through Environmental Health and Trading Standards Services. The Food Standards Scotland website contains enforcement activity data for all UK local authorities and can be found at:

www.foodstandards.gov.scot/food-safety-standards/regulation-and-enforcement-food-laws-scotland/audit-and-monitoring#la

The attached audit report examines the Local Authority's Food Law Enforcement Service. The assessment includes the local arrangements in place for Officer training, competency and authorisation, inspections of food businesses and internal monitoring. The audit scope was detailed in the audit brief issued to all Local Authorities under reference ENF/S/14/016 on 21 May 2014. The main aim of the audit scheme is to maintain and improve consumer protection and confidence by ensuring that Local Authorities are providing an effective food law enforcement service. This audit was developed to gain assurance that Local Authority food hygiene law enforcement service systems and arrangements are effective in supporting food business compliance, and that local enforcement is managed and delivered effectively.

The Audit scheme also provides the opportunity to identify and disseminate good practice and provide information to inform Food Standards Scotland policy on food safety, standards and feeding stuffs. Parallel Local Authority audit schemes are implemented by the Food Standards Agency's offices in all of the countries comprising the UK.

Specifically, this audit aimed to establish that:

- The organisation and management structure of the Local Authority is capable of delivering the requirements of the Food Law Code of Practice;
- Internal Local Authority service monitoring arrangements and documented procedures are consistent, appropriate, effective and comply with internal policies and procedures, and that corrective actions are implemented to ensure that interventions are carried out competently;
- Local Authority interventions and assessment of food safety management systems based on HACCP principles at food business premises monitor, support and increase food law compliance and are timely, appropriate, risk-based and effectively managed;
- Local Authority food business and enforcement records, including those in relation to food safety management systems based on HACCP principles, are sufficiently detailed, accurate, up to date and effectively managed;
- The Local Authority ensures consistency in implementation and operation of the Food Hygiene Information Scheme (FHIS). The aim is to ensure that where food business establishments are rated under FHIS and where consumers see FHIS branding, they

can be confident that the local authority is operating the FHIS as the Food Standards Scotland (FSS) intends.

Food Standards Scotland audits assess Local Authorities' conformance against the Food Law Enforcement Standard ("The Standard"), the 5th revision of which was published in April 2010 by the Food Standards Agency as part of the Framework Agreement on Official Feed and Food Controls by Local Authorities and is available on the Food Standards Agency's website at: **<http://www.food.gov.uk/multimedia/pdfs/enforcement/frameworkagreementno5.pdf>**

It should be acknowledged that there will be considerable diversity in the way and manner in which Local Authorities may provide their food enforcement services reflecting local needs and priorities.

For assistance, a glossary of technical terms used within this audit report can be found at Annexe C.

CONTENTS

1.0	Introduction	4
	<i>Reason for the Audit</i>	4
	<i>Scope of the Audit</i>	4
	<i>Background</i>	5
2.0	Executive Summary	6
3.0	Audit Findings	7
3.1	Organisation and Management	7
	<i>Service Planning</i>	7
	<i>Enforcement Policy</i>	9
	<i>Documented Policies and Procedures</i>	10
	<i>Authorisation and Training Files</i>	10
	<i>Database and Monitoring Returns</i>	11
3.2	Enforcement	11
	<i>Food Premises Inspections</i>	11
	<i>Premises Files including Inspection Reports and Records</i>	11
	<i>Verification Visits to Food Premises</i>	12
	<i>Notices and Prosecutions</i>	12
	<i>Voluntary Closure</i>	13
	<i>Seizure, Detention and Voluntary Surrender of Food</i>	13
	<i>Food Sampling</i>	13
	<i>Alternative Enforcement Strategies</i>	13
3.3	Investigations and Promotion	13
	<i>Food Related Infectious Disease Notifications and Investigation</i>	13
	<i>Food Alerts, Incidents and Rapid Alert System for Feed and Food</i>	14
	<i>Food Hygiene Information Scheme</i>	14
3.4	Internal Monitoring	15
	Annexe A - Action Plan for Renfrewshire Council	16
	Annexe B - Audit Approach/Methodology	17
	Annexe C – Glossary	19

1.0 Introduction

- 1.1 This report records the results of an audit at Renfrewshire Council with regard to food hygiene enforcement, under relevant headings of The Standard in The Framework Agreement on Official Feed and Food Controls by Local Authorities. The audit focused on the Authority's arrangements for the management of food premises inspections, enforcement activities and implementation of the Food Hygiene Information Scheme. The report has been made available on the Food Standards Scotland website at: www.foodstandards.gov.scot/food-safety-standards/regulation-and-enforcement-food-laws-scotland/audit-and-monitoring#la

Reason for the Audit

- 1.2 The power to set standards, monitor and audit Local Authority food law enforcement services was conferred on Food Standards Scotland by Sections 3 and 25 of the Food (Scotland) Act 2015 and Regulation 7 of The Official Feed and Food Controls (Scotland) Regulations 2009. This audit of Renfrewshire Council was undertaken under section 25 (1-3) of the Act, and Regulation 7(4) of the Regulations as part of the Food Standards Scotland audit programme.
- 1.3 The last audit of Renfrewshire Council's Food Service was undertaken by the Food Standards Agency (Scotland) in October 2011. The previous audit to that was in February 2008

Scope of the Audit

- 1.4 The audit covered the Local Authority services for the delivery of official controls in relation to Regulation (EC) No 852/2004 on the hygiene of foodstuffs. In particular:
- The Service Plan, associated reviews and management of variances;
 - The review of all documented policies and procedures for enforcement activities;
 - The delivery of official controls for the intervention programme associated with the Regulation;
 - The means by which the Local Authority ensures that Officers are competent to effectively assess food safety management systems based on HACCP principles;
 - The implementation and effectiveness of intervention activities including the assessment of food safety management systems based on HACCP principles at food business premises;
 - The maintenance and management of appropriate records in relation to enforcement activity at food businesses;
 - The scoring of premises and the allocation of an outcome for the Food Hygiene Information Scheme;
 - Internal monitoring arrangements.

- 1.5 The audit examined Renfrewshire Council's arrangements for official controls in relation to Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs. The audit included verification visits to food businesses to assess the effectiveness of the official controls implemented by the Local Authority at the food business premises and, more specifically, the checks carried out by the Authority's Officers to verify Food Business Operator (FBO) compliance with legislative requirements. The scope of the audit also included an assessment of the Authority's overall organisation and management, and the internal monitoring of other related food hygiene law enforcement activities.
- 1.6 The audit examined key food hygiene law enforcement systems and arrangements to determine that they were effective in supporting business compliance, and that local enforcement was managed and delivered effectively. The on-site element of the audit took place at the Authority's offices at Renfrewshire House, Cotton Street, Paisley, PA1 1UJ

Background

- 1.7 Renfrewshire Council's food law enforcement service is provided by Regulatory Services – Consumer Protection, within Renfrewshire Council's Community Resources. One of the aims of Consumer Protection is to provide an effective enforcement service for food safety and food standards to ensure that the Council's statutory responsibilities are met.

In order to achieve this aim, Community Resources will:

- Enforce the relevant legislation at premises enforced by the Local Authority
 - Work in partnership with agencies such as Food Standards Scotland to achieve nationally agreed strategic aims
 - Ensure that all staff involved in enforcement are properly qualified and competent to undertake their duties
 - Operate a risk based approach to management of inspection programmes
 - Carry out a programme of specific, targeted and appropriate interventions in order to improve food safety standards
 - Work with local businesses in a n open and transparent manner
 - At all times take appropriate action in line with the Regulatory Services Enforcement Policy
- 1.8 The scope of Consumer Protection includes enforcing relevant legislation in terms of food safety, as well as Occupational health and Safety at Work. The Regulation Enforcement Manager is the Lead Officer responsible for delivery of Official Food Controls in both food standards and hygiene.

2.0 Executive Summary

- 2.1 The Authority had developed a Business Regulation Service Plan for 2014-2015 which is comprehensive with the format and content in accordance with the Service Planning Guidance in the Framework Agreement. The Plan had been approved by the Environment Policy Board in November 2014 together with a report on the performance against the outcomes of the Regulatory Services Business and Operational Plan 2013/14
- 2.2 The authority have policies and procedures that generally comply with the requirements of the Framework Agreement. The procedures are easily understood and some have been recently updated with others awaiting an imminent Committee decisions before being updated. There is a letter appointing Glasgow Scientific Services as the public analyst.
- 2.3 The authorisation documents checked showed that the officers were appointed to exercise both general and the specific powers and duties appropriate to their office. These documents were readily available and were provided on request. There was a documented procedure for the authorisation of food enforcement officers that had a suitable appendix listing the appropriate delegated legislation.
- 2.4 Both general and specific training had been undertaken by Officers in many subjects including Hazard Analysis and Critical Control Points (HACCP) and validation and verification.
- 2.5 It was evident that Officers were clear on the Authority's procedure for conducting inspections and adhered to the Authority's Enforcement Policy and inspection procedures. File checks of five general food hygiene premises confirmed that in all cases the procedures and documentation provided for inspections were being appropriately and consistently followed and completed. including the assessment of cross contamination risks and HACCP based food safety management systems.
- 2.6 Food Business Operators were provided with reports and letters confirming the main findings from inspections. The information retained within the premises files provided sufficient evidence to support the basis for Officers' enforcement decisions and the Food Hygiene Information Scheme (FHIS) rating given.
- 2.7 It was evident from audit checks that Officers were taking a graduated approach to enforcement and actively worked with businesses to achieve compliance. The information reviewed relating to a series of Notices identified that the enforcement decisions reached were appropriate to the contraventions identified.
- 2.8 Discussion and review of internal monitoring procedures and practices indicated that the Authority was routinely and consistently monitoring many aspects of food law enforcement work. Records of internal monitoring activities were available and the Record of Probation training/mentoring is very detailed and comprehensive

3.0 Audit Findings

3.1 Organisation and Management

Service Planning

- 3.1.1 Renfrewshire Council have a Community Plan that was approved in 2013 and sets out an ambitious vision to improve the quality of life in Renfrewshire. The Council's new plan for action for 2014-2017, *A Better Future, A Better Council* was approved in December 2013 and outlines how Renfrewshire Council will contribute to delivering improved outcomes for local people and businesses with the continuing transformation of the Council at its core. These priorities are embedded in Community Resources' strategic planning framework.
- 3.1.2 The Authority also have a Service Improvement Plan One of the purposes of which is to enable elected members to take stock of what is happening in the service and to consider and develop policy options which reflect changing circumstances, both in terms of customer needs and resource availability, in the context of the council's priorities and the need to deliver Best Value.
- 3.1.3. 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. Service Improvement Plans link council and community planning priorities to individual development plans, so that every employee knows how they help contribute to the council achieving its objectives.
- 3.1.4 At the core of the Service Improvement Plan lies the action plan. It sets out the priorities being addressed, the key tasks to be implemented, the implementation timetable and the outcomes and measures against which progress can be assessed.
- 3.1.5 The Service Improvement Plan provides a comprehensive statement of what the service aims to achieve over the next three years. It takes account of the themes, actions, outcomes and targets set out in the Council Plan, Community Plan and Single Outcome Agreement. It sets out what the service will do over the next three years, based on the resources likely to be available and it details the specific actions which will be taken to contribute to the implementation of the council's priorities.
- 3.1.6 Implementation of the Service Improvement Plan is monitored and reported to the Environment Policy Board on a six monthly basis to allow the Board to review progress.
- 3.1.7 The Community Resources Service Improvement Plan 2015–2018 has at Priority 1. A Better Future a Local Outcome (03): A safer and stronger Renfrewshire. This has a performance indicator for Food Safety – percentage of broadly compliant food premises based on food business risk assessment scores which is reported Quarterly and another which has the percentage of premises which currently achieve a Pass rating

Of 1,599 food premises in Renfrewshire, 1,371 are broadly compliant with current food legislation. (The target for this indicator has been reviewed as 90% is not realistically achievable. Moving forward the target will reflect a good balance of rigorous inspection by Environmental Health Officers and the quality of food establishments across Renfrewshire and a revised target of 85% ($\pm 3\%$) has been agreed).

3.1.8 The Authority then have a Business Regulation Service Plan in place for 2015-16 which is comprehensive and is drafted in line with the Service Planning Guidance in the Framework Agreement. There has been a suitable review of the service delivery plan which was presented in a report to the Environment Policy Board in November 2014.

3.1.9 The aim of this plan is to provide an effective enforcement service for food safety, on behalf of Renfrewshire Council, ensuring the Council's statutory responsibilities are met. The objective of the service is to improve the quality and effectiveness of these enforcement activities, and in doing so ensure public health and food safety is maintained.

3.1.10 The Director of Community Resources reports regularly to the Environment Policy Board under the heading of "Operational Performance Reports" to highlight the Regulatory Services work in topical areas of business regulation.

3.1.11 **Profile of food businesses in Renfrewshire as at 1 April 2015:**

Premises	Number
Primary Producers	15
Manufacturers and Packers	43
Importers/Exporters	7
Distributors/Transporters	14
Supermarket/Hypermarket	32
Smaller Retailers	259
Retailers, Other	61
Restaurant/ Cafe/Canteen	282
Hotel/Guest House	24
Pub/Club	185
Take Away	183
Caring Establishment	189
School/College	84
Mobile Food Unit	77
Restaurants & Caterers, Other	154
Total	1630

3.1.12 Food Hygiene Programmed Inspections for 2015/16

Risk Band	Number of Inspections
A	4
B	152
C	454
D	90
E	69
Unrated	14
Total	783

3.1.13 There are 10 Approved Premises (2 meat and fishery products, 4 meat products, and 2 cold stores) operating within Renfrewshire, all of which are approved under Regulation (EC) 853/2004.

3.1.14 Glasgow Scientific Services (GSS) provide analytical and microbiological services in addition to being the appointed food examiner for Renfrewshire Council. There is a suitable letter of appointment from Renfrewshire Council

Enforcement Policy

3.1.15 The Authority has a Regulatory Services Integrated Enforcement Policy which was approved by the Environment & Infrastructure Policy Board in March 2011. There is also an effective food safety enforcement procedure in place.

3.1.16 When considering exercising its regulatory powers Regulatory Services will:

- Determine whether formal enforcement action is necessary,
- Adopt the most effective approach to enforcement,
- Clearly state the differences between legislative requirements and recommendations,
- Provide an opportunity to discuss issues before formal action is taken, as appropriate,
- Where immediate action is required, provide an explanation of why such action is required, and
- Provide advice on the rights of appeal, where applicable, where formal enforcement action has been taken.

3.1.17 The Enforcement Policy covers informal action, such as verbal advice, letters and a written warning. Formal action includes the service of formal notices, emergency prohibition procedures and prosecutions. The Enforcement Policy is available on the Authority website.

Documented Policies and Procedures

- 3.1.18 The Authority has a set of policies and procedures that generally comply with the requirements of the Framework Agreement and Food Law Code of Practice. These procedures are easily understood and some have been recently updated and others await the result of imminent Committee decisions before being updated. There are some amendments to be made to ensure they are comprehensive and follow the Code of Practice for example with regard to the action taken when granting an application to extend the period of a Hygiene Improvement Notice (HIN).
- 3.1.19 A Primary Food Inspection Report is used supported by an aide memoire for EC 852 and Food Inspection Procedure. The Primary Food Inspection Report is currently being considered for updating to include less areas of general information for the Food Business Operator (FBO) allowing for greater space for recording matters and evidence arising from the inspection.
- 3.1.20 An electronic document control system is in place and all policies and procedures are managed by the Business Regulation Manager who is the appointed Lead Food Officer. Officers have access to the current versions from the shared drive. Procedures are updated to reflect legislative or other changes.
- 3.1.21 Procedures and templates are in place for many areas of formal enforcement including notices.

Authorisation and Training Files

- 3.1.22 The Authorisation documents checked showed that the Officers were appointed to exercise both general and specific powers and duties appropriate to their office. These documents were readily available and were provided on request. There was a documented procedure for the authorisation of food enforcement Officers that had a suitable appendix listing the appropriate delegated legislation.
- 3.1.23 General and specific training had been undertaken by Officers in many subjects including the Campden BRI five day Hazard Analysis and Critical Control Point (HACCP) course, or the Royal Environmental Health Institute of Scotland (REHIS) three day advanced HACCP course. There was some evidence of Officers subsequently attending the additional two day validation and verification course. It would be good practice to have all officers complete both these courses when available.
- 3.1.24 Audit checks confirmed that all Officers' authorisations were appropriate, that qualifications were available, and that copies of relevant qualification certificates had been retained by the Authority.
- 3.1.25 Individual Officer training needs were identified annually as part of the annual performance development plan. All training records examined contained evidence of a minimum 10 hours relevant training in the last year based on the principles of continuing professional development.

Database and Monitoring Returns

- 3.1.26 Checks of the database reports produced were found to show that there was a very low number of known premises that had an overdue date for an intervention. The reports showed that the authority were actively ensuring that establishments were being inspected at the correct frequencies..
- 3.1.27 The Authority had 1660 premises reported through The Local Authority Enforcement Monitoring System (LAEMS) on 31 March 2015. Inspection frequencies were found to be in accordance with the 2014 Food Law Code of Practice.

3.2 Enforcement

- 3.2.1 It was evident from audit checks and interviews that Officers were taking a graduated approach to enforcement and actively worked with businesses to achieve compliance.

Food Premises Inspections

- 3.2.2 The Authority was implementing an effective risk based food premises intervention programme which included multiple revisits prior to the consideration of formal enforcement action.

Premises Files including Inspection Reports and Records

- 3.2.3 The Authority has an electronic database for record keeping in relation to interventions and official controls. The system is capable of providing information required by Food Standards Scotland and appropriate security and backup systems appear to be in place to minimise the risk of corruption or loss of data.
- 3.2.4 We undertook five file checks of recent food interventions and the records were found to be comprehensive and detailed. A LACORS aide memoire was used to inform inspections, Officers then recorded the outcome directly onto an inspection report form for the majority of inspections, butchers premises used a second and additionally detailed record form. The inspection report was generally suitable for purpose, however officers had a lack of space to sufficiently detail their findings and in some cases many required details were not recorded on the form provided, leaving it uncertain as to whether the required information had been verified. This is an area the Authority are reviewing as part of the revision of the form used. The inspection report form was left with the business at the time of inspection.
- 3.2.5 From the files examined, inspection frequencies were in accordance with the Food Law Code of Practice. Officers clearly distinguished between legal requirements, Hazard Analysis Critical Control Point or Food Safety Management Scheme requirements and recommendations in their correspondence with Food Business Operators (FBOs). There were insufficient details provided to the FBO to indicate timescales for compliance between minor contraventions and more serious ones. Major contraventions

were dealt with by prompt revisits. Letters were sent where a revisit was carried out and these were sent within suitable timescales. Actions compatible to the Scottish Food Enforcement Liaison Committee (SFELC) Cross Contamination strategy had been implemented effectively. The authority were using the Code of Practice score values for broadly compliant premises.

Verification Visits to Food Premises

- 3.2.6 During the audit, verification visits were undertaken to two premises. These were to a local Butchers and a Bakers shop/cafe. The Authorised Officers who had carried out the recent programmed inspections accompanied the auditors on the verification visits. The main objective of each visit was to assess the effectiveness of the Authority's assessment of the FBOs compliance with the food law requirements of Regulation (EC) No 852/2004.
- 3.2.7 Interviews were held with the individual Officers before the verification visits took place to confirm the contents of the file records and to explain the format and objectives of the visit. It also gave the Officers the opportunity to explain the inspection process, i.e. the preparatory work carried out prior to an inspection and the general process while on site, which included a preliminary interview with the FBO, the general hygiene checks to verify compliance with the structure and hygiene practice requirements and checks carried out to verify compliance with HACCP based procedures and the decision process for the Food Hygiene Information Scheme (FHIS) outcome.
- 3.2.8 Both visits confirmed that checks carried out by Officers were detailed thorough and had adequately assessed business compliance with the structure and hygiene practice. Officers had assessed cross contamination and HACCP compliance during the inspection and had commented where appropriate. The Inspection Report Forms examined found that the officers had verified much more pertinent information than the contents of the forms included. It was found that on occasion a layout sketch of the premises from the previous visits was very relevant. It was clear that the Officers were knowledgeable about the premises, the authority's policies and procedures, the relevant legislation and had the confidence of the FBO's
- 3.2.9 In both visits, Officers had been found to have correctly assessed the premises in terms of the Food Hygiene Information Scheme, as Improvement Required.

Notices and Prosecutions

- 3.2.10 Five Hygiene Improvement Notices (HINs) were examined. The notice format followed the Code of Practice (CoP) and the wording was satisfactory. The matters arising that required a notice were suitable and there was evidence of suitable service. Follow up visits were numerous and the letters were in accordance with the CoP. Auditors discussed the practices regarding requests for extensions to compliance times and the withdrawal of notices.
- 3.2.11 Three Remedial Action Notices (RAN's) were examined one notice format followed the CoP and the wording was satisfactory, In another it would have

been possible to use a Hygiene Emergency Prohibition Notice to achieve the closure required as the health risk condition had been fulfilled. The third RAN was served for the reason that the Inspection had been “hampered” and this was correct. Discussions took place on the need for a separate template for this type of RAN in particular more suitable wording and Food Standards Scotland will take this forward. On the Remedial Action Notices examined, it was found that prompt enforcement action had been taken.

3.2.12 Where a notice was to be served we found evidence that two Officers carried out the function. Follow up visits and letters had been completed and were in accordance with the practice guide.

3.2.13 There were no Regulation 27 notices to check at the time of audit.

Voluntary Closures

3.2.14 Three Voluntary Closures were examined. The reasons for the Voluntary Closures were appropriate, and had been confirmed in writing with the food business operator. The Authority had visited the premises to check that the business closure and re-opening were in accordance with the agreement.

Seizure, Detention and Voluntary Surrender of Food

3.2.15 Two Voluntary Surrender of Food Notices were examined and the correct procedure had been properly followed, however they lacked detail on the destruction of the food. Discussion found the food had been uplifted by Renfrewshire Council’s cleansing vehicles and followed to landfill where destruction was witnessed.

Food Sampling

3.2.16 There is a documented sampling policy and Officers manage, organise and conduct the sampling programme collectively. Samples are taken with a local focus agreed. Four samples checked had been taken by an appropriate Officer. The results were all on file and the appropriate follow up action had been taken on receipt of the results.

Alternative Enforcement Strategies

3.2.17 The Authority were not implementing any Alternative Enforcement Strategies at the time of Audit.

3.3 Investigations and Promotion

Food Related Infectious Disease Notifications and Investigation

3.3.1 Infectious disease notifications are received from Greater Glasgow & Clyde Health Board (GG&CHB) where the investigation has been completed, the LA are sometimes requested to follow up incomplete cases. This has been the subject of discussion within the 6 Local Authorities who are in GG&CHB. It is noted that the Health Board do not routinely notify the local authority of

Campylobacter cases. The Agency are to consider the impact of these developments.

Food Alerts, Incidents and Rapid Alert System for Feed and Food (RASFF)

- 3.3.2 Notification of alerts, incidents or a RASFF are received at Renfrewshire Council from Food Standards Scotland. There is a Food Alerts procedure managed by the Business Regulation Manager/Lead Food Officer. The Food Alert for Action process was discussed and found to be satisfactory. The Food Alerts procedure includes references to the initiation of a food alert within Renfrewshire Council.

Food Hygiene Information Scheme (FHIS)

- 3.3.3 Food Standards Scotland, in partnership with local authorities, operates the FHIS in Scotland. The scheme encourages businesses to improve hygiene standards. The overarching aim is to reduce the incidence of foodborne illness and is designed to give straightforward information to the general public about how each food outlet fared at its last food hygiene inspection carried out by its local authority.

Inspection Outcomes of the Scheme

- 3.3.4 Food hygiene inspections aim to measure food establishments against compliance criteria. Regular inspections are already carried out as part of routine enforcement duties and the outcome of inspections is that an establishment is deemed to be broadly compliant or not.
- 3.3.5 The inspection outcomes of the Food Hygiene Information Scheme should reflect compliance and should be visible at the establishment, on the Local Authority web site and also on www.foodstandards.gov.scot

The key features of the scheme

- 3.3.6 The scheme is voluntary and provides transparency of enforcement inspection outcomes which are shown in simple and clear terms. The assessment of compliance for the purposes of the scheme is significantly different from assessment of risk-rating undertaken following programmed inspections. This ensures that there is no conflict between these assessments, which are designed to serve different purposes.
- 3.3.7 Renfrewshire Council participates in the Food Hygiene Information Scheme (FHIS). Five file checks were undertaken in connection with the Food Hygiene Information Scheme and it was noted that the Scottish Food Enforcement Liaison Committee trigger values were being used. Three premises were Improvement Required and two were awarded a Pass certificate, which had been issued to the premises concerned. The Authority does not notify businesses of the appeal mechanism for an Improvement Required Certificate. They do revisit within seven days where the Broadly Compliant standard has not been made.

- 3.3.8 Premises had been correctly selected for the Scheme and had been correctly scored for the appropriate award. Where premises had gone from Improvement Required to a Pass, as a result of a further visit, the risk rating of the premises had not been altered, which is correct and in line with the FHIS guidance. All FHIS updates were uploaded to the web every three to four days. Officers commented that some larger businesses were not as enthusiastic about the Scheme as local small caterers.

3.4 Internal Monitoring

- 3.4.1 The Authority had a very comprehensive and detailed system of monitoring both quantity and quality of work which was being regularly completed and recorded. Officers were informed of the outcomes of their individual monitoring and were able to discuss these collectively on a regular basis and at team meetings.
- 3.4.2 Quantitative monitoring checks are carried out by the production of routine reports from the electronic database which detail the interventions completed within a set period. These are reported upwards to senior management on a regular basis. There are regular documented team meetings where officers discuss issues relevant to enforcement consistency. There is comprehensive evidence of suitable in depth monitoring.
- 3.4.2 The documentation for the Record of Probation training/mentoring is very detailed and comprehensive. It provides satisfactory evidence that the requirements of the Food Law Code of practice are being achieved.

Good Practice

The system and the operation of monitoring checks and the resulting Operational Performance reports and the Information Bulletin within the department are comprehensive and thorough. These provide information which contributes towards Official Controls being achieved in a satisfactory manner.

Auditors: Graham Forbes
Kevin McMunn

Food Standards Scotland
Audit Branch, Scotland

ANNEXE A**Action Plan for Renfrewshire Council**

Audit date: 22-24 September 2015

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE
There were no recommendations from this audit			

ANNEXE B

(1) Examination of Local Authority policies and procedures

The following Local Authority policies, procedures and linked documents were examined before and during the audit:

- Environment Board, 12 November 2014, regulatory Services Operational Update
- Environment policy Board, 26 August 2015, Operational Performance Report
- Regulatory Services Business Regulation Service Plan 2014/15
- Regulatory Functions Board terms of Reference
- Environment and Infrastructure policy Board, 02 March 2011, Regulated Services Integrated Enforcement Policy
- Procedure for Authorisation of Food Enforcement Officers
- Food Hygiene Inspection procedures
- Food Sampling Policy and Procedure
- Business Regulation Team meeting minutes (28 Aug 2015)
- Public Sector Incident protocol
- Appointment of Public Analyst letter
- Training history records
- Individual Development Plans
- Scheme of delegated Functions (3rd October 2013)
- Information Bulletin (27 (February 2015) Notices and Licences issued by Community Resources: 29 November 2014-04 February 2015
- Information Bulletin (June 2015) Notices and Licences issued by Community Resources: 05 February -04 June 2015
- Food Safety Questionnaire (for Alternative Enforcement Strategy)
- Record of Inspection form
- Sampling Plan 2015/16
- Cross contamination focussed inspection form
- Hygiene Improvement Notice list
- Hygiene improvement Notice Procedure
- Remedial Action Notice list
- Remedial Action notices procedure
- Hygiene Emergency Prohibition procedures
- Voluntary closure list
- Regulation 27 Notice register
- Detention notices list
- Voluntary surrender list
- Prosecution report procedure
- Procedure for keeping premises database up to date
- Food complaints policy
- Outbreak control procedure
- Procedure for the investigation of notifications of food borne infections
- Food safety alerts and incidents procedure
- Internal monitoring procedure – quality checks

- Enforcement Procedure for the inspection, detention, seizure, voluntary surrender and storage of food
- Information Security policy - Instructions for implementation.

(2) Officer interviews

The following Officers were interviewed:

- Audit Liaison Officer
- Authorised Officers who carried out the most recent inspection at the two premises selected for a verification visit.

Opinions and views raised during Officer interviews remain confidential and are not referred to directly within the report.

(3) On-site verification visits

A verification visit was made with the Authority's Officers to two local food businesses. The purpose of the visit was to verify the outcome of the last inspection carried out by the Local Authority and to assess the extent to which enforcement activities and decisions met the requirements of relevant legislation, the Food Law Code of Practice (Scotland) and other official guidance, having particular specific regard to Local Authority checks on FBO compliance with Regulation (EC) No 852/2004 and the Food Hygiene Information Scheme.

ANNEXE C

Glossary

Audit	Audit means a systematic and independent examination to determine whether activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.
Authorised Officer	A suitably qualified Officer who is authorised by the Local Authority to act on its behalf in, for example, the enforcement of legislation.
E. coli	<i>Escherichia coli</i> microorganism, the presence of which is used as an indicator of faecal contamination of food or water. <i>E. coli</i> 0157:H7 is a serious food borne pathogen.
Food Law Code of Practice (Scotland)	Government Codes of Practice issued under Section 40 of the Food Safety Act 1990, Regulation 24 of the Food Hygiene (Scotland) Regulations 2006 and Regulation 6 of the Official Feed and Food Controls (Scotland) Regulations 2009, as guidance to Local Authorities on the enforcement of food legislation.
Food hygiene	The legal requirements covering the safety and wholesomeness of food.
Food Standards Scotland	<p>FSS is the public sector food body for Scotland and was established by the Food (Scotland) Act 2015 as a non-ministerial office, part of the Scottish Administration, alongside, but separate from, the Scottish Government.</p> <p>FSS develops policies, provides policy advice to others, and protects consumers through delivery of a robust regulatory and enforcement strategy.</p> <p>See more at: http://www.foodstandards.gov.scot/about-us</p>
Framework Agreement	<p>The Framework Agreement consists of:</p> <ul style="list-style-type: none">• Chapter One Service Planning Guidance• Chapter Two The Standard• Chapter Three Monitoring of Local Authorities• Chapter Four Audit Scheme for Local Authorities <p>The Standard sets out the Food Standards Scotland's expectations on the planning and delivery of food law enforcement.</p> <p>The Monitoring Scheme requires Local Authorities to</p>

submit an annual return to Food Standards Scotland on their food enforcement activities i.e. numbers of inspections, samples and prosecutions.

Under the **Audit Scheme** Food Standards Scotland will be conducting audits of the food law enforcement services of Local Authorities against the criteria set out in The Standard.

Full Time Equivalents (FTE)	A figure which represents that part of an individual Officer's time available to a particular role or set of duties. It reflects the fact that individuals may work part-time, or may have other responsibilities within the organisation not related to food enforcement.
HACCP / FSMS	Hazard Analysis and Critical Control Point – a food safety management system (FSMS) used within food businesses to identify points in the production process where it is critical for food safety that the control measure is carried out correctly, thereby eliminating or reducing the hazard to a safe level.
LAEMS	Local Authority Enforcement Monitoring System is an electronic System used by local authorities to report their food law enforcement activities to Food Standards Scotland.
Member forum	A local authority forum at which Council Members discuss and make decisions on food law enforcement services.
Risk rating	A system that rates food premises according to risk and determines how frequently those premises should be inspected. For example, high risk premises should be inspected at least every 6 months.
Service Plan	A document produced by a Local Authority setting out their plans on providing and delivering a food service to the local community.



To: ENVIRONMENT POLICY BOARD

On: 27 JANUARY 2016

Report by: DIRECTOR OF COMMUNITY RESOURCES

Heading: OPERATIONAL PERFORMANCE REPORT

1. Summary

- 1.1 Community Resources brings together a range of Council services and activities, with both strategic and operational responsibilities. This report provides an operational performance update on the services and key projects delivered by Community Resources during the period 1 April 2015 to 13 November 2015.
-

2. Recommendations

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

3. Background

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

Operational Updates

4. Renfrewshire Community Safety Partnership

4.1 Rapid Response Team

A Rapid Response Team was developed in October 2015 to support the Work of Renfrewshire Wardens and StreetScene operatives throughout Renfrewshire, primarily in town centres. The team comprises a Warden working with 2 recruits from the Employability Hub and acts as a monitoring service for environmental issues affecting communities. This includes monitoring high footfall areas to ensure commercial and domestic waste are correctly presented for uplift and that businesses have adequate arrangements in place for uplift and storage of waste.

Since being introduced the team have been involved in the following activities:

- Removing small level waste/flytipping from town centres
- Delivering programmed uplifts in partnership with waste services
- Working with StreetScene and Community Service to ensure larger waste and flytipping items are removed
- Working with local business/residents to ensure waste is presented correctly.

Street Stuff

4.2 The Street Stuff programme has been fully active throughout Renfrewshire. Recorded attendances for the core programme in the year to date for 2015/16 have already exceeded the totals for 2014/15. Additional funding received from the Tackling Poverty Programme has enabled an extension to the activities offered including:

- An October 2015 week school camp in the Gallowhill and Glenburn areas, where an average of 100 young people per day participated in activities including: football; The Box; and dance, and they also received a healthy hot meal.
- A dance display, for parents and friends, was held at the end of the week with an audience of more than 100 in attendance.
- A Festive programme for 2015/16 was held over the Christmas and New Year holiday with a range of activities focused on the Dome facility at St Mirren and the Gallowhill and Glenburn areas. Activities including: football; table tennis; a FIFA tournament; and dance. 1,120 young people attended with 889 receiving hot food. This was a

significant increase from previous years as the attendance of young people participating was more than double. Similar extended sessions are now being rolled out in other communities.

- After-school sessions have been introduced in the Shortroods and Gallowhill areas, where an average of 100 young people per week have had the opportunity to participate in activities and receive a hot meal. Similar extended sessions are now being rolled out in other communities.

Although at a very early stage in the development of the extended programme, on the basis of the success so far StreetStuff is on track to meet its target of doubling attendances in the period up to March 2017.

4.3 Environmental Training Team

Community Resources has been working in close partnership with the Environmental Training Team (ETT). The ETT is a local enterprise company which provides opportunities for local residents to volunteer in local projects in their community. It also provides training placements in a variety of skills such as gardening activities, painting and joinery. ETT has agreed to target areas of land identified by Community Resources which are; overgrown or in need of a tidy up, are outwith a regular maintenance schedule, and have been the subject of complaints by the community. Over recent months, ETT volunteers have been involved in the following activities:

- Cutting back shrubs and picking litter at Hammills Walkway
- Clearing graffiti from utility boxes in the Paisley BID area, and photographing the 'tags' to support Police Scotland in identifying perpetrators
- Carrying out litter picking and weeding at the car park to the rear of the old Arnotts building
- Carrying out extensive litter picking, weeding and cutting back of shrubs at the old TA building on Paisley High Street
- Assisting a residents group in Anderson Drive, Renfrew with general litter picking and weeding in the area.

At the last Community Planning Greener Renfrewshire Thematic Board on 9th November 2015 ETT successfully bid for Stalled Spaces funding to carry out improvements including the installation of benches and planters at 2 sites in Paisley town centre - one beside the Hammills and the other at the corner of St James' Street and Moss Street.

4.4 Emissions Testing

Renfrewshire Wardens launched a school safety initiative in November 2015 as part of the campaign to support National Road Safety Week and to highlight the issues of engine idling. The National Road Safety Week is an event coordinated by the UK road safety charity, Brake. Three primary schools, Auchenlodment Primary, St Peter's and St Mary's Primary, where engine idling and unsafe parking issues had been identified, were targeted for intervention. Banners highlighting the issues relating to engine idling and dangerous parking were erected outside these schools and wardens patrolled during key times to reinforce the messages. Information was also communicated through the Council website and local media. This action supported wider activities relating to road safety carried out at schools across Renfrewshire.

4.5 Road Safety Week

Renfrewshire Wardens launched a school safety initiative in November 2015 as part of the campaign to support National Road Safety Week and to highlight the issues of engine idling. The National Road Safety Week is an event coordinated by the UK road safety charity, Brake. Three primary schools, Auchenlodment Primary, St Peter's and St Mary's Primary, where engine idling and unsafe parking issues had been identified, were targeted for intervention. Banners highlighting the issues relating to engine idling and dangerous parking were erected outside these schools and wardens patrolled during key times to reinforce the messages. Information was also communicated through the Council website and local media. This action supported wider activities relating to road safety carried out at schools across Renfrewshire.

4.6 Festive Safety Campaign

Renfrewshire Community Safety Partnership delivered a Festive Safety Campaign during December 2015 / early January 2016 within Paisley town centre which included:

- an increased focus on Paisley town centre by Renfrewshire Wardens;
- additional patrols by police officers;
- taxi marshals at the County Square rank on Christmas Eve and Hogmanay;
- Street Pastors assisting party-goers.

- 4.7 A Safe Bus service was also provided by the Partnership and was supported by the ambulance service. The Safe Bus being located at New Street on 11, 12, 18, 19 & 31 December 2015 from 9pm until 3am. The Safe Bus assisted members of the public who were injured, felt threatened or needed safety

advice. It also provided flip flops, sweets, bottled water, a phone charging facility and emergency blankets for those affected by colder weather. From the table below it can be seen that 194 people presented at the Safe Bus during this period. Statistics for the period show that antisocial behaviour and related disorder within Ward 3 decreased by around 10% during this period in comparison with the previous year. It is likely that the Festive Campaign contributed to these reductions.

4.8 Recorded Numbers Visiting the Safe Bus

Date	Male Visiting Bus	Female Visiting Bus	Total Visiting Bus
11/12/15	10	20	30
12/12/15	10	34	44
18/12/15	12	25	37
19/12/15	11	23	34
31/12/15	15	34	49
Totals	58	136	194

4.9 Integrated Control Room & CCTV System

The construction of the new Community Safety Hub and Integrated Control Room at Mill Street, Paisley was completed and delivered on time in September 2015. The first two phases of employee moves are now complete with the Investigations, Mediation and Youth Teams based within the Community Safety Hub. In addition the core Wardens' Service is being tasked from the facility. It is proposed that the phasing of employee moves will be completed by early 2016.

5. Regulatory Services

5.1 Business Regulation

Food Standards Scotland (FSS) provided a report on the audit of Council's food enforcement service which was carried out in September. The report confirmed feedback, provided at the time of the audit, that the service is successfully delivering the food enforcement service in line with the Food Law Code of Practice. No areas for improvement were identified and therefore no follow up actions are required. One area of good practice was noted which related to the systems in place for monitoring checks of operational performance. This was seen as being comprehensive and thorough.

5.2 Trading Standards

5.2.1 Best Bar None is a Scheme which raises standards and rewards excellence for those venues that attain the Award standard. This is delivered at a local

level by partnerships between the industry, local authorities and Police. Community Resources' Trading Standards & Licensing Team is responsible for the local co-ordination and assessment of the scheme.

5.2.2 Best Bar None Awards are based on core national standards relating to the five licensing objectives, which are:

- preventing crime and disorder,
- securing public safety,
- preventing public nuisance,
- protecting and improving public health, and
- protecting children from harm.

5.2.3 This year's scheme attracted 13 applicant venues from across Renfrewshire. Assessments of the applicant premises took place during October and November 2015, and premises were scored against national guidelines. A panel of judges reviewed the applications in December 2015, and awarded all 13 premises either a "Gold" or "Silver" Award. Judges also decided on overall category winners, as well as allocating specialist awards to deserving venues. There were no premises with a score which attracted a "Bronze" Award, which shows an overall improvement on last year.

Our 5 venue category winners are:

- Best Pub - Lord of the Isles
- Best Independent Pub - Hamishes' Hoose
- Best Bar - Bishopton Inn Hotel
- Best Independent Bar - Bar Varia
- Best Nightclub - Fantoosh

Our 3 specialist award winners are:

-
- Best Use of Innovation - Bar Varia
- Best Public Health Initiative - Old Swan Inn
- Heart of the Community - Hamishes' Hoose

5.2.4 All 8 category or specialist award winners have been nominated for the Best Bar None Scotland Awards to be held at Grand Central Hotel in Glasgow in late March 2016. The paper shortlisting process will take place at the end of January 2016, and shortlisted venues will be subject to an additional assessment visit in early February 2016.

5.2.5 Trading Standards continue to work with importers and retailers of self balancing scooters (commonly known as Hoverboards). The Team is working in partnership with the UK Border Force, to detain shipments of unsafe goods upon entry to the UK. Retail premises are also being visited to ascertain whether these items are being sold, and carry out checks to ensure their safety. This work has received UK wide press coverage.

5.2.6 The Trading Standards Team continue to work closely in partnership with Police Scotland and other relevant partners to undertake targeted interventions to disrupt suspected criminality and to support legitimate businesses. Recent work includes:

- Execution of warrants on local businesses suspected of consumer fraud or using high pressure sales to target vulnerable consumers
- Intelligence gathering on counterfeit goods and new psychoactive substances,
- Supporting the newly established Pubwatch meetings in Paisley
- Delivering licensed premises training events

5.3 **Environmental Improvements**

Specialist Contaminated Land Officers have completed a review of verification reports for the remediation work for all the residential elements of Phase 2 of the redevelopment site at the former Royal Ordnance factory, at Bishopton. This is key stage in allowing these sites to be released by BAE Systems to house builders and for construction to begin.

6 **Amenity Services Waste**

6.1 **Improved Management of Waste in Erskine**

The final roll out of the improved recycling and residual waste service in Erskine was completed in December 2015. Plans are underway to carry out a consultation for an opt-in garden waste service (brown bins) for those households in Erskine which do not currently receive this service.

6.2 **Project Search**

Waste Services continues to support the work of the Youth Employability Hub within the Renfrewshire Employability Partnership and the Invest in Renfrewshire Programme. The aim is to create more job opportunities for Renfrewshire's young people; those hardest to reach candidates; and those with special needs, to prepare them for the world of work. The first phase of has been very successful with four young people gaining work experience at household waste recycling centres.

6.3 Expansion of Food Waste Collection Service, Trade & Commercial Waste

From January 2016, Waste Services are assisting trade waste customers with the introduction of a food waste collection service for commercial premises which produce more than 5kg of food waste per week.

7. Amenity Services, StreetScene & Land Services

7.1 Support for Autumn Programme of Events

StreetScene Services has provided operational support to the Council's programme of autumn / winter 2015/16 events including

- The Spree;
- Halloween Festival;
- Fireworks display;
- Remembrance events; and
- Christmas lights switching on events.

These important events have made a significant contribution to the economic regeneration of Renfrewshire, helped promote the cultural economy and will support the City of Culture bid.

8. Amenity Services, Roads & Transportation (Fleet and Infrastructure)

8.1 Roads Capital Programme, 2015/16

The Capital Resurfacing programme, to upgrade and improve the road network throughout Renfrewshire, has mostly been completed with remainder of works to be carried out following the festive period. This investment continues to support the Council's aim of improving local roads and supporting economic development by ensuring that Renfrewshire maintains a strong transport network.

8.2 Winter Service

The Council's winter service is operational with an integrated service of Community Resources' Roads and StreetScene operatives undertaking gritting actions across Renfrewshire's priority carriageway and footway network as required. Through December 2015 and particularly the festive period, heavy rainfall and localised flooding dominated front line activities. Round the clock flood response has been delivered and assistance given to a number of properties across Renfrewshire. Fortunately Renfrewshire was not been affected as badly as other authorities in Scotland but there is now clear evidence of extreme conditions occurring more regularly. As such a Strategic Report on Flooding will be brought to a future meeting of this Policy Board.

Gritting routes and grit bin locations can be found on the Council's website and all gritting and winter weather activity will be posted on social media.

8.3 Improvements to Paisley Town Centre Bus Facilities

The installation of improved bus facilities is progressing around Paisley Town Centre. Bus stop lay-bys have been lengthened on Gauze Street, a saw-tooth bus stop arrangement provided on Smithhills Street, and all stops have been supplied with raised height kerbs. New shelters were installed in Smithhills Street during October and November 2015. All improvement works are on schedule to be completed by the end of March 2016.

9. Facilities Management

9.1 Building Services

Building Services commenced the initial site preparations for the construction of an extension to Glendee Primary School in early November 2015. As part of this project, two weeks' work experience was provided for 10 pupils from Renfrew High School. The pupils were fully integrated on site and played a part in the construction of the extension.

9.2 Building Services has also provided work experience for 12 construction students from West College Scotland, supplying them with hands-on experience of what would be required of them if they chose a career in construction.

9.3 Site Services

Site Services is participating in the Project Search programme providing work placements for young people with additional support needs. There are currently seven young people working across the service, two in Renfrewshire House and five in schools and social work establishments. Placements are offered on a rotational basis giving young people opportunities to gain vital experience.

10. Performance Update – Indicators and Targets

10.1 The table below summarises target and actual performance for key performance indicators and benchmarking targets under each of the key change themes for 2015/16.

Performance Indicators and Benchmarking Targets	Target for 2015/16	Target to Period 8	Actual to Period 8
A Better Future			
(Traffic and Transportation) Traffic light failure - % of traffic light repairs completed within 48 hours	95%	95%	92.1% (to Quarter 2 2015/16)
(Lighting) Street Lighting Indicators - % repaired within 7 days: combined faults	95%	95%	99.6% (to Quarter 2 2015/16)
Percentage of household waste which is recycled	52%	52%	45.8%**
% of all waste collected which is landfilled	36%	36%	22.8%**
Domestic Noise Complaints – Part V – the average time (hours) between time of complaint and attendance on site	1	1	0.57
Street Cleanliness Score - % of areas assessed as clean	90%	90%	Annual Indicator
Food Safety - % of broadly compliant food premises based on food business risk assessment scores	86%	86%	85.5% (to Quarter 2 2015/16)
Food Safety - % of premises which currently achieve a Pass rating	97%	97%	97.8% (to Quarter 2 2015/16)
Trading Standards – Business Advice Requests completed within 14 days	100%	100%	100%
Trading Standards – Consumer Complaints completed within 14 days	82%	82%	87%
A Better Council			
Community Resources – Overtime as a % of total employee costs	8%	8%	7.4%
Community Resources – Sickness Absence	4%	4%	%
Grounds Maintenance - Sickness Absence	4%	4%	2.9%
Street Cleansing - Sickness Absence	4%	4%	4.3%
Refuse Collection - Sickness Absence	4%	4%	7.3%
Building Cleaning and Janitorial - Sickness Absence	4%	4%	6.2%
Renfrewshire Community Safety Partnership - Sickness Absence	4%	4%	7.1%

Performance Indicators and Benchmarking Targets	Target for 2015/16	Target to Period 8	Actual to Period 8
Roads and Transportation – Sickness Absence %	4%	4%	2.8%
Developing our workforce – number of SVQ qualifications achieved by our frontline workforce	50	n/a	31
A High Performing Council			
Land Audit Management System - % of areas assessed as acceptable	90%	90%	92.3%
Percentage of front line resolutions dealt with within timescale by Community Resources	100%	100%	88%
Percentage of complaint investigations dealt with within timescale by Community Resources	100%	100%	100%
% of Freedom of Information requests completed within timescale by Community Resources	100%	100%	100%
% of Community Resources employees having completed IDPs (from MDP/MTIPD)	100%	100%	84% (to Quarter 2 2015/16)

*** Waste data is now published by SEPA on a calendar year basis – this is the data for the first three quarters of 2015 calendar year and has not yet been verified by SEPA.*

10.2 Supporting Information

- Absence – sickness absence at the end of Period 8, across Community Resources, was 4.6%. This is above the target set of 4.0% and shows no change since performance was previously reported to board at the end of Period 6. Absence continues to be addressed through the Council's supporting attendance procedures and the utilisation of the services of occupational health.
- Trading Standards business advice – all requests for business advice have been completed within the 14 day target.
- Land Audit Management System - % of areas assessed as acceptable: 92.3% of all grounds maintenance areas inspected were assessed to be of acceptable standard at the end of Period 8. This is above the 90% target set for this period.

11. Quality, Training and Development

- 11.1 Training and development of our workforce is a key priority within Community Resources. It ensures that our workforce is equipped with the appropriate skills and gains the experience necessary to deliver services safely, efficiently and effectively. 31 Community Resources' employees have achieved an SVQ since April 2015.
-

Implications of the Report

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

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

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

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

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

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

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

4. **Legal** – None.

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

List of Background Papers: None

Author: Debbie Farrell, Finance and Resource Services Manager
Tel: 0141 618 7536
e-mail: debbie.farrell@renfrewshire.gov.uk



To: Environment Policy Board

On: 27 January 2016

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

Heading: Disposal of Land at Sandyford Road, Paisley

1. Summary

- 1.1 The purpose of this report is to seek authority to declare the area of ground at Sandyford Road, Paisley indicated on the attached plan as surplus to requirements.
-

2. Recommendations

It is recommended that Board:-

- 2.1 Declare the area of land at Sandyford Road, Paisley as indicated on the attached plan surplus to requirements.
 - 2.2 Authorise the sale thereof to the adjoining proprietor, Trident (Scotland) Ltd, on such terms and conditions as may be negotiated by the Head of Property Services under delegated powers.
 - 2.3 Authorise the Head of Corporate Governance to conclude the sale incorporating into the bargain such terms and conditions as may be deemed necessary to protect the Council's interest.
 - 2.4 Note that the Head of Planning will place an advert in the local press in terms of the Town and Country Planning (Scotland) Act 1959 for the proposed sale of an area of open space.
-

3. Background

- 3.1 The area of land, which is held on the Roads account, extends to approximately 1,023 sqm (0.25 acres) and lies between Sandyford Road and the M8 slip road.
- 3.2 Trident (Scotland) Ltd is a neighbouring land owner and also owns the nearby office block known as Trident House. Their proposal is to combine the two plots to develop additional car parking for Trident House.
- 3.3 Although surplus to current operational requirements it is acknowledged that there could be a requirement for this land if alterations to the M8 slip road are contemplated under the City Deal Project. This is currently a reserve option for the City Deal project and as such a buy back provision will be included in any sale. This option will allow the Council to acquire the land at any time within 10 years of the sale date, at a price based on the purchase price updated to reflect changes in the RPI over the intervening period.
- 3.4 The area of ground concerned is such that the purchase price/value of the ground will be at a level upon which delegated powers granted to the Head of Property Services for the disposal of surplus property will be utilised.
- 3.5 The purchaser will be required to seek planning consent for the change of use from open space and to secure consent for the formation of a car park.
- 3.6 The purchaser will be liable to meet the Council's reasonable professional and legal expenses in processing this transaction.

Implications of the Report

1. **Financial** – General Services Account will receive a minor 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 - Improvement of employment opportunities within the area.

Safer and Stronger - None

4. **Legal** – *Negotiation of the legal terms of the sale contract and completion of the sale.*
5. **Property/Assets** – *Negotiation of the commercial terms of the sale contract 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.

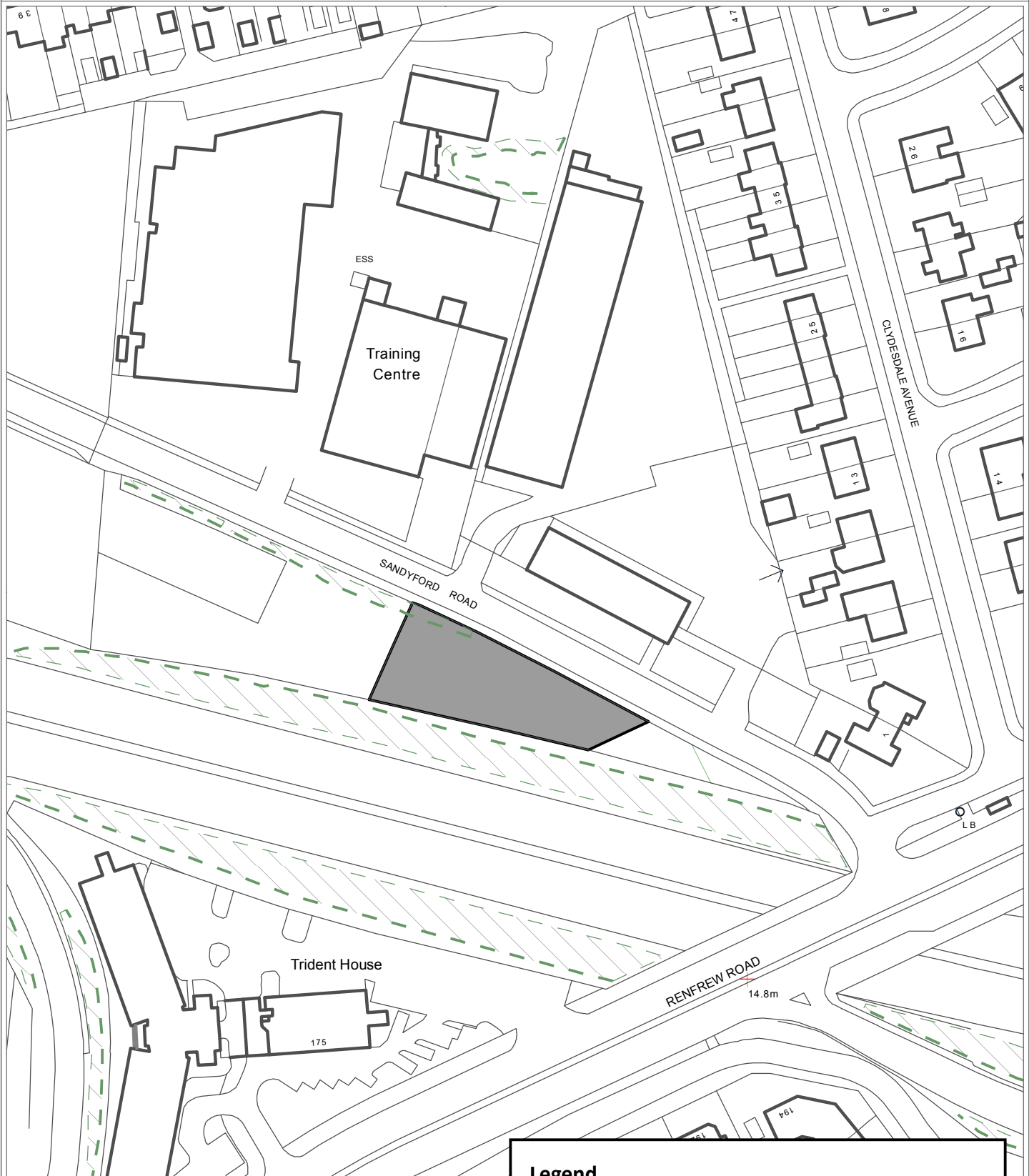
Author: Margaret Law
Senior Asset & Estates Surveyor
0141 618 4697
margaret.law@renfrewshire.gov.uk

Ref: Document 1


Date: 13/01/2016

User: howardhaughj2

Date: 11/12/2015



Legend

 E2428, Area to be disposed extends to 1023sqm or thereby

Notes:



To: ENVIRONMENT POLICY BOARD

On: 27 January 2016

Report by: DIRECTOR OF COMMUNITY RESOURCES

**Heading: Renfrewshire's Local Air Quality Management –
2015 Updating & Screening Assessment and Detailed
Assessments for Johnstone, Renfrew & Montgomery Road,
Paisley**

1. Summary

- 1.1 Air quality is taken seriously in the UK, and in particular in Scotland. In general terms across the UK air quality is now good, with significant improvements seen since the 1960's and in Renfrewshire air quality has similarly been improving. In the UK a main cause of air pollution is from road vehicles, which is also the case in Renfrewshire. However, it is clear that the measures that have been taken by Government and the controls placed on new vehicles through increasing EU standards have not yet had the impact in significantly reducing pollution.
- 1.2 Following the introduction of the Environment Act 1995, all local authorities have been required to undertake a regular review and assessment of air quality within their area and submit the findings to the Scottish Government. Councils are generally not in a position to change air quality within their area in the short term. Air quality is determined by a range of factors, including the prevailing weather and climate conditions, that are outwith Council control and can lead to significant variations in the levels of pollution being recorded from hour to hour, week to week and month to month. However, by improving our understanding and monitoring of where pollution is occurring at a very local level, there are some actions that can be taken to reduce the general

likelihood and impact of pollution occurring - possibly through traffic controls or planning restrictions, with the ultimate aim of continuing to safeguard the health of the community.

- 1.3 The air quality objective for each pollutant at any given location is governed by EU Directives, which are transposed into Scottish Regulations in terms of annual, hourly or daily levels, depending on the pollutant. The monitored air pollutants produced by road vehicles are NO₂ (nitrogen dioxide) and PM₁₀ (particulate matter less than 10 microns in diameter). The standard at which levels of particulate matter (PM₁₀) are measured in Scotland is among the most strict in the world with the levels for exceedences set at an annual average limit of 18ug/m³. Within the UK as a whole the limit is set in line with the limit for the rest of Europe at 40ug/m³. In Renfrewshire the highest levels of PM₁₀ that are being measured are 21ug/m³ which is well within wider UK and European limits. There is a background level of Nitrogen Dioxide which is broadly similar across the UK (other than in very rural areas) as this is particularly related to motor vehicles. Levels being recorded anywhere in Renfrewshire are significantly below the highest levels that are seen in the UK.
- 1.4 The Council has completed annual reviews and assessments of local air quality across Renfrewshire since 1998. This report provides the findings of the most recent 2015 Updating & Screening Assessment, which reviews 2014 air quality data, as well as the conclusions of a number of Detailed Assessments undertaken at Johnstone High St; Renfrew; and Montgomery Road, Paisley. These reports are referenced as background papers and can be made available on request.
- 1.5 Where a review of air quality indicates that there is a risk of a limit value or objective being exceeded, Local Authorities are required to follow a clear process:
- First, undertake a Detailed Assessment to confirm if there is an exceedence in an area of relevant public exposure, including its magnitude and geographical extent.
 - If this confirms an exceedence exists, an Air Quality Management Area must be formally declared. Local authorities have flexibility to determine the precise form and extent of an Air Quality Management Area, as long as areas of concern are included.
 - An Air Quality Action Plan must then be produced to set out measures to bring air quality back into line with limit values.

- 1.6 The 2015 Updating & Screening Assessment has found that there is a risk that NO₂ levels are being breached at West Walkinshaw, Paisley and Inchinnan Road, Renfrew and that a detailed assessment will require to be carried out for NO₂ (nitrogen dioxide) in these locations.
- 1.7 The Detailed Assessment reports for Johnstone High Street, Renfrew & Montgomery Road, Paisley were undertaken because the annual mean NO₂ objective was exceeded at these locations, as identified within the 2014 Updating & Screening Assessment. The key conclusions of these reports are:
- There is a requirement to declare an Air Quality Management Area for both the NO₂ and PM₁₀ (particulate matter less than 10 microns in diameter) annual mean objectives at Johnstone High St.
 - There is a requirement to declare an Air Quality Management Area in the Renfrew M8 area of Renfrew for the NO₂ annual mean objective and in the Renfrew Town Centre area for the NO₂ annual mean and one hour objectives.
 - At Montgomery Road, Paisley, neither the NO₂ nor the PM₁₀ levels were being exceeded and there is therefore no further action that requires to be taken at present.
- 1.8 There are 14 other local authorities in Scotland who have declared a total of 43 air quality management areas. There are currently 693 air quality management areas declared across the UK. Currently there is one Air Quality Management Area within Renfrewshire, in Paisley Town Centre. Consideration now has to be given to choosing whether to expand the current Air Quality Management Area in Renfrewshire to include the areas noted above or whether to create a number of additional smaller air quality management areas within Renfrewshire where air quality management action plans are required. There are benefits and disadvantages in both approaches and the intention is to carry out a detailed analysis of these and bring back a further report setting out options and recommendations to a future meeting of this Policy Board.
- 1.9 The information presented above does not reflect a deterioration in air quality within Renfrewshire. It does reflect improvements in our ability to monitor and assess air quality and identify where issues arise. This will ultimately assist the Council to put in place measures that may have a quantifiable impact on improving air quality conditions in these areas.

- 1.10 Currently the performance information collected on this subject relates to maintaining or reducing the number of air quality management areas within Renfrewshire. This is no longer an effective measure of performance. Proposals for methods of monitoring and reviewing our performance on air quality that better reflect the impact that the Council can have on addressing this issue will also be brought back to future meeting of this Policy Board.
-

2. Recommendations

2.1 It is recommended that the Policy Board:

- i. notes the outcome of the 2015 Updating & Screening Assessment on air quality throughout the Council area and the requirement to proceed to two further Detailed Assessments for the annual mean NO₂ objective at West Walkinshaw, Paisley and for the 1 hour NO₂ objective at Inchinnan Road, Renfrew;
 - ii. notes the outcome of the Johnstone High St Detailed Assessment and the requirement to declare an Air Quality Management Area in the Johnstone High St area;
 - iii. notes the outcome of the Renfrew Detailed Assessment and the requirement to declare an Air Quality Management Area at the M8 and Town Centre areas;
 - iv. notes the outcome of the Montgomery Road, Paisley Detailed Assessment and that there is no current requirement for further action in this area;
 - v. requests that a further report be brought back to a future meeting of the Policy Board setting out options and recommendations for the establishment of a wider or multiple Air Quality Management Areas within Renfrewshire and proposals for monitoring and reviewing performance on air quality that reflect the impact that the Council can have on addressing this issue.
-

3. Background

- 3.1 In accordance with the Local Air Quality Management Regime introduced in the Environment Act 1995 all local authorities are required to undertake a three-yearly cycle of Review and Assessment of air quality within their area

and submit their findings to the Scottish Government for approval. The first annual report is an Updating and Screening Assessment followed by a Progress Report in years 2 and 3. Progress Reports are not as in-depth as Updating & Screening Assessments but maintain continuity on the review and assessment process. In 2015, local authorities were required to produce an Updating & Screening Assessment.

- 3.2 Whilst air quality within Renfrewshire is generally good there are some areas where exceedences of objective levels are occurring. The air quality pollutants of concern within Renfrewshire are nitrogen dioxide (NO₂) and PM₁₀ (particulate matter less than 10 microns in diameter). A main source of these pollutants is emissions from road vehicles and the areas of exceedences within Renfrewshire are all located at busy roads or junctions. Both pollutants have associated air quality objectives levels set out in Scottish Regulations that should not be breached. NO₂ has annual and hourly objective levels and PM₁₀ has annual and daily objective levels. If at any stage of the review and assessment cycle it is identified that there is a risk of an air quality objective at a location with relevant public exposure being exceeded, then a Detailed Assessment must be undertaken. The purpose of the detailed assessment is to identify with reasonable certainty whether or not air quality objectives will be achieved and therefore whether an Air Quality Management Area requires to be declared.
- 3.3 The Local Air Quality Management Regime requires that local authorities follow a stepped process where there is a risk of an objective being exceeded for certain pollutants. Local Authorities must:
- Undertake a detailed assessment to confirm if there is an exceedence in an area of relevant public exposure, including the magnitude and geographical extent.
 - Where the detailed assessment confirms an exceedence exists, an Air Quality Management Area must be formally declared. Local authorities can determine the form and extent of Air Quality Management Area, as long as the areas of concern are included.
 - Where an Air Quality Management Area has been declared, an Air Quality Action Plan must be produced setting out measures to work towards achieving the objective levels for the pollutant of concern.
- 3.4 In a national context Renfrewshire is not unique and currently 14 other Scottish local authorities have declared air quality management areas. There are currently 693 air quality management areas declared across the UK, 44 of

which are in Scotland (including Renfrewshire Council's existing Paisley Town Centre Air Quality Management Area). A report based on air quality data for England and Wales in 2013 identified 194 local authority areas from a total of 375 that were in breach of the annual mean NO₂ objective. Pollutant levels of NO₂ in areas of Renfrewshire where exceedences have been detected are not dissimilar to elsewhere in Scotland and the UK as a whole. In respect of PM₁₀ levels, Scottish Regulations have set the annual average limit at 18ug/m³. However, limits for this pollutant in Europe (including the rest of the UK) have been set at 40ug/m³ and levels in Renfrewshire are well within the European and UK Limit values for this.

- 3.5 The majority of Air Quality Management Areas across the UK have been declared as a result of exceedences of NO₂. In line with most urban areas in the UK and Europe, reductions in the levels of NO₂, a traffic related pollutant, have tailed off in recent years in Renfrewshire. A significant contributing factor to this is the increased proportion of diesel vehicles in the general fleet. Diesel vehicles are incentivised by Government policy, for example through road tax pricing based on CO₂ emissions, to contribute to Government climate change targets. However, they emit a higher proportion of NO₂ directly from the exhaust. In addition, European Union Euro Standards for vehicle emissions have not delivered the expected emissions reductions that were predicted. This is partly due to the fact that the technology used by vehicle manufacturers to abate Particulate emissions has the side effect of increasing NO₂ emissions. Another cause is that the test cycle used to determine if a model meets the Euro standard does not replicate real-world urban driving conditions. Members of the Policy Board will be aware of recent reports in the media stating that some car manufacturers have even built in technology to certain models to defeat emission tests so that they appear to have much lower emissions than is actually the case.
- 3.6 Notwithstanding this, local authorities are required to consider local actions aimed at reducing emissions. They are required to demonstrate that they are working towards the limit values set in statute for local air pollutants. The Local Air Quality Management regime sets out how they should approach this, including the need to consider air quality in taking planning and transport decisions.
- 3.7 Renfrewshire Council has a good track record on this and in recent years has had a progressive vehicle replacement programme working towards reducing emissions from its transport fleet. This includes the introduction of electric vehicles and a programme to develop the associated charging infrastructure which is also available for public use. Progress has meant that the 2023 target set in the Renfrewshire Community Plan for alternative fuel vehicles

has already been met and a revised more stringent target is currently being developed.

4. 2015 Updating & Screening Assessment – Key Findings

- 4.1 The 2015 Updating & Screening Assessment provides a review and initial assessment of pollutant monitoring data and atmospheric emissions sources within the Council area during 2014.
 - 4.2 Exceedences of the annual mean NO₂ objective were identified both within the existing Paisley Town Centre Air Quality Management Area and at a number of other locations. For the Paisley Town Centre Air Quality Management Area the areas identified had not changed – namely: Incle St; Causeyside St; Old Sneddon St and Smithhills St. For this area the Council is required to consider potential new measures for the Paisley Town Centre Air Quality Action Plan, approved by the Environment Board on 22 January 2014. This will be included in the report being brought back to a future meeting of this Policy Board.
 - 4.3 The other areas where exceedences were identified primarily fell within the study areas of the Johnstone and Renfrew Detailed Assessments. The exception to this was West Walkinshaw, Paisley and as a result a Detailed Assessment will be carried out for this area during 2016.
 - 4.4 The review of 2014 monitoring data also identified a site at Inchinnan Rd, Renfrew with an annual mean concentration for NO₂ in excess of 60 µg.m⁻³. Above this level, there is a risk of the NO₂ 1-hour mean objective being exceeded and as a result, a Detailed Assessment is also required to be carried out in this area during 2016.
 - 4.5 Annual mean PM₁₀ concentrations at all automatic monitoring sites were below the annual objective in 2014 except at Gordon Street, Paisley. Poor data capture for PM₁₀ at this site means that the result is not strictly comparable against the Scottish air quality objective levels and as the site is also located within the Paisley Town Centre Air Quality Management Area no further action is required. No exceedences of the PM₁₀ daily objective were recorded at any of the automatic site locations during 2014.
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5. Johnstone High Street Detailed Assessment – Key Findings

- 5.1 The 2014 Updating & Screening Assessment identified the need to carry out a detailed assessment for Johnstone High Street. In this case a dispersion modelling study was carried out to consider the extent of exceedence. Source apportionment analysis of road traffic emissions was also undertaken to determine the contribution of different source types to local NO₂ and PM₁₀ levels.
 - 5.2 The modelling study confirmed that both the annual mean objectives for NO₂ and PM₁₀ were exceeded at various locations along Johnstone High Street. An annual mean concentration close to 60 µg.m-3 was also modelled. For NO₂ the source apportionment study indicated that background concentrations account for a relatively small proportion of pollutant concentrations (up to 11%) and that the highest proportion is attributable to bus movements. For PM₁₀, background levels account for up to 67% of total PM₁₀ concentrations with buses and cars accounting for approximately 15% each of road PM₁₀ concentrations.
 - 5.3 Action plan measures targeted at reducing emissions from buses should therefore help reduce NO₂ concentrations in this area. In addition the locations of highest pollutant concentrations are where traffic is known to be regularly slow moving and measures to improve traffic flow would also help to reduce emissions in these areas.
 - 5.4 The Detailed Assessment demonstrates that the Council is required to declare an Air Quality Management Area in the Johnstone High St area for both the NO₂ and PM₁₀ annual mean objectives. Given the modelled annual mean concentration was close to 60 µg.m-3, consideration will also be given to including the 1 hr NO₂ objective level within the Air Quality Management Area declaration.
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6. Renfrew Detailed Assessment – Key Findings

- 6.1 The 2014 Updating & Screening Assessment identified the need to carry out a Detailed Assessment for Renfrew in relation to NO₂. The detailed assessment was split into two separate modelling studies – the area of Renfrew close to the M8 motorway and the Town Centre. It consisted of a dispersion modelling study and source apportionment analysis of road traffic emissions.
- 6.2 The Renfrew M8 study focussed on the section of M8 motorway between Arkleston and Junction 26 where residential properties are sited close to the

road. The modelling study confirmed that the NO₂ annual mean objective was predicted to be marginally exceeded at a number of residential properties. There were no predicted exceedences of the PM₁₀ annual mean objective. The source apportionment study indicated that the highest proportion of pollutants (up to 42%) was attributable to car movements within the study area.

- 6.3 The Renfrew Town Centre study area focused on road traffic emissions in the Town Centre (Inchinnan Road, Hairst Street, Glebe Street and Paisley Road) where residential properties, are located close to the road. The modelling study confirmed the NO₂ annual mean objective was exceeded at numerous residential properties within the Town Centre area, but there were just a few exceedences of the annual mean PM₁₀ objective. Action plan measures targeted at reducing emissions from road traffic will help to reduce NO₂ and PM₁₀ concentrations. Locations of highest pollutant concentrations were where traffic is regularly slow moving. Measures to improve traffic flow would also help to reduce emissions in these areas.
- 6.4 The Detailed Assessment demonstrates that the Council is required to declare an Air Quality Management Area in the Renfrew M8 area for the NO₂ annual mean objective and in the Renfrew Town Centre area for both the NO₂ and PM₁₀ annual mean objectives. As detailed within the 2015 Updating & Screening Assessment, the Council also requires to undertake a Detailed Assessment for the 1 hour NO₂ objective at Inchinnan Road, Renfrew to determine whether the Air Quality Management Area declaration should include this objective.

7. Montgomery Road, Paisley Detailed Assessment – Key Findings

- 7.1 The Montgomery Road, Paisley Detailed Assessment incorporates an area to the north of Paisley which is outwith the existing Paisley Town Centre Air Quality Management Area.
- 7.2 The Detailed Assessment was concerned with road traffic emissions from the road network surrounding Montgomery Road where residential properties are present. This included the M8 Junction 27 area including a section of the M8, slip roads, Renfrew Rd and Montgomery Road itself. The modelling study confirmed that there were no exceedences of the NO₂ and PM₁₀ annual mean objectives occurring at any locations of relevant exposure along Montgomery Road during 2014. The 2015 Updating & Screening Assessment also supports this conclusion.

- 7.3 The Detailed Assessment demonstrates that the Council is not required to declare an Air Quality Management Area in this area for either the NO₂ or PM₁₀ objectives.
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8. Next Steps

- 8.1 On approval by the Policy Board of the recommendations made in this report, consideration will be given to the best approach to including these areas in an Air Quality Management Area, as required by the Environment Act 1995. The two main options to consider are either to extend the existing Paisley Town Centre Air Quality Management Area to cover the urban area of Renfrewshire, or to create a number of new more focussed Air Quality Management Areas around the areas identified in the detailed assessment reports and discussed above. Community Resources will lead work into considering the case for either of these options, including consulting with other service areas before bringing a further report to a future meeting of this Policy Board.
- 8.2 Thereafter, whichever option is taken forward there will be a requirement to create a new Air Quality Action Plan to include these areas. Effective action planning requires input from a range of Council services and other stakeholders. Community Resources will lead on liaising with relevant partners to draw up, and then consult on, a future draft Air Quality Action Plan, before bringing it to a future meeting of this Policy Board for approval.
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Implications of the Report

1. **Financial** – the Council can apply for funding from the Scottish Government to cover costs associated with declaration of an Air Quality Management Area (AQMA), production of Air Quality Action Plans and any additional monitoring within new AQMAs that may be required. However, there could be significant costs associated with the development and implementation of effective action plan measures.
2. **HR & Organisational Development** – none
3. **Community Planning**

Community Care, Health & Well-being - by producing our annual air quality Review & Assessment reports and where necessary declaring Air Quality management Areas and producing Air Quality Action Plans we aim to improve air quality and provide a clean and safe environment

for all of Renfrewshire's residents, workers and visitors. Periodic review and assessment of air quality will also be carried out

Greener - improving air quality will have a beneficial impact on Renfrewshire's natural environment.

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

List of Background Papers

1. Background Paper 1: 2015 Updating & Screening Assessment
2. Background Paper 2: Detailed Assessment of Air Quality - High St, Johnstone
3. Background Paper 3: Detailed Assessment of Air Quality – Renfrew M8 & Town Centre
4. Background Paper 4: Detailed Assessment of Air Quality – Montgomery Road, Paisley

The foregoing background papers will be retained within Community Resources 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
e-mail: oliver.reid@renfrewshire.gcsx.gov.uk