

Minute of Meeting Council

| Date | Time | Venue |
|----------------------------|-------|--|
| Thursday, 29 February 2024 | 09:30 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

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

Chair

Provost Cameron, Convener, presided.

In Attendance

A Russell, Chief Executive; J O'Neill, Director of Children's Services; G McNeil, Director of Environment, Housing & Infrastructure; A MacArthur, Director of Finance & Resources; A Morrison, Head of Economy & Development Services, L McIntyre, Head of Policy and Partnerships and B Walker, Programme Director (City Deal & Infrastructure) (all Chief Executives); J Trainer, Head of Child Care & Criminal Justice (Children's Services); C Dalrymple, Head of Facilities and Property Services and G Hannah, Head of Climate, Public Protection & Roads (both Environment, Housing & Infrastructure); C McCourt, Head of Finance & Procurement, M Conaghan, Head of Corporate Governance, P Murray, Head of Digital, Transformation & Customer Services, L Mitchell, Managing Solicitor (Contracts & Conveyancing), D Low, Democratic Services Manager and E Gray, Senior Committee Services Officer (all Finance & Resources); C Laverty, Chief Officer (Renfrewshire Health & Social Care Partnership); and V Hollows, Chief Executive and F Naylor, Finance, Governance & Business Improvement Director (both OneRen).

Webcasting of Council Meeting

Prior to the commencement of the meeting, Provost Cameron intimated that this meeting would be filmed for live or subsequent broadcast via the Council's internet site.

Declarations of Interest

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

Transparency Statements

Councillor McMillan declared a connection to item 4 by reason of his son being employed by BAE Systems. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

Councillor Mullin declared a connection to item 9 by reason of being employed by the NHS. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

Councillor Campbell declared a connection to item 9 by reason of being employed by the NHS outwith the Renfrewshire HSCP area. However, she indicated that she had applied the objective test and did not consider she had an interest to declare.

Order of Business

In terms of Standing Order 16, the Provost intimated that she proposed to alter the order of business to facilitate the conduct of the meeting by considering items 10 and 11 of the agenda together.

1 Minutes of Meetings of Council, Boards and Panels

There were submitted the Minutes of the following meetings of the Council, Boards and Panels on the dates specified:

Council, 14 December 2023
 Communities and Housing Policy Board, 16 January 2024
 Regulatory Functions Board, 17 January 2024
 Education and Children's Services Policy Board, 18 January 2024
 Audit, Risk and Scrutiny Board, 22 January 2024,
 Economy and Regeneration Policy Board, 23 January 2024
 Planning and Climate Change Policy Board, 23 January 2024
 Infrastructure, Land and Environment Policy Board, 24 January 2024
 Local Review Body, 30 January 2024
 Regulatory Functions Board, 1 February 2024
 Placing Requests and Exclusions Appeals Panel, 7 February 2024

Finance, Resources and Customer Services Policy Board, 8 February 2024
Placing Requests and Exclusions Appeals Panel, 20 February 2024
Leadership Board, 21 February, 2024

DECIDED: That the Minutes be approved.

2 **Provost's Update**

The Provost intimated that an update in relation to the duties she had undertaken since the last meeting of the Council, on 14 December 2023, would be circulated to members following the meeting.

DECIDED: That the update be noted.

3 **Revenue Budget and Council Tax 2024/25**

There was submitted a report by the Director of Finance & Resources relative to the Revenue Budget and Council Tax for 2024/25, together with appendices detailing revenue estimates for 2024/25; estimates of expenditure and income for the year ended 31 March 2025; and the General Fund probable outturn for 2024/25.

The report provided an overview of the Council's anticipated financial position on the General Fund revenue budget and set out information required for the Council to set its budget and Council Tax for 2024/25. It was recognised that moving into 2024/25 and beyond, the financial environment that local government in Scotland faced would remain heavily constrained, with substantial risks in the short term in relation to both cost growth and income restraints. Longer lasting legacy impacts on service costs, service demands and income streams were anticipated, as well as a lasting impact on transformation plans.

The report requested that these circumstances be taken into account when setting the 2024/25 budget, and also to recognise that the Council's immediate and medium-term challenges remained significant. As outlined within the report, the Council's medium-term outlook remained subject to considerable risk. Additionally, as reported throughout the year and subject to decisions taken by Council, there would be a need for the budget position in 2024/25 to rely heavily on the use of ringfenced reserves to address the forecasted budget deficit. This solution required to be viewed as temporary, and it was highlighted that the Council required to act in the near-term to contain spend within available resource on a recurring basis.

The report highlighted key elements of the Council's revenue settlement, which included confirmation of revenue grant funding for the Council in 2024/25 of £416.455 million. After adjustment for new responsibilities, areas of growing responsibility and other conditional aspects of the settlement, this provided a like for like comparison to 2023/24 where the Council's underlying core grant had increased by £1.507 million (0.4%) which was broadly marginally higher than the flat-cash position the Council had assumed. Additional funding to support the agreement of the local government pay offer for 2023/24 and in relation to the teachers' pay offer for 2022/23 and 2023/24 had been announced over the course of the Parliamentary approval process for the Scottish Government Budget, however the distribution of this funding had not yet been agreed. It was noted that this additional funding was not reflected in the position outlined within the report, however, neither was the corresponding

expenditure. On that basis, the underlying financial position outlined within the report remained valid.

In addition, the report intimated that the Scottish Government had opted not to announce a Public Sector Pay Policy for 2024/25 until after the UK Spring Budget was announced on 6 March. The report indicated that while there were now permanent cost and service impacts from the pandemic, pay and revenue grant would continue to be the two biggest determinants to the Council's financial outlook. Members were advised that the Scottish Government block grant was likely to incorporate only very moderate increases over the remainder of the spending review period to 2025/26 and that this provided no confidence that the local government settlement in future years would reflect a sufficient degree of increase to address core budget pressures. The report highlighted that transformation and efficiency saving activity alone would not address the scale of financial pressures the Council would face over the medium-term.

The report advised that a scenario-based approach, varying the major influencing elements of the projections under a range of scenarios for the three-year period beyond 2024/25, had been applied and derived a forecast budget deficit range of broadly £45 - £50 million over the period, before any decisions on the level of Council Tax or other mitigating action. This forecast outlook was based on relatively tight grant and pay assumptions, informed by the current financial settlement and the Government's Medium Term Financial Strategy, as well as likely affordability constraints in relation to future pay awards. Factoring in an assumption of 5% increase each year in Council Tax levels reduced this range to £30 - £35 million, essentially meaning the Council would need to target cost reductions and savings averaging at a minimum of £10 million each year to remain in financial balance. For 2024/25, budget assumptions had been updated as appropriate, including most notably the confirmed grant available to the Council and associated conditions, the impact of new statutory obligations, the impact of new obligations, the likely impact of increasing demographic and demand pressures and expected Council Tax yield levels for 2024/25. Taking account of the cumulative impact of each of these issues, there was a recurring budget deficit for 2024/25 of £9.284 million, subject to any further decisions taken by Members.

Given the scale and unprecedented nature of the financial sustainability challenge that lay ahead for the Council, in setting the 2024/25 budget, it was recommended that any proposed commitments from Members that would result in additional recurring expenditure increasing the projected medium-term deficit in future years should be supported by offsetting sustainable savings or increased resources arising from an increase in Council Tax. In addition, Members were encouraged to take a holistic view of the Council's total resources, covering both capital and revenue and were reminded of unallocated capital resources available to the Council of £2 million, as detailed at item 4 of the agenda for the meeting.

An addendum to the report had been circulated to members in advance of the meeting setting out the Scottish Government's position in relation to the local government settlement following receipt of a letter from the Deputy First Minister and Cabinet Secretary for Finance on 21 February 2024. The letter indicated additional funding for the 2024/25 Local Government finance settlement of £62.7million, contingent upon expected announcements in the UK Spring budget on 6 March 2024, and on agreement to freeze Council Tax at current levels. Renfrewshire's share of this funding, assuming the Council agreed to freeze Council Tax would be £4.897 million; broadly equivalent to a 4.4% Council Tax increase.

Councillor Shaw, seconded by Councillor Airlie-Nicolson, moved:

"1. That this Administration's second budget will continue to deliver on its commitments set out in the Council Plan to create a fairer Renfrewshire built on innovation, wellbeing and opportunity; where improving outcomes for children and families underpins all that we do.

2. That as recommended by the Director, these budget proposals take a holistic view of resources available and include the use of the £2.000 million of available resources outlined in Agenda item 4 and direct them as follows:-

- Commit £1.000 million of capital resource to supplement the £4.000 million of general capital grant to fund a total £5.000 million roads maintenance and improvement programme;
- Recognising the importance of outdoor play and sports, commit £0.800 million to the provision of artificial playing surfaces through investment in sports facilities and through match funding bids for financial support from external grant providers; with a report on the allocation of funding to specific projects being the subject of a future report to the Leadership Board;
- Building on the previous substantial investment in our community halls, commit a further £0.130 million to allow for further refurbishment and repair work to be undertaken as required, with spend being prioritised to support the aims of the Council's ongoing property review; and
- Commit £0.070 million to supplement the existing Retail Improvement Fund, which continues to deliver significant improvements in our town centres.

3. Households and families across Renfrewshire continue to be impacted by the cost of living crisis and we are concerned that for some poverty is deepening and inequalities are widening. Through our Fairer Renfrewshire programme, tackling inequality and poverty will continue to be key priorities for this Administration as we support communities to recover and thrive following the pandemic. Building on the success of this programme, this Administration commits further support through the following targeted interventions:

- £0.045 million to support Renfrewshire Citizens Advice Bureau to continue the delivery of its welfare rights service, building on the funding agreed in 2023/24 to commission the delivery of advice services by the bureau over a 2 year period.
- £0.100 million to provide a targeted programme of summer activities for children and young people from low income families, working across Council services with community groups and third sector organisations across Renfrewshire to ensure that our most vulnerable families are able to access a range of activities and healthy food over the summer period.
- £0.040 million to support ROAR to work with the Council and partners to explore the inequalities experienced by older people in Renfrewshire and pilot interventions which tackle issues such as social isolation and connection and potential barriers to accessing support.
- £0.100 million to strengthen engagement with young people across Renfrewshire communities, including the targeting of activities to support our most vulnerable children and young people in Renfrewshire through the development of a youth-led programme which will provide opportunities for young people to improve their safety, health and wellbeing and get involved in activities which will enhance and promote their community

- £0.100 million to support delivery of the Dolly Parton Imagination Library programme in Renfrewshire, which sees every child aged between 2 and 5 receive a book every month, and supports our work in Renfrewshire to improve levels of literacy and reduce the poverty related attainment gap.
- £0.070 million to fund for a further year the Who Cares Scotland Communities that Care programme within Renfrewshire's educational establishments, continuing the Council's support for the care experienced community and reinforcing our commitment to deliver on The Promise.

4. In support of the Fairer Renfrewshire aims above, Council agrees to allocate top-up funding of £0.400 million to the Scottish Welfare Fund, to be funded from the anticipated underspend in Council Tax Reduction resource in 2023/24, which will be allocated to the Welfare Reform ringfenced reserve for this purpose. In addition, and funded from the same 2023/24 underspend, Council commits to allocate £0.300 million to support a £50 winter school clothing payment to each child eligible for school clothing grant, building on the support provided in 2022 and 2023.

5. Council recognises the success of the Team Up to Clean Up campaigns of recent years, and the importance of clean neighbourhoods. Council will therefore allocate £0.250 million of ringfenced funding to continue the Environment and Place programme, including Team Up to Clean Up; and commits a further £0.200 million to continue the work of the environmental task force, including a focus on fly-tipping. In addition, Council commits £0.025 million to the ongoing programme of public litter bin replacements.

6. Council recognises the previous £10 million commitment to fund a replacement Thorn Primary School, and also notes that the Council was unsuccessful in its bid for additional funding from the Learning Estate Investment Programme managed by the Scottish Futures Trust. Council reaffirms its commitment to this project and commits a further £4.000 million of capital resource, funded by prudential borrowing, with the revenue costs of this borrowing (estimated at £0.280 million per annum) be built in to financial plans from the 2025/26 financial year.

7. Council has made significant investment in Paisley town centre, including in the cultural and heritage buildings which are so important to the economic revival of the town centre. Further recognising the unique cultural heritage of the Oakshaw area of the town, Council commits £0.050 million to the development of the Oakshaw Heritage Trail.

8. Commit £0.120 million over 2 years to fund a dedicated planning enforcement officer post which will ensure improved compliance and monitoring of planning approvals.

9. Build on the success of cultural investment in prior years with a further £0.200 million to support development of partnership arrangements with cultural bodies in Renfrewshire. This funding will supplement existing budgets to create a total £1.000 million package of support for local artists and cultural organisations over the next three years, fulfilling a decade of support for culture in Renfrewshire.

10. Recognising the importance of our school music service, Council allocates £0.025 million to further support the service in 2024/25, celebrating the success of our young musicians.

11. Council also recognises the need to maintain a prudent level of unallocated reserves given the very high level of risk over the medium term as outlined in the Director's report; and as previously agreed by Council, commits to maintain the Council's level of unallocated reserve at a minimum of £10.000 million moving into 2024/25. Council also agrees a draw of £0.700 million from the welfare reform reserve as outlined at paragraph 4 above, and a further £5.712 million from the ringfenced financial sustainability reserve in order to achieve the statutory breakeven budget position (noting that this draw may be reduced should further funding be allocated by the Scottish Government as outlined in the addendum report to Item 3 on the agenda); and commits that action will be taken over the near term to bring the Council's expenditure in line with available resource on a recurring basis; thereby ensuring the Council's ongoing financial sustainability.

12. In line with the conditions set out in the 2024/25 financial settlement, agree to the recommendation outlined in Table 2 of the Director's report to make available £10.926 million of recurring resources to Renfrewshire HSCP; and in addition provide on a recurring basis a further £1.426 million, being the proportionate share of funding received in relation to pay awards in 2023/24.

13. To agree the base budget assessment for all services for 2024/25 as recommended by the Director of Finance and Resources and agree a 2024/25 base budget of £519.560 million.

14. To agree to make provision in 2024/25 for pay inflation as detailed in section 5.5 of the Director's report and make no provision for general non-pay inflation, as recommended by the Director.

15. To agree to a general 5% inflationary increase in charges for services as recommended in the Director's report, subject to the note at paragraph 20 below.

16. To agree the resource allocations for 2024/25 for all services, as amended by these proposals.

17. To agree the detailed Revenue Estimates for all services be amended to reflect these proposals and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions.

18. Subject to agreement of the above, to agree that the council tax for 2024/25 be set at £1,436.17 for Band D subjects, representing a 0.0% increase on the 2023/24 level, and for all bandings to be set at:

| Band | 2023/24 | 2024/25 |
|------|----------|----------|
| A | 957.45 | 957.45 |
| B | 1,117.02 | 1,117.02 |
| C | 1,276.60 | 1,276.60 |
| D | 1,436.17 | 1,436.17 |
| E | 1,886.97 | 1,886.97 |
| F | 2,333.78 | 2,333.78 |
| G | 2,812.50 | 2,812.50 |
| H | 3,518.62 | 3,518.62 |

Note that the freeze in the rate of council tax will release £4.897 million of funding from the Scottish Government, and that this decision to freeze council tax provides some respite from increasing costs at a difficult time for many households. Further note however, that the compensatory funding provided by the Scottish Government is equivalent to a 4.4% increase in council tax, when the assumption within the Council's medium term financial outlook was for an increase of 6%; and therefore the Council will require to make up this shortfall in future years in order to achieve the targeted 20% total increase over the four year period from 2024/25; clearly demonstrating the sound financial management this Administration is committed to.

Council also agrees with the Director's recommendations in the supplementary report to Item 3, in relation to any additional funding which may flow to the Council as outlined in the letter received from the Depute First Minister on 21 February, that this funding will be used to reduce the Council's recurring financial deficit.

19. Subject to agreement of the points above, agree that the Council's budget is supported by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement.

20. To agree to increase other charges for services by 5% (as detailed in paragraph 15 above) or where appropriate by the rate set in national legislation or guidance, or where charges are based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised

(a) to round the charge up or down to a figure deemed by them appropriate, and

(b) not to impose any increase, if having reviewed the implications of the increase, he or she determines it would be inappropriate to do so, having regard to any material factor applicable to the goods or services to which the charge relates.

To note the requirement of financial code 13 that Directors review the amounts their departments charge for goods or services and if they think any charge needs to be increased, they will recommend this to the appropriate Board. The Council therefore agrees that when a Director carries out such a review and believes a charge for goods or services should be levied which reflects an increase greater than the increase of 5% or the rate set in national legislation or guidance, he or she will be entitled to recommend the same to the appropriate Board for approval."

Declaration of Interest

Having read the terms of the motion, Councillor Montgomery declared an interest in item 3 for the reason that he was an employee of the Renfrewshire Citizens Advice Bureau. Councillor Montgomery indicated that as he had declared an interest, he would leave the meeting during any discussion and voting on the item.

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Having declared an interest Councillor Montgomery left the meeting.

Councillor Ann-Dowling, seconded by Councillor McMillan, moved as an amendment:

"1. That Renfrewshire Labour re-commits to addressing the impact, mitigation and prevention of poverty and inequality for the benefit of all Renfrewshire citizens, with particular concern for the unique vulnerabilities and needs of children and young people. Labour is committed to making life better by supporting dependable, quality public transport, tackling poor housing and road standards, and improving mental health care and ASN education. The scope of this budget reflects that it has been set within unprecedented financial constraints and challenges and therefore prioritises available resources on local priorities.

2. That as recommended by the Director, these budget proposals take a holistic view of resources available and include the use of the £2.000 million of available capital resources held in the Strategic Asset Management Fund outlined in Agenda item 4.

3. Council agrees the following capital commitments:

a. £3.000 million of capital resources be directed to the roads and footways capital programme in addition to the £4.000 million of allocated capital grant funding, bringing total resources for roads investment in 24/25 to £7.000 million. This additional £3.000 million of resource will be funded by £2.000 million of unallocated resource held in the Strategic Asset Management Fund, supplemented with a further £1.000 million of capital resource funded through prudential borrowing, incurring an ongoing revenue cost of £0.070 million.

4. Council agrees the following recurring revenue commitments, to be funded in 2024/25 from the ringfenced financial sustainability reserve and thereafter to be incorporated into the Council's base budget plans:

a. £0.070 million to support prudential borrowing of £1m which will be utilised for additional investment in Renfrewshire's roads, as outlined above.

5. Council agrees the following non-recurring investments, to be funded from the financial sustainability reserve:

a. In recognition of the failure of the SNP Government to deliver on its manifesto commitment of universal free school dinners for all primary school children, council commits £2.200 million available for schools to consider how best to implement, to provide non-means tested, free healthy snack options in all Renfrewshire Primary schools and Secondary schools to mitigate the impact of in-work poverty and to ensure no Renfrewshire child goes through the school day hungry.

b. Labour ensures that children are supported in the summer holidays as well as during term time. Council commits to investing £0.100 million to ensure the provision of a Summer Activity & Food Programme for Renfrewshire children and young people from low-income families during the school holidays, encouraging them to access activities and healthy food.

c. Bus services across Renfrewshire are in crisis. Labour condemns the cycle of decline since our buses were deregulated in 1986. Bus fares go up while vital bus services continue to be cut. Council commits £0.040 million to provide support to Council Officers in facilitating a public transport feasibility study to explore how to make bus services work better for Renfrewshire's communities and economy.

d. Council commits £0.010 million to support community bus service engagement & feedback for local community interest groups.

e. Council will invest £0.300 million in the provision of an Interrupted Learning Service pilot and ASN additional support services. A significant number of pupils are struggling with mental health issues and related additional support needs, often resulting in long-term absence from school. Labour supports the parents of children who have emotionally based school avoidance or for neurodivergent reasons struggle with a school environment. Early intervention is essential; we will deliver a unique Interrupted Learners pilot focused on Primary age pupils to assist children back into formal learning through personal one-on-one and group support.

f. Council approves additional top-up funding for Discretionary Housing Payments (DHP) of £0.150 million

6. Council further agrees the following:

a. Council instructs the Chief Executive to write to the Scottish Government Cabinet Secretary for Finance to request that all 2024/25 pay awards are fully funded by Scottish Government where council has a financial liability to fund any pay award shortfalls.

b. Council will maintain the current base budget provision of school-based art, music lessons and sports to ensure mental health and well-being benefits are maintained for pupils.

c. Council instructs officers to investigate funding options to enable a new Johnstone High School to be progressed and bring back a report to the Education and Children's Services Policy Board by September 2024.

7. As recommended in the Director's report; commits to maintain the Council's level of unallocated reserve at a minimum of £10.000 million moving into 2024/25. Council agrees the investments above be funded in 2024/25 by £7.257 million from the financial sustainability reserve, and £2.000 million from the Strategic Asset Management Fund. This draw from the financial sustainability reserve will be reduced to an estimated £5.169 million should the Council receive a proportionate share of the £62.7m outlined in the supplementary report to Item 3. Council also agrees the Director's recommendation in the supplementary paper to Item 3, whereby any additional funding received from the Scottish Government as a result of the Depute First Minister announcement on 21 February, be directed to reduce the recurring deficit position.

8. In line with the conditions set out in the 2024/25 financial settlement, agree to the recommendation outlined in Table 2 of the Director's report to make available £10.926 million of recurring resources to Renfrewshire HSCP; and in addition, provide on a recurring basis a further £1.426 million, being the proportionate share of funding received in relation to pay awards in 2023/24.

9. To agree the base budget assessment for all services for 2024/25 as recommended by the Director of Finance and Resources and agree a 2024/25 base budget of £519.560 million.

10. To agree to make provision for pay inflation as detailed in section 5.5 of the Director's report and make no general provision for general non-pay inflation as recommended by the Director.

11. To agree to a general 5% inflationary increase in charges for services as recommended by the Director and subject to the note at paragraph 17 below.

12. To agree the resource allocations for 2024/25 for all services, as amended by these proposals.

13. To agree the detailed Revenue Estimates for all services be amended to reflect these proposals and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions.

14. In relation to the decisions above, Council instructs officers to conduct equalities and human rights impact assessments as required for each recommendation. If required following implementation, the actual impact of the recommendation and the mitigating actions will be reviewed and monitored.

15. Subject to agreement of the above, to agree that the council tax for 2024/25 be increased by 0.0% and therefore set Band D subjects at £1,436.17 and for all bandings to be set at:

| Band | 2023/24 | 2024/25 |
|------|---------|---------|
| A | 957.45 | 957.45 |
| B | 1117.02 | 1117.02 |
| C | 1276.60 | 1276.60 |
| D | 1436.17 | 1436.17 |
| E | 1886.97 | 1886.97 |
| F | 2333.78 | 2333.78 |
| G | 2812.50 | 2812.50 |
| H | 3518.62 | 3518.62 |

Note that this decision to freeze council tax at 2023/24 levels will generate compensatory funding from the Scottish Government of £4.897 million, with a potential further estimated £2.088 million dependent on the UK Spring Budget impact on the overall Scottish Government financial position.

16. Subject to agreement of the points above, agree that the Council's budget is underpinned by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement.

17. To agree to increase other charges for services by 5% (as detailed in paragraph 11 above) or where appropriate by the rate set in national legislation or guidance, or where charges are based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised.

(a) to round the charge up or down to a figure deemed by them appropriate, and

(b) not to impose any increase, if having reviewed the implications of the increase, he or she determines it would be inappropriate to do so, having regard to any material factor applicable to the goods or services to which the charge relates.

To note the requirement of financial code 13 that Directors review the amounts their departments charge for goods or services and if they think any charge needs to be increased, they will recommend this to the appropriate Board. The Council therefore agrees that when a Director carries out such a review and believes a charge for goods or services should be levied which reflects an increase greater than the increase of 5% or the rate set in national legislation or guidance, he or she will be entitled to recommend the same to the appropriate Board for approval.

Adjournment

The meeting adjourned at 10.12 am to allow members to consider the motion and amendment. The meeting reconvened at 10.35 am.

On the roll being called, the following members voted for the amendment: Councillors Ann-Dowling, Clark, Davidson, Gilmour, Grady, G Graham, N Graham, Gray, Leishman, J MacLaren, McCulloch, McDonald, McGonigle, McGuire, McMillan, Mullin and Smith.

The following members voted for the motion: Councillors Adam, Airlie-Nicolson, Burns, J Cameron, Provost L Cameron, Councillors Campbell, Andy Doig, Audrey Doig, Hannigan, Hughes, Innes, MacFarlane, K MacLaren, M MacLaren, McEwan, McGurk, McNaughtan, Mylet, Nicolson, Paterson, Rodden, Shaw and Steel.

The following members abstained: Councillors Devine and Hood.

17 members having voted for the amendment, 23 members having voted for the motion and 2 members having abstained, the motion was accordingly declared carried.

DECIDED:

1. That this Administration's second budget will continue to deliver on its commitments set out in the Council Plan to create a fairer Renfrewshire built on innovation, wellbeing and opportunity; where improving outcomes for children and families underpins all that we do.

2. That as recommended by the Director, these budget proposals take a holistic view of resources available and include the use of the £2.000 million of available resources outlined in Agenda item 4 and direct them as follows:-

- Commit £1.000 million of capital resource to supplement the £4.000 million of general capital grant to fund a total £5.000 million roads maintenance and improvement programme;
- Recognising the importance of outdoor play and sports, commit £0.800 million to the provision of artificial playing surfaces through investment in sports facilities and through match funding bids for financial support from external grant providers; with a report on the allocation of funding to specific projects being the subject of a future report to the Leadership Board;

- Building on the previous substantial investment in our community halls, commit a further £0.130 million to allow for further refurbishment and repair work to be undertaken as required, with spend being prioritised to support the aims of the Council's ongoing property review; and
- Commit £0.070 million to supplement the existing Retail Improvement Fund, which continues to deliver significant improvements in our town centres.

3. Households and families across Renfrewshire continue to be impacted by the cost of living crisis and we are concerned that for some poverty is deepening and inequalities are widening. Through our Fairer Renfrewshire programme, tackling inequality and poverty will continue to be key priorities for this Administration as we support communities to recover and thrive following the pandemic. Building on the success of this programme, this Administration commits further support through the following targeted interventions:

- £0.045 million to support Renfrewshire Citizens Advice Bureau to continue the delivery of its welfare rights service, building on the funding agreed in 2023/24 to commission the delivery of advice services by the bureau over a 2 year period.
- £0.100 million to provide a targeted programme of summer activities for children and young people from low income families, working across Council services with community groups and third sector organisations across Renfrewshire to ensure that our most vulnerable families are able to access a range of activities and healthy food over the summer period.
- £0.040 million to support ROAR to work with the Council and partners to explore the inequalities experienced by older people in Renfrewshire and pilot interventions which tackle issues such as social isolation and connection and potential barriers to accessing support.
- £0.100 million to strengthen engagement with young people across Renfrewshire communities, including the targeting of activities to support our most vulnerable children and young people in Renfrewshire through the development of a youth-led programme which will provide opportunities for young people to improve their safety, health and wellbeing and get involved in activities which will enhance and promote their community
- £0.100 million to support delivery of the Dolly Parton Imagination Library programme in Renfrewshire, which sees every child aged between 2 and 5 receive a book every month, and supports our work in Renfrewshire to improve levels of literacy and reduce the poverty related attainment gap.
- £0.070 million to fund for a further year the Who Cares Scotland Communities that Care programme within Renfrewshire's educational establishments, continuing the Council's support for the care experienced community and reinforcing our commitment to deliver on The Promise.

4. In support of the Fairer Renfrewshire aims above, Council agrees to allocate top-up funding of £0.400 million to the Scottish Welfare Fund, to be funded from the anticipated underspend in Council Tax Reduction resource in 2023/24, which will be allocated to the Welfare Reform ringfenced reserve for this purpose. In addition, and funded from the same 2023/24 underspend, Council commits to allocate £0.300 million to support a £50 winter school clothing payment to each child eligible for school clothing grant, building on the support provided in 2022 and 2023.

5. Council recognises the success of the Team Up to Clean Up campaigns of recent years, and the importance of clean neighbourhoods. Council will therefore allocate £0.250 million of ringfenced funding to continue the Environment and Place programme, including Team Up to Clean Up; and commits a further £0.200 million to continue the work of the environmental task force, including a focus on fly-tipping. In addition, Council commits £0.025 million to the ongoing programme of public litter bin replacements.

6. Council recognises the previous £10 million commitment to fund a replacement Thorn Primary School, and also notes that the Council was unsuccessful in its bid for additional funding from the Learning Estate Investment Programme managed by the Scottish Futures Trust. Council reaffirms its commitment to this project and commits a further £4.000 million of capital resource, funded by prudential borrowing, with the revenue costs of this borrowing (estimated at £0.280 million per annum) be built in to financial plans from the 2025/26 financial year.

7. Council has made significant investment in Paisley town centre, including in the cultural and heritage buildings which are so important to the economic revival of the town centre. Further recognising the unique cultural heritage of the Oakshaw area of the town, Council commits £0.050 million to the development of the Oakshaw Heritage Trail.

8. Commit £0.120 million over 2 years to fund a dedicated planning enforcement officer post which will ensure improved compliance and monitoring of planning approvals.

9. Build on the success of cultural investment in prior years with a further £0.200 million to support development of partnership arrangements with cultural bodies in Renfrewshire. This funding will supplement existing budgets to create a total £1.000 million package of support for local artists and cultural organisations over the next three years, fulfilling a decade of support for culture in Renfrewshire.

10. Recognising the importance of our school music service, Council allocates £0.025 million to further support the service in 2024/25, celebrating the success of our young musicians.

11. Council also recognises the need to maintain a prudent level of unallocated reserves given the very high level of risk over the medium term as outlined in the Director's report; and as previously agreed by Council, commits to maintain the Council's level of unallocated reserve at a minimum of £10.000 million moving into 2024/25. Council also agrees a draw of £0.700 million from the welfare reform reserve as outlined at paragraph 4 above, and a further £5.712 million from the ringfenced financial sustainability reserve in order to achieve the statutory breakeven budget position (noting that this draw may be reduced should further funding be allocated by the Scottish Government as outlined in the addendum report to Item 3 on the agenda); and commits that action will be taken over the near term to bring the Council's expenditure in line with available resource on a recurring basis; thereby ensuring the Council's ongoing financial sustainability.

12. In line with the conditions set out in the 2024/25 financial settlement, agree to the recommendation outlined in Table 2 of the Director's report to make available £10.926 million of recurring resources to Renfrewshire HSCP; and in addition provide on a recurring basis a further £1.426 million, being the proportionate share of funding received in relation to pay awards in 2023/24.

13. To agree the base budget assessment for all services for 2024/25 as recommended by the Director of Finance and Resources and agree a 2024/25 base budget of £519.560 million.
14. To agree to make provision in 2024/25 for pay inflation as detailed in section 5.5 of the Director's report and make no provision for general non-pay inflation, as recommended by the Director.
15. To agree to a general 5% inflationary increase in charges for services as recommended in the Director's report, subject to the note at paragraph 20 below.
16. To agree the resource allocations for 2024/25 for all services, as amended by these proposals.
17. To agree the detailed Revenue Estimates for all services be amended to reflect these proposals and the necessary allocation of central support costs, central repairs costs, capital charges, specific grants and loan charges provision with Directors authorised to take any action necessary to implement these decisions.
18. Subject to agreement of the above, to agree that the council tax for 2024/25 be set at £1,436.17 for Band D subjects, representing a 0.0% increase on the 2023/24 level, and for all bandings to be set at:

| Band | 2023/24 | 2024/25 |
|------|----------|----------|
| A | 957.45 | 957.45 |
| B | 1,117.02 | 1,117.02 |
| C | 1,276.60 | 1,276.60 |
| D | 1,436.17 | 1,436.17 |
| E | 1,886.97 | 1,886.97 |
| F | 2,333.78 | 2,333.78 |
| G | 2,812.50 | 2,812.50 |
| H | 3,518.62 | 3,518.62 |

Note that the freeze in the rate of council tax will release £4.897 million of funding from the Scottish Government, and that this decision to freeze council tax provides some respite from increasing costs at a difficult time for many households. Further note however, that the compensatory funding provided by the Scottish Government is equivalent to a 4.4% increase in council tax, when the assumption within the Council's medium term financial outlook was for an increase of 6%; and therefore the Council will require to make up this shortfall in future years in order to achieve the targeted 20% total increase over the four year period from 2024/25; clearly demonstrating the sound financial management this Administration is committed to.

Council also agrees with the Director's recommendations in the supplementary report to Item 3, in relation to any additional funding which may flow to the Council as outlined in the letter received from the Depute First Minister on 21 February, that this funding will be used to reduce the Council's recurring financial deficit.

19. Subject to agreement of the points above, agree that the Council's budget is supported by appropriate decisions and makes appropriate provision to meet the specified commitments in the package of conditions linked to the Council's grant settlement.

20. To agree to increase other charges for services by 5% (as detailed in paragraph 15 above) or where appropriate by the rate set in national legislation or guidance, or where charges are based on full cost recovery by the appropriate increase to maintain this position, subject to Directors being authorised

(a) to round the charge up or down to a figure deemed by them appropriate, and

(b) not to impose any increase, if having reviewed the implications of the increase, he or she determines it would be inappropriate to do so, having regard to any material factor applicable to the goods or services to which the charge relates.

To note the requirement of financial code 13 that Directors review the amounts their departments charge for goods or services and if they think any charge needs to be increased, they will recommend this to the appropriate Board. The Council therefore agrees that when a Director carries out such a review and believes a charge for goods or services should be levied which reflects an increase greater than the increase of 5% or the rate set in national legislation or guidance, he or she will be entitled to recommend the same to the appropriate Board for approval.

Sederunt

Councillor Montgomery rejoined the meeting prior to consideration of the following item of business.

4 Non-Housing Capital Investment Programme, Prudential Framework and Treasury Management Strategy, and Capital Strategy 2024/25 – 2028/29

There was submitted a report by the Director of Finance & Resources relative to the 2024/25-2028/29 planned capital investment for non-housing services which covered a range of corporate projects across all service areas within the Council with the exception of council housing. The report advised that the resources available to support investment included prudential borrowing and capital grant as well as contributions from revenue, partners, and external funding bodies.

The report intimated that on 19 December 2023 the Scottish Government had published the draft Scottish Government budget for 2024/25 and the provisional local government finance settlement. The proposed 2024/25 capital grant for Renfrewshire Council was £11.639 million. It was noted that this represented a 3.4% reduction from the level of general capital grant allocated to the Council in 2023/24. It was highlighted that in the context of the current funding environment, there was little scope for any investment in assets other than rolling lifecycle maintenance, unless the Council was able to access and secure other sources of funding. There were likely to be limited opportunities for capital receipts as a source of income to the capital plan, potentially placing a greater reliance on increased borrowing as the main source of capital funding. It was highlighted that increased borrowing would result in revenue pressures at a time when the revenue fund was also severely constrained. It was also noted that the capital plan outlined in the report and detailed in the Appendices to the report extended beyond 2024/25 but that no capital grant from 2025/26 had been incorporated. Approved programmes already in place which were funded by other arrangements had however been included. It was further noted that this approach did not preclude the Council taking further investment decisions as part of the budget process where separate funding arrangements were established.

The report stated that that the Prudential and Treasury Management Codes played a key role in capital finance in local authorities and required the Council to set prudential and treasury management indicators for the following three year period to ensure that the Council's capital investment plans were affordable, prudent and sustainable. The Treasury Management Code further required that the Council approved, annually in advance, a strategy for its treasury management activities, whilst the Prudential Code also required full Council approval of the Capital Strategy which set out the long-term context within which capital investment decisions were made to improve capital, revenue and balance sheet planning. Details of the proposed prudential indicators and treasury management strategy and proposed capital strategy were attached as Appendices 3 and 4 of the report respectively.

DECIDED:

- (a) That the Capital Investment Programme covering the period up to 2028/29, as summarised in Table 2 of the report and detailed in Appendices 1 and 2 attached to the report be approved;
- (b) That the level of capital grant available in 2024/25 be noted and that it be further noted that estimates of general and specific grant had been included within the planned programme beyond this financial year, in the absence of formal confirmation;
- (c) That the level of uncommitted capital receipts included in the plan, incorporated as a Strategic Asset Management Fund of £2m, be noted;
- (d) That the relevant Heads of Service, in consultation with the Director of Finance & Resources, be authorised to adjust, where appropriate, resources across individual components of the lifecycle maintenance, cultural infrastructure, roads and structures, and schools investment programmes respectively;
- (e) That the proposals outlined in section 4 of the report be approved in order to support delivery of the Cultural and Heritage Infrastructure Programme;
- (f) That the Prudential Indicators, set out in Appendix 3 to the report, be approved subject to any required adjustments arising from decisions taken by the Council in relation to the capital and revenue budget reports being submitted to this Council meeting;
- (g) That the Treasury Management Strategy Statement 2024/25, including the treasury management indicators, set out in Appendix 3 to the report, be approved; and
- (f) That the Capital Strategy, set out in Appendix 4 to the report, be approved.

5 **Housing Revenue Account Budget & Rent Levels 2024/25 and Housing Capital Investment Plan 2024/25 to 2028/29**

There was submitted a joint report by the Directors of Environment, Housing & Infrastructure and Finance & Resources relative to the proposed Housing Revenue Account (HRA) budget 2024/25 and the Housing Capital Investment Plan 2024/25 to 2028/29. Information was also provided which enabled consideration of rent levels for 2024/25. The proposed budget adjustments for 2024/25 were shown across the high level HRA categories in summary form on Appendix 1 to the report and were analysed in more detail in Appendix 2.

The report highlighted the impact of the economic pressures on the HRA and set out the range of operational pressures that had emerged and the adjustments to budgets and resources required to deal with these pressures. It was also highlighted that in setting the 2024/25 HRA budget, members required to consider the medium and longer-term financial context for the HRA considering the ongoing risks and challenges facing the HRA as outlined within the report.

An update was provided on the consultation undertaken with tenants on the annual rent setting process which had asked five key questions regarding the priorities tenants had identified previously and as to whether they felt they were still very important, important, or not important. The consultation results identified that only 2.9% of responses deemed the priorities previously identified as not important.

The report also detailed the Housing Capital Investment Plan 2024/25 to 2028/29 which would deliver a total investment of £281 million in the Council's housing stock. It was anticipated that this level of investment would attract £35 million of government grant for projects including new-build housing and that this resulted in a net capital programme of £246 million.

DECIDED:

- (a) That an average weekly rent increase of £5.45, which equated to 6.0% for all house rents and lock-ups be approved;
- (b) That the findings of the recent Tenant Consultation exercise be noted;
- (c) That the Housing Revenue Account Budget for financial year 2024/25, as detailed in Appendix 2 of the report, be approved;
- (d) That the Housing Capital Investment Plan 2024/25 to 2028/29, as detailed in Appendix 3 of the report, be approved; and
- (e) That the continuing requirement to achieve best value in the commissioning of works by having an optimum workflow over the five years of the investment plan be noted and that the Director of Environment, Housing & Infrastructure be authorised to liaise with the Director of Finance & Resources to re-profile the capital programme and available resources, as necessary, in line with the appropriate limits established under the Council's capital prudential framework arrangements.

Adjournment

The meeting adjourned at 11.54 am and resumed at 12.05 pm.

Order of Business

In terms of Standing Order 16, the Provost intimated that she proposed to alter the order of business to facilitate the conduct of the meeting by considering item 9 of the agenda before item 6 of the agenda.

Transparency Statement

Councillor Steel declared a connection to item 9 by reason of having a family member who used the service. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

6 **Notice of Motion 1 by Councillors Nicolson and Hughes**

There was submitted a Notice of Motion by Councillors Nicolson and Hughes in the following terms:

"Renfrewshire HSCP Review

Renfrewshire Council calls on Renfrewshire HSCP to stop its current review and proposals for Adult Day and Flexi-care Services and to prioritise work on other areas of its budget options. The Fraser of Allander Report into disability services makes it clear that individuals with vulnerabilities were impacted significantly by Covid. This requires time and consideration to be taken, on how these services are shaped for the future and to place the service users at the heart of these discussions."

Councillor Nicolson, seconded by Councillor Hughes, then moved the motion which was agreed unanimously.

DECIDED: Renfrewshire HSCP Review

Renfrewshire Council calls on Renfrewshire HSCP to stop its current review and proposals for Adult Day and Flexi-care Services and to prioritise work on other areas of its budget options. The Fraser of Allander Report into disability services makes it clear that individuals with vulnerabilities were impacted significantly by Covid. This requires time and consideration to be taken, on how these services are shaped for the future and to place the service users at the heart of these discussions.

7 **Accounts Commission Section 102 Report (S.102) – School Accommodation for Dargavel Village**

There was submitted a report by the Chief Executive relative to a Section 102 (S.102) report submitted to the Accounts Commission in respect of school accommodation in Dargavel. The S.102 report was attached at Appendix 1 to the report.

The report advised that at the meeting of the Accounts Commission held on 11 January 2024 a statutory S.102 report was presented by the Controller of Audit on school accommodation for Dargavel. This report was also circulated to Councillors on 5 January 2024 and, as per the statutory requirement, was submitted to this meeting of Council to allow consideration of the findings and recommendations from the Accounts Commission and to agree any subsequent action by the Council.

The Accounts Commission had agreed to make findings and associated recommendations in response to the S.102 report and sought additional information and assurance in relation to several areas, as set out in section 3.8 of the report, and in this context had requested a further report from the Controller of Audit no later than June 2024. It was noted that the Accounts Commission also reserved open the right to hold a hearing if they deemed it was required.

The proposed response and associated actions to the findings and recommendations set out by the Commission were detailed at Appendix 2 to the report. It was recommended that, if approved by Council, the actions be incorporated into the existing action plan being progressed by officers in response to the Bowles report for monitoring purposes and, in line with the existing approach, reported to each cycle of the Audit, Risk and Scrutiny Board.

DECIDED:

(a) That the Accounts Commissions findings and recommendations be noted and accepted;

(b) That the response and actions, outlined in Appendix 2 of the report, be agreed and that the monitoring of those actions be incorporated into the overall Bowles report response monitoring arrangements that were reported to each cycle of the Audit Risk and Scrutiny Board; and

(c) That it be noted that that a follow-up report from the Controller of Audit would be submitted to the Accounts Commission by June 2024 which would be subject to appropriate reporting through the Council's governance process at that time.

8 Cross Party Working Group: Review of Governance Arrangements

Under reference to item 3(a) of the Minute of the meeting of Council held on 22 June 2023, there was submitted a report by the Director of Finance & Resources relative to the findings of the cross-party working group set up to review the governance arrangements of Renfrewshire Council.

The report advised that at the meeting of Council held on 22 June 2023 it was agreed that a cross-party body to discuss and review existing governance arrangements of Renfrewshire Council be convened, and that authority be delegated to the Head of Corporate Governance to make the arrangements for the cross-party body. A Cross Party Working Group ("the Group") was subsequently convened, set its own agenda and reviewed and examined all areas of interest to it.

At the initial meeting of the Group the members agreed that the focus of the group would be on a number of key areas: a review of the Bowles Report findings; an examination of the Council's Scheme of Delegations including the terms of reference of the Council's boards, and the powers of officers together with the Protocol for Relationships between Political Groups, Elected Members and Officers; the culture and capacity of management within the Council; and planning and Section 75 Agreements. Each of these areas were considered by the Group and their findings and proposed outcomes and actions were set out in the report.

A revised version of the Protocol for Relationships between Political Groups, Elected Members and Officers had been produced to incorporate the Group's recommended changes and this was attached at Appendix 1 to the report for approval.

DECIDED:

- (a) That the work of the Cross Party Working Group and the findings of the review be noted;
- (b) That the Group's recommended actions, as set out in the report, be approved;
- (c) That the revised Protocol for Relationships between Political Groups, Elected Members and Officers, as set out in Appendix 1 to the report, be approved.

9 **Governance Arrangements**

There was submitted a report by the Director of Finance & Resources relative to proposed changes to Council appointees, board memberships and the Scheme of Delegated Functions.

The report set out the proposed changes to the Council's representatives on the Board of the Park Lane Developments (Renfrewshire) LLP, namely the appointment of Gordon McNeil and Louise Feely as directors, together with changes to board memberships proposed by the Labour Group, and a consequential change to the Depute Convener of the Audit, Risk and Scrutiny Board. The report also detailed a change to Children and Young People's Champion proposed by the SNP Group and proposed amendments to the Scheme of Delegated Functions in respect of decisions on major events to be marked by the flying of flags from Council buildings, and by the lighting of Council buildings/property.

Councillor Nicolson, seconded by Councillor J Cameron, moved the recommendations in the report, subject to the following additions:

- (a) That Councillor Audrey Doig replace Councillor Paterson as a member of the Leadership Board;
- (b) That Councillor Steel replace Councillor Paterson as the Council's representative on the Strathclyde Partnership for Transport (Strathclyde Passenger Transport Authority), with Councillor Paterson being appointed as the substitute Member; and
- (c) That Cllr Audrey Doig replace Councillor Stephen Burns as Depute Convenor of Infrastructure, Land and Environment Policy Board.

This was agreed unanimously.

DECIDED:

- (a) That the appointment of Gordon McNeil and Louise Feely as directors of the Park Lane Developments (Renfrewshire) LLP be approved;
- (b) That Councillor Smith replace Councillor Montgomery on the Audit, Risk and Scrutiny Board;
- (c) That Councillor Montgomery replace Councillor Smith on the Infrastructure, Land and Environment Policy Board;
- (d) That Councillor McDonald be appointed Depute Convener of the Audit, Risk and Scrutiny Board;
- (e) That Councillor MacFarlane replace Councillor Campbell as the Children and Young People's Champion;
- (f) That the changes to the Scheme of Delegated Functions, as set out in section 4 of the report, be approved;
- (g) That Councillor Audrey Doig replace Councillor Paterson as a member of the Leadership Board;
- (h) That Councillor Steel replace Councillor Paterson as the Council's representative on the Strathclyde Partnership for Transport (Strathclyde Passenger Transport Authority), with Councillor Paterson being appointed as the substitute Member; and
- (i) That Councillor Audrey Doig replace Councillor Stephen Burns as Depute Convener of Infrastructure, Land and Environment Policy Board.

10 Notice of Motion 2 by Councillors Devine and Hood and Notice of Motion 3 by Councillors Davidson and McDonald

There was submitted a Notice of Motion by Councillors Devine and Hood in the following terms:

"Sma Shot Day Parade – 2024

This Council instructs Council Officers to return the Sma Shot Parade to its historic route of Brodie Park – Braids Road - Neilston Road – Causeyside Street – Gauze Street, finishing in Abbey Close where the cork effigy will be burnt. This should be implemented for the Parade on 6 July 2024."

Councillor Devine, seconded by Councillor Hood, then moved the motion.

There was also submitted a Notice of Motion by Councillors Davidson and McDonald in the following terms:

"Sma Shot Day - 2024

Council will reverse the decision to downgrade the Sma Shot Parade and festivities.

Council will honour the well-established route of the Sma Shot Parade and celebrations this year and for the foreseeable future. Council will also honour the traditions involved with this day of the workers conquest over the corks and will continue with the burning of the cork. Sma Shot Day is a day of immense pride to the people of Paisley. Council will agree to continuing to take the parade to the top of Causeyside Street onto the High Street and round onto Cotton Street and ending on Bridge Street, with all the stalls and entertainment historically provided as expected and enjoyed by the people of Renfrewshire."

Councillor Davidson, seconded by Councillor McDonald, then moved the motion.

Councillor K MacLaren, seconded by Councillor MacFarlane, moved as an amendment that Council agrees:

- that there should be no downgrading of the traditional Sma' Shot Day celebrations in 2024;
- that the route should be broadly that of the traditional route to maximise the benefits to the public and the trade in the town;
- that additional elements around Shuttle Street should be pursued also to enhance the event; and
- any shortfall in funding not currently budgeted for should be met from the Paisley Common Good Fund.

In terms of Standing Order 27, Councillors Devine and Hood and Councillors Davidson and McDonald, as movers and seconders of the original motions accepted the amendment which was agreed unanimously.

DECIDED:

(a) That there should be no downgrading of the traditional Sma' Shot Day celebrations in 2024;

(b) That the route should be broadly that of the traditional route to maximise the benefits to the public and the trade in the town;

(c) That additional elements around Shuttle Street should be pursued to enhance the event; and

(d) That any shortfall in funding not currently budgeted for should be met from the Paisley Common Good Fund.

11 **Notice of Motion 4 by Councillors Steel and J Cameron**

"TALBOT BRIDGE GRAPHICS

Council notes the deterioration in the condition of the 'Talbot Bridge' graphics at Linwood Toll.

Council agrees that preservation of heritage plays an important role in community identity and directs the chief executive to write to Network Rail asking them to engage with stakeholders to explore options to restore the signage."

Councillor Steel, seconded by Councillor J Cameron, then moved the motion which was agreed unanimously.

DECIDED:

(a) Council notes the deterioration in the condition of the 'Talbot Bridge' graphics at Linwood Toll; and

(b) Council agrees that preservation of heritage plays an important role in community identity and directs the chief executive to write to Network Rail asking them to engage with stakeholders to explore options to restore the signage.

Minute of Meeting

Communities and Housing Policy Board

| Date | Time | Venue |
|------------------------|-------|--|
| Tuesday, 12 March 2024 | 13:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Jacqueline Cameron, Councillor Carolann Davidson, Councillor Gillian Graham, Councillor John Hood, Councillor Lisa-Marie Hughes, Councillor Robert Innes, Councillor Alec Leishman, Councillor Kenny MacLaren, Councillor Mags MacLaren, Councillor Colin McCulloch, Councillor Janis McDonald, Councillor Cathy McEwan, Councillor Jamie McGuire, Councillor Marie McGurk, Councillor Iain McMillan, Councillor John McNaughtan, Councillor Emma Rodden

Chair

Councillor McGurk, Convener, presided.

In Attendance

G McNeil, Director of Environment, Housing & Infrastructure; L McIntyre, Head of Policy & Partnerships, A Armstrong Walter, Strategic Partnership & Inequalities Manager, K Dalrymple, Development Plans & Housing Strategy Team Leader, S Inrig, Assistant Manager (Employability) and M Kirk, Assistant Planning & Policy Development Officer (all Chief Executive's); A Scott, Criminal Justice Services Manager (Children's Services); L Feeley, Head of Housing Services, G Hannah, Head of Climate, Public Protection & Roads, N Drummond, Lead Officer (Environmental Co-ordination), G Heaney, Climate & Public Protection Manager, C Hunter, Environmental Health Public Health Manager, T Irvine, Homeless & Housing Support Services Manager, P McLean, Housing Lead Officer (Participation, Performance & Policy), M MacRury, Housing Newbuild Programme Manager, R Marshall, Environmental Health Business Regulation Manager, A Miller, Development Officer (Housing Regeneration & Service Improvement), J Murdoch, Housing Regeneration Manager, D Murray, Area Housing Manager, C Robertson, Warden Services Manager, K Sillars, Housing Asset & Investment Manager and R Walkinshaw, Housing Regeneration & Development Manager (all Environment, Housing & Infrastructure); and J Kilpatrick, Finance Business Partner, R Devine Senior Committee Services Officer and D Cunningham, Committee Services & Licensing Officer (all Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be filmed for live or subsequent broadcast on the Council's internet site.

Declarations of Interest

Councillor Hood declared an interest in item 9 for the reason that a property had been allocated to a member of his family. Councillor Hood indicated that as he had declared an interest he would withdraw from the meeting during any discussion and voting on the item.

Transparency Statements

Councillor McCulloch indicated that he had a connection to item 10 by reason of a family member being a member of one of the community groups that had applied for funding. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

1 Police and Fire & Rescue Services Scrutiny Sub-committee

There was submitted the Minute of the meeting of the Sub-committee held on 16 January 2024, a copy of which forms the Appendix to this Minute.

DECIDED: That the Minute be approved.

2 Consultation on Martyn's Law - Terrorism (Protection of Premises) Bill - Standard Tier Government consultation

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to consultation undertaken by the UK Government in connection with proposals impacting on security standards at public premises with a capacity between 100-799 individuals.

The report advised that Martyn's Law was a proposed piece of legislation aimed at enhancing security measures at public venues and spaces in the United Kingdom. The law was named after Martyn Hett, one of the victims of the Manchester Arena bombing in May 2017 and the campaign had been spearheaded by Martyn's mother who advocated for improved security standards at public venues to prevent similar tragedies. Consultation on proposed legislation had been carried out during 2021 and significant feedback had been received on the application of proposals in relation to standard tier premises, with a capacity between 100-799. In response to that feedback, the Government had reviewed the proposed approach to standard tier venues, making changes to the requirements to ensure that they were proportionate and clear. In February 2024, the UK Government launched a further consultation to ensure that the public could share their views on the proposals for standard tier

premises, which would support policy decisions prior to the legislation's introduction. The deadline for submissions was 18 March 2024.

A copy of the response prepared on behalf of the Council, as an organisation with venues which fell within the highlighted category, was attached as Appendix 1 to the report.

DECIDED:

(a) That the proposed response, as detailed in Appendix 1 of the report, be approved as the Council's consultation response, and

(b) That it be noted that any further progress with the legislation and associated implementation would be reported through the Service Update reports to this Policy Board.

3 Consultation on Amendments to the Environmental Authorisations (Scotland) Regulations 2018 and Proposed Regulation by SEPA

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to consultations undertaken by the Scottish Government and SEPA in connection with proposed amendments to the Environmental Authorisations (Scotland) Regulations 2018 (the 2018 Regulations) and how SEPA intended to authorise the activities which would be brought under the proposed Integrated Authorisation Framework.

The report advised that currently only radioactive substances were regulated under the 2018 Regulations and that it was proposed that Waste Management, Water and Industrial Activities, which were regulated under a number of pieces of legislation be brought under the new framework, with the level of authorisation required for each type of activity being directly proportionate to the environmental risk posed. In terms of the waste management sector, it was recognised that activities were subject to a complex regulatory regime and it was often found that low risk activities were over-regulated and higher risk activities under-regulated. In addition, it was further recognised that the current regulatory regime had not kept pace with the new waste and resource economy, as well as not being adequately equipped to prevent the increasingly evident infiltration of serious and organised crime into the waste industry. Regulation of water and industrial activities, whilst being brought under the Integrated Authorisation Framework would have only minor changes to their controls however, it was highlighted that there were four additional areas of activity, full details of which were provided within the report, which were intended to be also brought under the framework.

The deadline for submissions to the Scottish Government consultation was 31 March 2024 while the closing date for responses to the SEPA consultation was 12 April 2024. Copies of the responses prepared on behalf of the Council, which were in agreement with the new Regulations and how SEPA intended authorising the various activities which would come into scope by virtue of the Integrated Authorisation Framework, were attached as Appendices 1 and 2 of the report.

Following discussion, it was agreed that the Council's response be amended, in terms of the Water Technical Provisions and specifically the General Binding Rule relating to the discharge of effluent from hot tubs, to incorporate a reference requiring

cognisance be taken of the size and capacity of hot tubs rather than solely the number when requiring registration for discharges to groundwater.

DECIDED: That the consultation proposals be noted and that the Director of Environment, Housing & Infrastructure be authorised to submit the response to both consultations, as detailed within Appendices 1 and 2, subject to amendment, in terms of the Water Technical Provisions and specifically the General Binding Rule relating to the discharge of effluent from hot tubs, to incorporate a reference requiring cognisance be taken of the size and capacity of hot tubs rather than solely the number when requiring registration for discharges to groundwater.

4 **General Services Revenue, Housing Revenue Account and Capital Budget Monitoring**

There was submitted a General Services Revenue, Housing Revenue Account and Capital Budget Monitoring report by the Director of Finance & Resources for the period 1 April 2023 to 5 January 2024.

The report stated that the projected outturn, as at 31 March 2024, for all services reporting to this Policy Board was an overspend position of £0.021 million and that the projected capital outturn for projects was a breakeven position against the revised budget for the year. Summaries were provided over the relevant services in tables within the report, together with further analysis contained within appendices to the report. In addition, the report indicated that revenue expenditure budget adjustments totalling £0.016 million and £0.044 million of capital expenditure budget adjustments had been processed since approval of the budget in March 2023. Details of the adjustments were outlined within the report.

DECIDED:

- (a) That the projected revenue outturn position, detailed in Table 1 of the report, be noted;
- (b) That the projected capital outturn position, detailed in Table 2 of the report, be noted; and
- (c) That the budget adjustments, detailed in section 4 of the report, be approved.

5 **Service Update Report**

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to key service activities and providing an operational performance update in connection with services and key projects and changes to service areas covered within the remit of this Policy Board.

Updates were provided in respect of housing services, public protection, community development and justice activities detailing specific projects and recent changes within each service area.

The report highlighted that in accordance with the decision taken at the meeting of the former Housing and Community Safety Policy Board held on 14 March 2017, the Council was supporting Paisley Housing Association Ltd to carry out a comprehensive

tenement rehabilitation project at 33 Causeyside Street and 3–9 Orchard Street, Paisley. The Housing Association had acquired all of the residential properties in the five closes involved, apart from three flats in 9 Orchard Street, Paisley with negotiations continuing for the voluntary acquisition of these properties. It was noted that there were also two commercial owners remaining within the above addresses, one operating as a public house the other as a shop. Significant progress had been made towards the delivery of the project, with the Housing Association appointing a contractor and works anticipated to commence on site during Spring 2024. Members were reminded that the cost of delivering the project would be met by the Housing Association, supported with grant funding from the Scottish Government and Private Sector Housing Grant funding from the Council and in order to ensure that the project could progress and as had previously been agreed by this Policy Board, the Council would underwrite the costs of essential common repairs due from private owners in the event that they did not pay their share and the Council would then seek to recover these costs. The report advised that the Council and Paisley Housing Association had signed a Minute of Agreement to that effect.

Assurances were provided during discussion regarding the 'Howwood Road Housing Investment Programme project' that local elected members would be regularly updated, between meetings of this Policy Board, regarding projects being undertaken within their ward.

DECIDED:

- (a) That the progress of the Orchard Street tenement rehabilitation project and the signing of a Minute of Agreement between Renfrewshire Council and Paisley Housing Association Ltd, as set out in paragraph 3.1.14 of the report be noted; and
- (b) That otherwise the report be noted.

6 **Renfrewshire Council Tenant Participation Strategy - Update**

There was submitted an update report by the Director of Environment, Housing & Infrastructure relative to the Council's Tenant Participation Strategy Action Plan.

The Tenant Participation Strategy 2022/27, approved at the meeting of this Policy Board held on 25 October 2022, outlined the range of opportunities available to tenants and residents to get involved and influence decisions relating to the housing services delivered by the Council. The strategy also included an Action Plan which detailed a range of priorities agreed for the period October 2022/March 2024. The report indicated that tenant representatives had worked closely with Council officers to develop the strategy and continued to monitor the progress of the Action Plan on a quarterly basis. Progress to date on the key priorities contained within the Action Plan was outlined within Appendix 1 of the report while section 4 of the report highlighted some of the actions undertaken.

DECIDED: That the progress made with regard to the Tenant Participation Strategy Action Plan, as set out in Appendix 1 of the report, be noted.

7 **Update on Paisley West End Regeneration and addresses for Compulsory Purchase Order**

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to the delivery of the Paisley West End Area Masterplan and seeking authorisation for the Director of Environment, Housing & Infrastructure to submit a further Compulsory Purchase Order in relation to the remaining privately-owned residential and commercial properties and land in the Paisley West End Masterplan Area, detailed in the table at paragraph 4.2 of the report, to the Scottish Ministers for confirmation.

The report indicated that since consideration of the previous report by this Policy Board at the meeting held on 16 May 2023, the list of properties to be subject to Compulsory Purchase Order had been revised as a result of voluntary acquisitions achieved by Sanctuary Scotland Housing Association and the identification of additional privately owned properties in the Masterplan Area.

DECIDED:

(a) That the progress made by the Council's delivery partner Sanctuary Scotland Housing Association in acquiring private properties in the Paisley West End Masterplan Area on a voluntary basis be noted;

(b) That the progress made in relation to the demolition of the dangerous building at 22 Well Street, Paisley and 1 Underwood Lane, Paisley be noted; and

(c) That it be agreed that a Compulsory Purchase Order be submitted by the Director of Environment, Housing & Infrastructure to the Scottish Ministers for confirmation to acquire the revised list of remaining privately-owned residential and commercial properties and land within the Paisley West End Masterplan Area, as detailed in paragraph 4.2 of the report.

8 **Renfrewshire Common Housing Allocation Policy – Council Allocation Targets for 2024/25**

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to the Common Housing Allocation Policy and, in particular, the Council targets set for 2024/25 in respect of the proportion of lets to each of the five groups in which applicants were placed according to their circumstances.

The report advised that the Renfrewshire Common Housing Allocation Policy had been implemented during Spring 2019 by the Council and its housing association partners, and that allocation targets were set and reviewed annually by each landlord. The proposed Council allocation targets were detailed within section 4 of the report. To assist in setting the allocation targets, analysis of the homelessness trends and profile of the Council's waiting list had been undertaken and a summary of the analysis was provided within the report.

DECIDED:

(a) That the Council's allocation targets for 2024/25, detailed in section 4 of the report,

be approved; and

(b) That it be noted that the target for lets to the Statutory Homeless Group would be reviewed in September 2024 and that if any changes to targets were proposed, authorisation for these would be sought at the meeting of this Policy Board to be held on 29 October 2024.

Declaration of Interest

Councillor Hood, having previously declared an interest in the following item of business left the meeting and took no part in the discussion or voting thereon.

9 Allocation of property to staff, elected member or committee members: Housing Rule 2.5

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to Housing Rule 2.5, which required all housing allocations which involved either (i) Council members or their immediate families or (ii) members of staff of the Housing Services Division or their immediate families to be notified to the relevant Policy Board.

DECIDED: That the report be noted.

Sederunt

Councillor Hood re-joined the meeting prior to consideration of the following item of business.

10 Community Funding applications

There was submitted a report by the Chief Executive relative to various community funding applications.

At the meeting of this Policy Board held on 31 October 2023 it had been noted that in order to strengthen the oversight of funding applications, a consolidated community funding report would be submitted each meeting cycle providing updated information and setting out recommendations for approval, as required, in relation to the Greenspaces, Villages Investment and Sustainable Communities Funds. Whilst the Greenspaces and Villages Investment Fund were well established, the Sustainable Communities Fund had been launched in early October 2023. The initial response to this fund continued to be very positive with a strong pipeline of applications under development. An officer panel had been established to review applications for the Fund and make recommendations on funding awards to this Policy Board. The panel had met in February 2024 to consider applications received through the second funding round which had closed on 31 January 2024.

The report provided, within an appendix, specific information relating to recent applications to the Villages Investment Fund and Sustainable Communities Fund together with recommendations for funding. It was highlighted that the next funding round would end on 31 March 2024.

DECIDED:

- (a) That the funding recommendations in relation to the proposed allocation of Sustainable Communities Funding, detailed in section 4 and Appendix 1 of the report, be approved; and
- (b) That the funding recommendations in relation to the Villages Investment Fund, outlined in section 6 of the report, be approved.

Minute of Meeting Police and Fire and Rescue Scrutiny Sub-Committee

| Date | Time | Venue |
|--------------------------|-------|--|
| Tuesday, 16 January 2024 | 15:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Robert Innes, Councillor Alec Leishman, Councillor Mags MacLaren, Councillor Marie McGurk, Councillor Iain McMillan

Chair

Councillor McGurk, Convener, presided.

In Attendance

G Heaney, Climate and Public Protection Manager and M Hendry, Resilience and Deployment Manager (both Environment, Housing and Infrastructure); and C MacDonald, Senior Committee Services Officer and D Cunningham, Committee Services and Licensing Officer (both Finance & Resources).

Also in Attendance

Chief Superintendent G McCreadie, Superintendent R Banks, Chief Inspector W Graham and Sergeant M Logan, (all Police Scotland); and D McCarrey, Area Commander and P Storrie, Group Manager (both Scottish Fire and Rescue Service).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Sub-committee would be filmed for live or subsequent broadcast on the Council's internet site.

Declarations of Interest and Transparency Statements

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

Additional Item

In terms of Standing Order 14b, the Convener indicated that there was an additional item in relation to Local Issues which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item, which is dealt with at item 4 of this Minute, was urgent, authorised its consideration.

1 Police Scotland - Quarterly Performance Report

There was submitted a report by the Chief Superintendent, Police Scotland, relative to service performance and activities in the Renfrewshire area for the reporting period 1 April to 31 October 2023. The report summarised the key performance indicators and provided statistics on the key objectives detailed in the Renfrewshire Policing Priorities 2023/26 and the Police Scotland's Policing Priorities 2023/24.

The report provided updates in relation to the Renfrewshire Policing Priorities 2023/26 of violence, disorder and anti-social behaviour; protecting vulnerable people; acquisitive and cyber/digital crime; serious and organised crime; road safety and road crime.

The report also provided updates to the Police Scotland's Policing Priorities 2023/24 of protecting vulnerable people; working with communities; tackling crime in the digital age; support for operational policing; public confidence and user satisfaction; and forthcoming initiatives.

The Chief Superintendent advised that the report required to be amended to indicate that the serious violence figure had decreased by 9.8 percent rather than the increase of almost one percent as stated.

The Chief Superintendent provided an update in relation to a request from Councillor Hughes at the last meeting of the Sub Committee held on 31 October 2023 for more information relating to an incident which took place in Renfrew on 30 October 2023.

DECIDED: That the contents of the report and verbal update be noted.

2 Spotlight – Police Scotland Estate within Renfrewshire

The Chief Superintendent, Police Scotland, provided a verbal update relative to the Police Scotland Estate within Renfrewshire.

It was noted that a public consultation was available on the Scottish Police Authority website which would end on 31 March 2024 after which responses would be collated/analysed and decisions formed. It was anticipated that the outcome from the consultation/engagement exercise would be realised approximately 24 months from now. The Convener asked Members to encourage their constituents to respond to the Consultation.

The Chief Superintendent provided assurances that there would be no reduction in response officers, CID or support staff.

DECIDED: That the verbal update be noted.

3 **Scottish Fire and Rescue Service - Quarterly Performance Report**

There was submitted a report by the Group Manager, Scottish Fire and Rescue Service (SFRS) relative to SFRS performance and local fire and rescue service plan priorities in the Renfrewshire area during period 1 October to 31 December 2023.

The report provided updates in relation to Renfrewshire activity, accidental dwelling fires and casualties, unintentional injury and harm, deliberate fire setting, non-domestic fire safety and unwanted fire alarm signals.

DECIDED: That the contents of the report be noted.

4 **Local Issues**

In response to a query raised by Councillor Iain McMillan in respect of the role of the Police in illegal evictions, the Chief Inspector intimated that Police Scotland would attend to maintain order and advise tenants of their rights.

Councillor Iain McMillan requested an update on the situation at the Erskine Muthu Hotel. The Chief Superintendent advised that a decision had been taken to redeploy Police resources elsewhere and at this time, no further issues had been reported, however, the situation would be closely monitored.

Concern was expressed by Councillor Iain McMillan that the number of Community Police Officers in Johnstone was being reduced. The Chief Inspector advised that this was not the case and that although an officer was retiring, additional officers were being introduced with effect from 26 February 2024.

Police Scotland expressed thanks to PC Dick on his retirement having served 29.5 years as an Officer in Johnstone.

DECIDED: That the information provided be noted.

Minute of Meeting Regulatory Functions Board

| Date | Time | Venue |
|--------------------------|-------|--|
| Wednesday, 13 March 2024 | 10:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Audrey Doig, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Janis McDonald, Councillor Cathy McEwan, Councillor John McNaughtan, Councillor Andy Steel

Chair

Councillor McNaughtan, Convener, presided.

In Attendance

C Dalrymple, Head of Facilities & Property Services and T Irvine, Homeless & Housing Support Services Manager (both Environment, Housing & Infrastructure) (for item 1 only); R Graham, Senior Solicitor (Litigation & Regulatory Services), C Gregory, Senior Solicitor (Litigation & Advice), E Currie, Senior Committee Services Officer, D Cunningham and A Easdon, both Committee Services & Licensing Officers and K Marriott and S Kerr, both Licensing & Committee Assistants (all Finance & Resources).

Apologies

Councillors Montgomery and Mullin.

Declarations of Interest

Councillor McNaughtan declared an interest in items 2(c), (d), (e), (f) and (g) of the agenda for the reason that he had prior knowledge of the applications which had been discussed at a meeting of the Paisley East & Whitehaugh Community Council which he had attended. Councillor McNaughtan indicated that as he had declared an interest, he would withdraw from the meeting during any discussion and voting on the items.

Transparency Statement

Councillor McNaughtan indicated that he had a connection to the additional item of business he would propose be considered at this meeting by reason of the person named in the report being a constituent in his Ward and having prior knowledge of the background referred to within the report. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

Additional Item

The Convener intimated that there was an additional item of business in relation to Renfrewshire House – Exclusion Order which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item, which is dealt with at item 1 below, was urgent, authorised its consideration.

Order of Business

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering items 3, 4(a) and (b), and 5(a) and (b) of the agenda after item 2(f) of the agenda and item 2(h) of the agenda before item 2(g) of the agenda.

Exclusion of Press and Public

The Board resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraphs 3 and 13(a) and (b) of part I of schedule 7A of the Local Government (Scotland) Act 1973.

1 Renfrewshire House - Exclusion Order

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to the making of an Exclusion Order in terms of section 117 of the Civic Government (Scotland) Act 1982,

The report intimated that Renfrewshire Council had made Management Rules in respect of its headquarters at Renfrewshire House, Cotton Street, Paisley which set out behaviours which were not permitted within the Council's headquarters. Further that an individual had persistently contravened or attempted to contravene these Management Rules and the report sought to make the individual the subject of an Exclusion Order, thereby excluding that person from the land and premises to which the Management Rules applied, except for those periods where the person had, by prior arrangement, been invited to attend for a specific reason, for a period of one year.

The report intimated that, if approved, the Exclusion Order would take effect on 28 March 2024.

DECIDED:

- (a) That the contents of this report detailing the efforts undertaken by officers to engage with the person named within the report be noted;
- (b) That it be agreed that the person named within the report had persistently contravened or attempted to contravene the Management Rules applying to the Council's headquarters and was likely to contravene them again;
- (c) That the person named within the report be made subject to an Exclusion Order in terms of section 117 of the Civic Government (Scotland) Act 1982 thereby excluding that person from land and premises to which the Management Rules applied, except for those periods where they had, by prior arrangement, been invited to attend for a specific reason, for a period of one year;
- (d) That the Exclusion Order take effect on 28 March 2024; and
- (e) That it be noted that officers would continue to support the person named within the report wherever required.

Sederunt

Councillor Hughes entered the meeting prior to consideration of the following item of business.

Admission of the Press and Public

The press and public were invited back into the meeting prior to consideration of the following item of business.

2 Grant of Taxi Operator's Licence – Personal Appearance

There was submitted the undernoted application for grant of a Taxi Operator's Licence. The applicant had been asked to appear personally for the first time:-

Kamran Bashir

Mr Bashir, the applicant, was invited into the meeting and he advised that he wished to withdraw his application.

DECIDED: That it be noted that the application had been withdrawn.

3 Grant of Short-term Let Licences – Personal Appearances

There were submitted the undernoted applications for grant of Short-term Let Licences. The applicants had been asked to appear personally for the first time together with the objectors to the applications:-

(a) Applicant: Investments 38 Limited
Premises: 65 Huntly Terrace, Paisley

Mr Corr, on behalf of the applicant, was invited into the meeting. There was no appearance by or on behalf of Mr Stevenson, Mr and Mrs Wilson, Ms Jones, Mr Johnstone, Mr and Mrs Wilson, Mr Orr, Mr Cameron, Ms Stevenson, Ms McCabe, Mr Fleming, Ms Johnstone or Mr Easton, the objectors to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

(b) Applicant: Mez Property Limited
Premises: 23 Baronscourt Gardens, Paisley

Ms Merrells, on behalf of the applicant, and Ms Moore, on behalf of the applicant's Management Company, were invited into the meeting. There was no appearance by or on behalf of Councillor McMillan or Ms Young, the objectors to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

Declaration of Interest

Councillor McNaughtan having previously declared interests in items (c), (d), (e) and (f) left the meeting and took no part in the discussion or voting thereon.

Adjournment

The meeting adjourned at 11.20 am and reconvened at 11.25 am.

Chair

Councillor McEwan, Depute Convener, assumed the Chair.

(c) Applicant: Brian Souter
Premises: Flat 5, 10 Kilinside Road, Paisley

Mr Souter, the applicant, was invited into the meeting. There was no appearance by or on behalf of Paisley East & Whitehaugh Community Council, the objector to the application. After consideration of all matters before the Board, the Depute Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

(d) Applicant: Brian Souter
Premises: Flat 5, 14 Kilnside Road, Paisley

Mr Souter, the applicant, remained in the meeting having not left following consideration of the previous item of business. There was no appearance by or on behalf of Paisley East & Whitehaugh Community Council, the objector to the application. After consideration of all matters before the Board, the Depute Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

(e) Applicant: Gordon Duncan
Premises: Flat 1/2, 54 Kilnside Road, Paisley

Mr Duncan, the applicant, and Ms Garcia, his wife, were invited into the meeting. There was no appearance by or on behalf of Paisley East & Whitehaugh Community Council, the objector to the application. After consideration of all matters before the Board, the Depute Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

(f) Applicant: Gordon Duncan
Premises: Flat 3/1, 47 Cochran Street, Paisley

Mr Duncan, the applicant, and Ms Garcia, his wife, remained in the meeting having not left following consideration of the previous item of business. There was no appearance by or on behalf of Paisley East & Whitehaugh Community Council, the objector to the application. After consideration of all matters before the Board, the Depute Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

Adjournment

The meeting adjourned at 12 noon and resumed at 1.30pm.

Chair

Councillor McNaughtan entered the meeting prior to consideration of the following item of business and resumed the Chair.

Exclusion of Press and Public

The Board resolved that the press and public be excluded from the meeting during consideration of items 4, 5, 6 and 7(a) as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

4 **Grant of Private Hire Car Driver's Licence – Personal Appearance**

There was submitted the undernoted application for grant of a Private Hire Car Driver's Licence. The applicant had been asked to appear personally for the first time together with Police Scotland who had submitted a representation to the application:-

Paul Kennedy

There was no appearance by or on behalf of Mr Kennedy, the applicant. Sergeant Robertson was invited into the meeting, on behalf of the Chief Constable who had submitted a representation to the application. The Convener proposed that the application be considered in Mr Kennedy's absence. This was agreed unanimously. Sergeant Robertson requested that consideration of the application be continued to a future meeting of the Board. After consideration of all matters before the Board, the Convener proposed that consideration of the application be continued and that the applicant be invited to a future meeting of the Board. This was agreed unanimously.

DECIDED: That consideration of the application be continued and that the applicant be invited to a future meeting of the Board.

5 **Grant of Taxi Drivers' Licences – Personal Appearances**

Under reference to items 6(d) and 6(e), respectively, of the Minute of the meeting of this Board held on 1 February 2024, consideration was resumed of the undernoted applications for grant of Taxi Drivers' Licences. The applicants had been asked to appear personally for the second time together with Police Scotland who had submitted representations to the applications:-

(a) Gerald Adams

There was no appearance by or on behalf of Mr Adams, the applicant. Sergeant Robertson, remained in the meeting having not left following consideration of the previous item of business, on behalf of the Chief Constable who had submitted a representation to the application. The Convener proposed that the application be considered in Mr Adam's absence. This was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that consideration of the application be continued and that the applicant be invited to a future meeting of the Board. This was agreed unanimously.

DECIDED: That consideration of the application be continued and that the applicant be invited to a future meeting of the Board.

(b) Hasan Babelli

Mr Babelli, the applicant, was invited into the meeting. Sergeant Robertson, remained in the meeting having not left following consideration of the previous item of business, on behalf of the Chief Constable who had submitted a representation to the application. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

6 **Grant of Taxi Drivers' Licences**

There were submitted the undernoted applications for grant of Taxi Drivers' Licences:-

(a) Jahanzab Tufaila

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

(b) Shakeel Ahmed Ghafar Begum

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

7 **Grant of Short-term Let Licences - Personal Appearances**

There were submitted the undernoted applications for grant of Short-term Let Licences. The applicants had been asked to appear personally for the first time together with the late objector to application (a) and the objectors and late objectors to application (b):-

(a) Applicant: William Laird
Premises: Flat 0/1, 2 Canal Terrace, Paisley

Mr Laird, the applicant, and Ms Perry were invited into the meeting. There was no appearance by or on behalf of Mr Connor and Ms Halbert, who had submitted an objection received outwith the statutory timescale to the application. The Convener proposed that the objection from Mr Connor and Ms Halbert be not taken into account when the application was being considered as the objector was not in attendance to provide reasons as to why the objection was received outwith the statutory timescale to the application. This was agreed unanimously. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

Declaration of Interest

Councillor McNaughtan having previously declared an interest in (b) left the meeting and took no part in the discussion or voting thereon.

Chair

Councillor McEwan, Depute Convener, assumed the Chair.

Sederunt

Councillor McDonald left the meeting prior to consideration of the following item of business.

Admission of the Press and Public

The press and public were invited back into the meeting prior to consideration of the following item of business.

(b) Applicant: Carol-Anne Brown
Premises: Flat 5/1, 1 Abbey Place, Paisley

Mrs Brown, the applicant, and Mr Brown, her husband, were invited into the meeting together with Mr McCue, Mr Stewart, who also represented Ms Graham, the objectors to the application and Ms Cunningham and her representative, Mr Watson, Ms White and Ms McDonald, who had submitted objections received outwith the statutory timescale to the application. There was no appearance by or on behalf of Paisley East & Whitehaugh Community Council, an objector to the application.

The Senior Solicitor (Litigation & Regulatory Services) advised as to the reasons for the lateness of the objections from Ms Cunningham, Ms White and Ms McDonald. The Depute Convener proposed that the objections from Ms Cunningham, Ms White and Ms McDonald be taken into account when the application was being considered. This was agreed unanimously. Ms Brown objected to Ms Cunningham's, Ms White's and Ms McDonald's objections being taken into account when the application was being considered.

After consideration of all matters before the Board, the Board adjourned to allow members to consider this application. The meeting was reconvened and the Depute Convener proposed that consideration of the application be continued to allow the applicant to submit details of her buildings insurance policy to the licensing section and that the applicant and objectors be invited to a future meeting of the Board. This was agreed unanimously.

DECIDED: That consideration of the application be continued to allow the applicant to submit details of her buildings insurance policy to the licensing section and that the applicant and objectors be invited to a future meeting of the Board.

Minute of Meeting

Education and Children's Services Policy Board

| Date | Time | Venue |
|-------------------------|-------|--|
| Thursday, 14 March 2024 | 13:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Jennifer Adam, Councillor Fiona Airlie-Nicolson, Ms Mary Jane Bird, Provost Lorraine Cameron, Councillor Carolann Davidson, Councillor Audrey Doig, Councillor Edward Grady, Councillor Gillian Graham, Councillor Anne Hannigan, Councillor Lisa-Marie Hughes, Councillor Alec Leishman, Councillor David McGonigle, Councillor Iain McMillan, Councillor Will Mylet, Mr Jack Nellaney, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Emma Rodden, Mr Ravinder Singh, Councillor Ben Smith

Chair

Councillor Rodden, Convener, presided.

In Attendance

J O'Neill, Director of Children's Services, E Henry, Interim Head of Education, G Lyons, Interim Head of Service and J Trainer, Head of Child Care & Criminal Justice (all Children's Services); and M Conaghan, Head of Corporate Governance, R Conway, Finance Business Partner, E Gray, Senior Committee Services Officer and D Cunningham, Committee Services and Licensing Officer (all Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be filmed for live or subsequent broadcast on the Council's internet site.

Declarations of Interest

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

Transparency Statements

Councillor McMillan indicated that he had a connection to item 2 by reason of his son being employed by BAE Systems. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

Councillor Paterson indicated that he had a connection to item 1 by reason of having a child who was attending a school which was in receipt of funding. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

Councillor Paterson indicated that he had a connection to item 6 by reason of having a child who was entitled to 1140 provision and attended a partnership nursery. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

Councillor Davidson indicated that she had a connection to item 6 by reason of having a grandchild who was entitled to 1140 provision and attended a partnership nursery. However, she indicated that she had applied the objective test and did not consider she had an interest to declare.

1 **Revenue and Capital Budget Monitoring as at 5 January 2024**

There was submitted a joint revenue & capital budget monitoring report by the Director of Finance & Resources and the Director of Children's Services for the period to 5 January 2024.

The report intimated that the projected revenue outturn at 31 March 2024 for Children's Services was an overspend of £1.888 million against the revised budget for the year. The projected capital outturn at 31 March 2024 for Children's Services was an underspend of £0.143 million.

DECIDED:

(a) That the projected revenue outturn position for Children's Services detailed in Table 1 of the report be noted, and that it be further noted that the forecast position was based on best estimates and confirmed government support at the time;

(b) That the projected capital outturn position for Children's Services detailed in Table 2 of the report be noted; and

(c) That the budget adjustments detailed in sections 4 and 6 of the report be noted.

2 Learning Estate Update

There was submitted a report by the Director of Children's Services relative to the current capital projects to develop and improve the learning estate.

The report provided an update in terms of the work around the new primary school in Dargavel and advised that the Council had engaged with Space Zero to develop a strategic planning brief which involved engagement with key stakeholders, visioning sessions, focus groups and general data gathering around requirements and expectations for the new school. This work would inform the next key stage in the design process which was the production of an accommodation schedule, which would in turn enable clearer cost forecasting before producing the final brief to be handed over to the architects.

The report also advised that the solution for the internal alterations at the existing Dargavel Primary School had been agreed and that work was expected to take place during the summer of 2024 and be completed prior to the commencement of the 2024/25 school session.

In respect of Park Mains High School, works to repurpose the existing modular unit were underway, with an expected completion date of April 2024. Four steering group sessions had been carried out and the feedback from these would be used to finalise the strategic brief.

In respect of Bishopton Primary School, it was advised that work was underway to replace the current classroom block with a permanent facility and work was expected to be completed prior to the commencement of the 2024/25 school session.

DECIDED: That the content of the report be noted.

Sederunt

Jack Nellaney joined the meeting during consideration of the following item of business.

3 Attainment of 2022/23 School Leavers

There was submitted a report by the Director of Children's Services relative to the performance of the 2022/23 leavers cohort in four key measures: attainment in literacy and numeracy; improving attainment for all; attainment versus deprivation; and leavers' destinations.

The Scottish Government's evaluation tool, INSIGHT, had been used to benchmark the performance in each of the key measures. It was noted that this cohort were the first since the pandemic who were not impacted by the cancellation of exams in 2020 however their results did include the alternative certification model in 2021.

The report set out the data for each key measure and made comparisons to previous years and the national average. Details on the poverty related attainment gap were provided together with the impact of the work which had been undertaken around improving attainment for all.

DECIDED:

- (a) That the content of the report be noted; and
- (b) That the efforts of Renfrewshire's young people and the school communities in bringing about these results be noted.

4 Distribution of Funding to Support Services for Children and Families – Funding Allocation for 2024/25

There was submitted a report by the Director of Children's Services relative to the Council's contribution to early years provision in Renfrewshire through the allocation of funding to support a range of private and voluntary sector organisations which delivered services for families with young children.

The report provided information on the proposed allocation of funding during 2024/25 to out of school care groups in the private and voluntary sector and for early years voluntary sector organisations, playgroups and toddler groups. The proposed awards were set out in full in Appendices 1-3 of the report.

DECIDED:

- (a) That the resource allocation to support the delivery of services for children and young people as outlined in Appendix 1 to the report be approved; and
- (b) That the proposed allocation of grant funding for out of school care and pre-five voluntary sector, as detailed in Appendices 2 and 3 of the report be agreed, subject to the completion of satisfactory checks and assessments.

5 Early Learning and Childcare Consultation - 2023

There was submitted a report by the Director of Children's Services relative to the Early Learning and Childcare consultation which was carried out between August and October 2023. The findings of the consultation were set out in full at Appendix 1 to the report.

The report outlined the Council's duty under the Children and Young People (Scotland) Act 2014 to consult representative populations of parents and carers on how mandatory early learning and childcare, day care, out of school care and discretionary services should be made available. This consultation was carried out in 2023 with 723 responses received. A summary of the key findings were set out in section 4 of the report together with detailed findings and analysis provided at Appendix 1.

DECIDED: That the findings of the Early Learning and Childcare Consultation - 2023, as set out in the appendix to the report, be noted.

6 **Early Learning and Childcare Entitlement – Proposed Changes to Starting Dates for Children Aged 3**

There was submitted a report by the Director of Children's Services relative to proposed changes to the starting date in terms of 1,140 hours of childcare entitlement for three-year-olds in Renfrewshire.

The report detailed the variance between the Scottish Government's Early Learning and Childcare Statutory Guidance and the current practice in Renfrewshire which resulted in some children aged three years of age in Renfrewshire accessing their early learning and childcare place in advance of the recommended starting dates. The report proposed an alignment between the Council's practice and the Scottish Government's guidance.

Councillor Rodden, seconded by Councillor Paterson, moved:

(a) That the proposal to realign child entitlement to 1,140 hours of early learning and childcare to the Early Learning and Childcare Statutory Guidance, July 2021 be approved;

(b) That it be noted that the change to starting dates would take effect from the first day of the new school session in August 2024; and

(c) That the changes to Standard Circular 3a: Early Learning and Childcare Admissions policy guidance for staff to reflect the change to entitlement be noted.

Councillor G Graham, seconded by Councillor McMillan, moved as an amendment that the recommendations set out in Section 2 of the report not be approved.

On the roll being called, the following members voted for the amendment: Councillors Davidson, Grady, G Graham, Hannigan, Leishman, McGonigle, McMillan, Mr Ravinder Singh and Councillor Smith.

The following members voted for the motion: Councillors Adam, Airlie-Nicolson, Ms Bird, Provost Cameron, Councillors Audrey Doig, Hughes, Mylet, Nicolson, Paterson and Rodden.

The following member abstained: Mr Jack Nellaney.

10 members having voted for the motion, 9 members having voted for the amendment and 1 member having abstained, the motion was declared carried.

DECIDED:

(a) That the proposal to realign child entitlement to 1,140 hours of early learning and childcare to the Early Learning and Childcare Statutory Guidance, July 2021 be approved;

(b) That it be noted that the change to starting dates would take effect from the first day of the new school session in August 2024; and

(c) That the changes to Standard Circular 3a: Early Learning and Childcare Admissions policy guidance for staff to reflect the change to entitlement be noted.

7 Transition of Children and Young People with Additional Support Needs - Part One

There was submitted a report by the Director of Children's Services relative to proposed changes to the Transition of Children and Young People with Additional Support Needs policy. The policy was set out in full at Appendix 1 to the report.

The report made reference to the Code of Practice (ASL Act 2009) which set out the requirements of Education authorities when planning school education changes for children and young people and summarised the best practice. It was advised that Part 1 of the policy, appended to the report, focussed on the transitions from early years to primary school and from primary school to secondary school and would be complimented by a parent friendly version which was being developed by the Parent/Carer Ambassador Group. Part 2 of the policy was being developed and would focus on supporting the transition of children and young people with additional support needs from school to adult life.

DECIDED:

(a) That the Transitions of Children and Young People with Additional Support Needs (Part 1) policy be approved; and

(b) That the Director of Children's Services be instructed to take appropriate steps to ensure the above policy's implementation in all schools and early learning and childcare settings across Renfrewshire.

Transparency Statement

Councillor Davidson indicated that she had a connection to item 8 by reason of her daughter being employed in the residential care sector. However, she indicated that she had applied the objective test and did not consider she had an interest to declare.

8 Renfrewshire children outwith the care of their birth family

There was submitted a report by the Director of Children's Services relative to Renfrewshire children who were cared for outwith their birth family.

The report set out the Council's duty under the Children (Scotland) Act 1995 to support children in need of care and protection to live with their families and that this option was sought in the first instance before examining kinship care and either foster carers or residential provision where children could not be safely cared for by their own parents.

It was advised that on 29 February 2024 183 children were cared for outwith their birth family by Renfrewshire Council. Section 3 of the report provided further analysis around the number of children cared for by the Renfrewshire Fostering Service; independent foster care; internal residential children's houses; external residential provision; secure care; settings for children with disabilities; specialist therapeutic settings; residential schools; and external residential children's houses. The report also set out the requirement for all children who were cared for outwith their birth family to have their placement and plan reviewed at least once every six months.

DECIDED:

- (a) That it be noted that Children's Services operated a general duty under Section 22 of the Children (Scotland) Act 1995 to support children in need of care and support to live with their families;
- (b) That the information in relation to children cared for outwith their birth family be noted; and
- (c) That it be agreed that information on Renfrewshire's looked after children be reported to this Policy Board on an annual basis.

Minute of Meeting Audit, Risk and Scrutiny Board

| Date | Time | Venue |
|-----------------------|-------|--|
| Monday, 18 March 2024 | 15:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Jennifer Adam, Councillor Andy Doig, Councillor Chris Gilmour, Councillor John Gray, Councillor Lisa-Marie Hughes, Councillor Robert Innes, Councillor James MacLaren, Councillor Janis McDonald, Councillor Ben Smith

Chair

Councillor Andy Doig, Convener, presided.

In Attendance

A MacArthur, Director of Finance & Resources; L McIntyre, Head of Policy & Partnerships, L Fingland, Service Planning & Policy Development Manager, R Smith, Climate Emergency Lead Officer and Lead Officer for Neighbour Disputes and L McGuinness, Communications Business Lead (Transformation) (all Chief Executive's); G Hannah, Head of Climate Change, Public Protection & Roads and G Hutton, Head of Operations & Service Development (both Environment, Housing & Infrastructure); C McCourt, Head of Finance & Procurement, M Boyd, Head of People & Organisational Development, M Conaghan, Head of Corporate Governance, P Murray, Head of Digital, Customer & Transformation Services, A McMahon, Chief Auditor, K Campbell, Assistant Chief Auditor, E Shields, Strategic Service Delivery Manager, S Fanning, Principal HR & OD Adviser, E Currie and C MacDonald (both Senior Committee Services Officers) and J Barron, Committee Services Officer (all Finance & Resources).

Also in Attendance

G Devlin, Partner & National Head of Internal Audit and A Kolodziej, Senior Manager (both Azets).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be filmed for live or subsequent broadcast via the Council's internet site.

Valedictory and Welcome

Prior to the commencement of the meeting, the Convener thanked Councillor Montgomery for his contribution as a member of this Board and welcomed Councillor Smith to his first meeting.

Declarations of Interest and Transparency Statements

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

1 Annual Internal Audit Plan 2024/25

There was submitted a report by the Chief Auditor relative to the 2024/25 risk-based Annual Internal Audit Plan which had been developed in line with the requirements of the Public Sector Internal Audit Standards.

The Plan took account of the outcomes of the internal corporate and service risk identification and evaluation processes and the current business environment. In addition to undertaking work which would provide assurance on the robustness of key internal controls, the Plan sought to reflect the key priorities and challenges for the Council.

The report set out the methods that had been employed to facilitate production of the Plan and the influencing factors that had been considered in the assessment of the current business environment and the priority areas of audit. A copy of the Annual Internal Audit Plan 2024/25 was appended to the report.

DECIDED:

(a) That the content of the risk-based audit plan for 2024/25 be approved; and

(b) That it be noted that the progress of the 2024/25 annual audit plan and summaries of the findings from each audit assignment would be reported to the Board on a quarterly basis.

2 External Audit Plan 2023/24

There was submitted a report by the Director of Finance & Resources relative to the External Audit Plan 2023/24, a copy of which was appended to the report.

The report intimated that the external auditor Azets had submitted an Audit Plan which outlined the approach to the audit of the 2023/24 financial statements of the Council and the Coats Observatory Trust in order to assess whether they provided a true and fair view of the financial position of the Council, and also whether they had been prepared in accordance with proper accounting practice.

The Plan outlined the responsibilities of Azets and the Council, their assessment of key challenges and risks, and the approach and timetable for completion of the audit. The report also advised of a 6% increase in audit fees for the Council and the Coats Observatory Trust.

DECIDED: That the content of the attached report, including the proposed audit fees for the Council and the Coats Observatory Trust be noted.

3 **Internal Audit Review of Compliance with the Local Code of Corporate Governance**

There was submitted a report by the Chief Auditor relative to the Council's Code of Corporate Governance.

It was noted that the Chief Executive had responsibility for reporting annually to the Board in compliance with the Code and any changes to the Code that might be necessary to maintain it and ensure its effectiveness in practice. In addition, the Council's Chief Auditor had responsibility to review independently and report to the Board annually to provide assurance on the adequacy and effectiveness of the Code and the extent of the Council's compliance.

The report intimated that Internal Audit had reviewed the effectiveness of the revised Code which operated during 2023/24 and confirmed that the Council complied with its requirements and that it was evident that the Code had been subject to review and updating.

The Chief Executive had endorsed the Chief Auditor's recommendation that the local Code should continue to be subject to annual review to ensure that it continued to reflect developments and best practice in governance.

DECIDED: That the report be noted.

4 **Actions Monitoring Report - Dargavel Primary School Independent Review and Accounts Commission Section 102 Report for School Accommodation for Dargavel Village**

There was submitted a monitoring report by the Chief Executive relative to Dargavel Primary School.

The report advised that following the findings of an independent review into the circumstances of the errors in planning and delivery of primary school provision in the Dargavel area, a SMART action plan was developed detailing the Council's response with a commitment that updates on the plan would be provided to the Audit, Risk & Scrutiny Board going forward. A copy of the actions from the independent review was attached to the report as Appendix 1, Appendix 2 set out the Council's response and planned actions and Appendix 3 set out the planned actions from the Cross Party Working Group.

DECIDED:

(a) That the update provided in Appendix 1 in relation to the Council's response

actions to the independent review be noted;

(b) That the plan provided in Appendix 2 in relation to the Council's response actions to the s.102 report; and

(c) That the plan provided in Appendix 3 in relation to the report by the Council's Cross Party Working Group be noted.

5 **Audit Scotland Audit of Housing Benefit Risk Assessment Report**

There was submitted a report by the Director of Finance & Resources relative to a Housing Benefit Risk Assessment for Renfrewshire by Audit Scotland.

The report advised that during August and September 2023, Audit Scotland carried out a scheduled Housing Benefit Risk Assessment for Renfrewshire and provided a report to the Council's Chief Executive on 1 February 2024. The report was attached as Appendix 1.

The key objective of the risk assessment was to determine the extent to which the benefit service was meeting its obligations to achieve continuous improvement in its activities. The report noted the impact on service delivery following significant challenges since the last audit in 2018; which included dealing with the impact of the Covid-19 pandemic, increased workloads, resource challenges in respect of staff turnover and absence and the loss of a fully functioning benefit work management IT system for a period during 2022/23.

The report advised that the Council had a robust performance management framework in place and that key aspects of benefit service performance were regularly reported to staff, senior management, and Elected Members. It was noted that although claims processing performance significantly declined in 2022/23, the Council's positive actions addressed the decline, and performance in 2023/24 was better than internal targets, and just above the Scottish average.

Two key areas for improvement had been identified within the report. Accuracy performance, which had declined, and housing benefit overpayment recovery. In response to the eight recommendations made by the auditor, an action plan had been agreed and incorporated in the report attached as Appendix 1. Work had already commenced to progress these actions and, as improved performance had been sustained, the Service had capacity to implement the changes proposed and was confident that these would make a positive contribution to the continuous improvement of the benefits service.

DECIDED: That the Audit of Housing Benefit Risk Assessment Report, Appendix 1 and the action plan included within the report be noted.

6 **CIPFA Audit Committee Guidance – Self Assessment and Action Plan**

There was submitted a report by the Director of Finance & Resources relative to the self-assessment and action plan arising from the Dargavel Independent Review and to the outcome from the two development sessions held for members of the Audit, Risk & Scrutiny Board.

The report advised that in response to the Dargavel Primary School Independent Review and recommendations made by the Council's external auditors, the Council agreed to undertake an assessment of the Audit Risk and Scrutiny Board against CIPFA's published good practice guide for audit committees. Members participated in two development sessions, on 19 January and 26 February 2024 and the report highlighted the outcome from those development sessions and identified the required changes to the Council's governance arrangements.

DECIDED:

(a) That the content of the report, being the outcome of the self-assessment against the CIPFA guidance for effective Audit Committees and the two development sessions be noted;

(b) That the Action Plan resulting from the self-assessment against the CIPFA guidance for effective Audit Committees be agreed, that the progress made in implementing the actions arising be noted and that it be agreed that the Action Plan be submitted to the Council for noting;

(c) That the proposed revisions to the Terms of Reference for the Audit, Risk and Scrutiny Board be recommend to Council for approval;

(d) That the proposed revisions to the Guidelines for the Operation of the Audit, Risk and Scrutiny Board be recommended to Council for approval;

(e) That the proposed revisions to the Role Descriptions for Councillors, Senior Councillors and Leader of the Council be recommended to Council for approval; and

(f) That the content of the proposed training and development programme for members of the Audit, Risk and Scrutiny Board be noted.

Sederunt

Councillor Smith left the meeting during consideration of the following item of business.

7 Annual Report on the Compliance with the Code of Corporate Governance 2023

There was submitted a report by the Chief Executive relative to the annual review of the Council's Local Code of Corporate Governance (the Code) which was based on the Delivering Good Governance in Local Government Framework. This framework set the standard for local authority governance in the UK and was revised by CIPFA and SOLACE in 2016 to ensure it remained fit for purpose. A list of seven overarching principles and sub-principles against which compliance was measured was attached as Appendix 1 and evidence of how the Council complied with the updated Code was attached as Appendix 2.

DECIDED:

(a) That the Council's compliance with the Local Code of Corporate Governance be

noted;

(b) That the evidence for compliance as set out in Appendix 2 be noted; and

(c) That it be noted that compliance with the Code was also subject to planned internal audit activity.

8 **Audit Scotland report – Local Government in Scotland Financial Bulletin 2022/23**

There was submitted a report by the Director of Finance & Resources relative to the Audit Scotland Local Government in Scotland Financial Bulletin 2022/23.

The report assessed the financial position of Scotland's councils during 2022/23 and the future outlook for services. The report noted that councils had less money to spend in real terms in 2022/23 and that the level of funding gap within Scottish councils increased significantly during this period, owing to pressures including increased demand for services, inflation and the cost-of-living.

The Accounts Commission also noted within the report that capital budgets were also significantly strained, risking impacts on the maintenance of key public buildings and infrastructure, for example schools, libraries and roads.

The report advised that Renfrewshire Council's financial position was outlined most recently in a report to Council on 29 February 2024, which reaffirmed that inflation, fuel and food price rises and construction costs, as well as an increased demand for services, was projected to result in a £45-50 million funding gap over the medium term.

DECIDED: That the findings and recommendations of the Local Government in Scotland: Financial Bulletin 2022/23, attached as Appendix 1 to the report be noted.

9 **Absence Statistics – Quarter 3 of 2023/24**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for quarter 3 of 2023/24 for the period 1 October to 31 December 2023.

The report provided information in relation to absence targets and how services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting attendance activity levels by service and costs of sick pay and the overall number of days lost.

DECIDED: That the report be noted.

10 **Audit, Risk and Scrutiny Request for Review in Relation to Possible Closure of Police Stations Within Renfrewshire**

There was submitted a report by the Director of Finance & Resources in relation to a request for review to be carried out by the Board with regard to the possible closure of local police stations within Renfrewshire. A copy of Councillor James MacLaren's request was attached as an appendix to the report.

Councillor Doig, seconded by Councillor Hughes moved a motion "That the matter may be considered as part of a future review following the conclusions of the Fire & Police Board". This was agreed unanimously.

DECIDED: That it be agreed that the matter may be considered as part of a future review following the conclusions of the Police and Fire and Rescue Sub-Committee.

11 **Audit Risk & Scrutiny Request for Review of Street Lighting Within Renfrewshire**

There was submitted a report by the Director of Finance & Resources in relation to a request for review to be carried out by the Board with regard to the LED streetlights not providing enough light for pedestrians. A copy of Councillor James MacLaren's request was attached as an appendix to the report.

Councillor Doig, seconded by Councillor McDonald moved a motion "That the matter may be considered as part of a future review following the conclusions of the Infrastructure, Land and Environment Policy Board". This was agreed unanimously.

DECIDED: That it be agreed that the matter may be considered as part of a future review following the conclusions of the Infrastructure, Land and Environment Policy Board.

12 **Neighbour Disputes - Lead Officer Roz Smith**

Under reference to item 5 of the Minute of the meeting of this Board held on 22 August 2022, there was submitted a report by the Lead Officer relative to the Board's review of Neighbour Disputes.

The report reviewed the current disposals/actions that were available to the Council and others to resolve neighbour disputes and antisocial behaviour, including legislation and regulatory powers.

DECIDED: That the progress contained within the report be noted.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

13 Summary of Outstanding Internal Audit Recommendations

There was submitted an annual report by the Chief Auditor advising members of audit recommendations where agreed actions had not been effectively implemented by the date agreed.

The report provided the updated position of those critical recommendations that had been followed up during 2023/24 but had not yet been fully implemented by service management.

DECIDED: That the position with regard to the outstanding recommendations indicated within the report be noted.

Minute of Meeting Economy and Regeneration Policy Board

| Date | Time | Venue |
|------------------------|-------|--|
| Tuesday, 19 March 2024 | 10:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Alison Ann-Dowling, Councillor Michelle Campbell, Councillor Graeme Clark, Councillor Andy Doig, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Robert Innes, Councillor Janis McDonald, Councillor Jamie McGuire, Councillor Marie McGurk, Councillor Iain McMillan, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Andy Steel

Chair

Councillor Steel, Convener, presided.

In Attendance

B Walker, Programme Director (City Deal & Infrastructure), R Cooper, Economic Development Manager and E Shearer, Regeneration and Place Manager (all Chief Executive's); and V Howie, Finance Business Partner and R Devine and E Gray, both Senior Committee Services Officers (all Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Policy Board would be filmed for live or subsequent broadcast via the Council's internet site.

Apology

Councillor Burns.

Declarations of Interest

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

Transparency Statements

Councillor Campbell indicated that she had a connection to item 1 by reason of being chair of Erskine Arts. However, she indicated that she had applied the objective test and did not consider she had an interest to declare.

Councillor Hughes indicated that she had a connection to items 1 and 2 by reason of being a member of the Board of PACE Theatre. However, she indicated that she had applied the objective test and did not consider she had an interest to declare.

1 Revenue and Capital Budget Monitoring Report as at 5 January 2024

There was submitted a joint revenue and capital budget monitoring report by the Chief Executive and the Director of Finance & Resources for the period 1 April 2023 to 5 January 2024.

The report stated that the projected outturn as at 31 March 2024 for those services reporting to this Policy Board was an underspend position of £0.039 million. The projected capital outturn for projects reporting to this Policy Board as at 31 March 2024 was a breakeven position against the revised budget for the year. Tables 1 and 2 within the report summarised the position and further analysis was provided in appendices to the report. The report also advised there had been revenue adjustments totalling £0.008 million processed since consideration of the previous report, and capital budget adjustments of £2.039 million. Details of the adjustments were provided within the report.

DECIDED:

(a) That the projected revenue outturn position, detailed in Table 1 of the report, be noted;

(b) That the projected capital outturn position, detailed in Table 2 of the report, be noted; and

(c) That the budget adjustments, detailed in sections 4 and 6 of the report, be noted.

2 Regeneration Funding Bids Update 2024

There was submitted a report by the Chief Executive relative to progress in terms of external funding bids, delivery of key regeneration projects and the development of programmes for 2024.

The report intimated that in recent years the funding of regeneration projects had been reliant on support from national government and other external sources, often with 'matchfunding' from the Council. In this context and over the past year officers had continued to progress various regeneration projects, programmes and strategies with the support of external funding from the UK and Scottish Governments as well as government agencies such as Visit Scotland and SEPA. This approach had supported

efforts to regenerate and revitalise local town centres, support local communities and promote sustainable economic growth across Renfrewshire. The report advised that the Council had accessed and applied to various funding streams during the preceding 12 month period, including the Regeneration Capital Grant Fund (Scottish Government), Vacant and Derelict Land Investment Programme (Scottish Government), Place Based Investment Programme (PBIP; Scottish Government), Shared Prosperity Fund (UK Government), Rural Tourism Infrastructure Fund (Visit Scotland), Water Environment Fund (SEPA) and Heritage funding (Historic Environment Scotland, National Lottery Heritage Fund). Details of the aims of each of the Programmes/Funds, together with a summary of applications, the relevant award process, proposed local projects, projects that had been successful in obtaining funding, timescales and future actions were outlined within the report. The projects proposed for inclusion within the 2023/24 Place Based Investment Programme allocation were detailed in paragraph 6 of the report.

DECIDED:

- (a) That the list of proposed projects for the 2023/24 allocation of the Place Based Investment Programme be approved; and
- (b) That the progress and continued actions to deliver projects from the range of regeneration funds identified in the report be noted.

3 **AMIDS & Investment Zone Update**

There was submitted a report by the Chief Executive relative to the Advanced Manufacturing Innovation District (AMIDS) and the next phase of development together with an update on the ongoing work on the Glasgow City Region Investment Zone.

The report stated that the Advanced Manufacturing Innovation District Scotland (AMIDS) was intended to become 'Scotland's home of manufacturing innovation'. The site, located next to Glasgow Airport, was supported by new enabling infrastructure in the form of roads, bridges, utilities, public realm space and active travel connections all funded by the Glasgow City Region City Deal. The concept of AMIDS was to deliver a world class innovation district with the objective of positively enhancing the economy of both Renfrewshire and Scotland as whole. The report advised that this would be achieved through collaborative working between the education, public, and private sectors. Creating a focus on advanced manufacturing at the district would enable a cluster effect to be generated, in turn, attracting global organisations to Renfrewshire. AMIDS had successfully established itself in the advanced manufacturing sector by securing two anchor tenants, The National Manufacturing Institute Scotland (NMIS) and the Medicines Manufacturing Innovation Centre (MMIC). The Council had entered into a joint venture with Buccleuch Property to progress the next phases of development on site. This agreement set out that a speculative build required to take place which would see the construction of two terraced units that encompassed ten individual units offering space at the optimal size for start-up or spinoff companies. The construction was planned for completion in 2026 and work was well advanced in terms of design, which would be followed by the planning permission process and subsequently procurement of a construction contractor. The advantages of employing this approach were outlined within the report.

The report highlighted the recent announcement that CPI, who operated MMIC, would be extending their development at AMIDS to deliver the Oligonucleotide Manufacturing Innovation Centre of Excellence (OMICE). This multi-million pound investment would see a second unit constructed to ensure that Renfrewshire and Scotland were at the forefront of medicines innovation. The development would be the next physical construction to complete on site and showed the confidence that the industry had in AMIDS to succeed.

A summary of the benefits of the AMIDS Support Model was provided within the report, together with the key dimensions to the development AMIDS. It was highlighted that to achieve the two key dimensions a wide network of support had been implemented including the establishment of the joint venture, supported by a Strategic Advisory Group consisting of senior/executive staff from organisations including the Council, Scottish Government, Scottish Enterprise, NMIS, CPI (MMIC / OMICE), Skills Development Scotland, West College Scotland and University of Strathclyde. In addition, it was noted that during 2022, a report by the University of Strathclyde and CPI had established that AMIDS had greatest potential, from a skills and innovation perspective, to target the Space, Pharma, Photonics and Net Zero sectors. Whilst AMIDS was open for all sectors, a focus on the four aforementioned sectors had allowed key partner organisations to provide subject matter experts to assist with market engagement. It was also recognised that due to the specialist technical nature of advanced manufacturing, expert advice would assist in negotiation as well as the provision of advice in relation to requirements, support models, and partnership working. The report made reference to the award of Investment Zone status to the Glasgow City Region area, the potential opportunities and benefits, a summary of details of a proposed bid submission by the Council in respect of the Netherton Campus together with a information regarding communications and marketing initiatives being employed.

DECIDED:

(b) That the progress at AMIDS and the joint working with external agencies and partners to secure the next phases of investment be noted; and

(b) That the proposed submission, as outlined in paragraph 7 of the report be noted and that it also be noted that regular updates and required approvals would be submitted to this Policy Board as appropriate.

4 Renfrewshire Local Employability Partnership - Commissioning Progress Report

There was submitted a report by the Chief Executive relative to the Renfrewshire Local Employability Partnership.

The report advised that employability resources, previously managed nationally, had now been devolved to local authorities for distribution to best effect, augmenting statutory provision. Local Employability Partnerships (LEPs) had been established in all areas across Scotland to commission local services based on the needs of the area. Following approval at the meeting of the Leadership Board held on 15 September 2021, a new partnership grants process for employability service delivery, managed by the Council and delivered through the Local Employability Partnership (LEP), was established. The grants process had been extended during 2023 to incorporate funding streams from the UK Shared Prosperity Fund for the Multiply

Programme and, most recently, to establish a Business Challenge Fund. The report provided an overview of funding to date through the LEP grants process and specifically reported on the recent Business Challenge Fund process and Round three of the Employability Grants Programme.

DECIDED:

- (a) That the progress made by Renfrewshire Local Employability Partnership in delivering grant programmes under both UK and Scottish Government funding schemes over the last two years be noted;
- (b) That the recommendations from the Local Employability Partnership to approve six applications for 2024/25 under the new Business Challenge Fund be noted;
- (c) That it be agreed that officers within the Economic Development section monitor and report on these activities/spend and claim funding, as appropriate, from the Renfrewshire allocation of the UK Shared Prosperity Fund;
- (d) That the recommendations of the Local Employability Partnership to approve 24 applications under the third round of the Employability Grant Programme be noted, and
- (e) That it be agreed that officers within the Economic Development section monitor and report on these activities/spend and claim funding, as appropriate, from both the Scottish Government Employability Grants and UK Shared Prosperity Fund to cover costs.

Minute of Meeting Planning and Climate Change Policy Board

| Date | Time | Venue |
|------------------------|-------|--|
| Tuesday, 19 March 2024 | 13:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Jennifer Adam, Councillor Alison Ann-Dowling, Councillor Chris Gilmour, Councillor Neill Graham, Councillor Anne Hannigan, Councillor Bruce MacFarlane, Councillor Kenny MacLaren, Councillor Jamie McGuire, Councillor Marie McGurk, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor John Shaw, Councillor Ben Smith

Chair

Councillor Paterson, Convener, presided.

In Attendance

A Morrison, Head of Economy & Development, D Love, Chief Planning Officer, S Boyle, Engineer (Development Control), K Dalrymple (Development Plans & Housing Strategy Team Leader), J McCafferty, Planner, G McCracken, Development Standards Manager, R Smith, Climate Emergency Lead Officer, J Weir, Senior Planning Officer and A Williamson, Strategy & Place Manager (all Chief Executive's); G Hannah, Head of Climate, Public Protection & Roads and G Heaney, Climate & Public Protection Manager (both Environment, Housing & Infrastructure); and R Graham, Senior Solicitor (Litigation & Regulatory Services), V Howie, Finance Business Partner and R Devine and C MacDonald, both Senior Committee Services Officers (all Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Policy Board would be filmed for live or subsequent broadcast via the Council's internet site.

Declarations of Interest and Transparency Statements

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

1 Revenue and Capital Budget Monitoring Report

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources for the period 1 April 2023 to 5 January 2024.

The report stated that the projected outturn as at 31 March 2024 for all services reporting to this Policy Board was an overspend position of £0.033 million. It was noted that there were no capital budget projects reporting to this Policy Board. Summaries were provided over the relevant services in the tables within the report, together with further analysis. It was noted that the projected outturn was based on current available information and assumptions made by service budget holders. It was also highlighted that no revenue budget adjustments had been processed since the previous meeting of this Policy Board.

DECIDED: That the projected revenue outturn position, detailed in Table 1 of the report be noted.

2 Renfrewshire Biodiversity Duty Report 2021/23

There was submitted a report by the Chief Executive relative to the Renfrewshire Biodiversity Duty Report 2021/23.

The report advised that the Nature Conservation (Scotland) Act 2004 set out that all public bodies had a duty to further the conservation of biodiversity. The Wildlife and Nature Conservation (Scotland) Act 2011, which amended the 2004 Act included a requirement that public authorities prepare a report every three years on the actions undertaken to meet biodiversity duties. A copy of the proposed Renfrewshire Biodiversity Duty Report 2021/23 was appended to the report. A summary of actions, progress and achievements during the period 2021/23 was provided within the report. It was highlighted in the event the report was approved, arrangements would be made to publish the Renfrewshire Biodiversity Duty Report 2021/23 on the Council's website.

DECIDED:

(a) That the Renfrewshire Council Biodiversity Duty Report 2021/23 be approved; and

(b) That it be noted that the report would be published on the Council website in accordance with statutory requirements.

3 Consultation on Heat in Buildings Bill

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to consultation undertaken by the Scottish Government in connection with the Heat in Buildings Bill.

The report stated that reducing carbon emissions was one of the principle measures to address climate change and was a key priority for all local authorities. Renfrewshire Council recognised that climate change would have far reaching effects on

Renfrewshire's economy, its people and its environment and was determined to lead by example in tackling the causes of climate change. The Council had declared a climate emergency in June 2019 and approved the Plan for Net Zero which committed to working towards net zero by 2030 for both the Renfrewshire area as a whole and Renfrewshire Council as an organisation. This challenging target covered all aspects of energy use within the Renfrewshire wide area. Homeowners could help achieve these targets by ensuring their home was energy efficient. In doing so, there were many long-term benefits, such as carbon savings, reducing energy bills and supporting the local economy.

The consultation proposed new laws that would set a minimum energy efficiency standard for owner occupied and private rented homes, as well as the heating systems that all buildings would be permitted to use in time. The report summarised the proposals and the implications for local authorities. It was highlighted that the deadline for responses to the consultation had been 8 March 2024 and approval of the action taken by the Director of Environment, Housing & Infrastructure in submitting a response by that deadline on behalf of the Council was sought.

DECIDED:

- (a) That the consultation proposals be noted;
- (b) That the response prepared on behalf of the Council, attached as Appendix A of the report, and submission of it to the Scottish Government be homologated; and
- (c) That a further report be submitted to a future meeting of this Policy Board, when the Bill had been finalised, with an update on implications for the Service.

4 **Tree Preservation Order Requests**

Under reference to item 4 of the meeting of this Policy Board held on 7 November 2023 there was submitted a report by the Chief Executive relative to a request to apply Tree Preservation Order (TPO) designations in respect of specific trees along Inchinnan Road, Renfrew.

The report advised that the TPO request had been considered in terms of the relevant legislation, namely, Section 160 of The Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc (Scotland) Act 2006, and within the procedures set out in the Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 2011. The report advised that following the decision taken at the meeting of this Policy Board held on 7 November 2023 that a TPO designation be placed on specific trees along Inchinnan Road, Renfrew, in accordance with the Renfrewshire Planning and Development Tree Policy 2022, and the relevant legislation relating to Tree Preservation Orders, officers had prepared the relevant orders and made them available online for review; served the orders on relevant parties including landowners; published public notices in the local press advising of the orders; and provided an opportunity for comments to be made by interested parties. At the conclusion of the consultation period no comments had been received,

DECIDED: That the tree preservation orders in respect of specific trees along Inchinnan Road, Renfrew be confirmed and agree that officers make the orders public and register them with the Land Registry for Scotland.

5 Section 75 Agreements - Update

There was submitted a report by the Chief Executive relative to agreements currently being negotiated in relation to planning obligations, secured by an agreement in accordance with Section 75 of the Town and Country Planning (Scotland) Act 1997, which sought to mitigate the impacts of the proposed developments and make them acceptable in planning terms.

The report intimated that Section 75 agreements could be used to secure financial contributions to, or in-kind provision of, necessary new social and community infrastructure to support new developments and it was highlighted that planning consent was not issued in respect of the proposal until such time as the Section 75 agreement had been signed and registered as required. The Scottish Government's policy on Planning Obligations was detailed in Circular 3/2012 (Planning Obligations and Good Neighbour Agreements - Revised 2020) which set out five tests which required to be met when seeking to secure a planning obligation. Details of the test criteria were outlined in the report.

Updates were provided within the report in respect of individual ongoing planning applications which were subject to Section 75 negotiations. During discussion it was agreed that appropriate arrangements be made to re-consider planning application 22/0481/PP at the meeting of this Policy Board to be held on 5 November 2024 should no progress be made in respect of the Section 75 agreement.

DECIDED:

(a) That the ongoing negotiations taking place in respect of securing planning obligations, which would be secured by an agreement in accordance with Section 75 of the Town and Country Planning (Scotland) Act 1997, be noted; and

(b) That appropriate arrangements be made to re-consider planning application 22/0481/PP at the meeting of this Policy Board scheduled to be held on 5 November 2024 should no progress be made in respect of the Section 75 agreement.

6 Site Development Brief – Paisley Grammar School

There was submitted a report by the Chief Executive relative to the proposed site development brief prepared in respect of the Paisley Grammar School site, Glasgow Road, Paisley.

The report made reference to the decision taken at the meeting of the Education and Children's Services Policy Board held on 21 January 2021 to approve the relocation of Paisley Grammar School to a campus at Renfrew Road, Paisley and advised that the approval of the Infrastructure, Land & Environment Policy Board would be sought at a future meeting of that Board to declare the current Paisley Grammar School building surplus to the Council's requirements. It was noted that the development brief for the site would be progressed subject to this approval.

The proposed site development brief set out a planning framework for the site, identifying a number of factors, including site context; site layout and building design; landscaping and boundary treatments; accessibility; sustainable urban drainage;

renewables/sustainability; digital connections; affordable housing; education provision; open space provision; and supporting information, that required to be addressed in preparing development proposals for the sites. A copy of the proposed site development brief was appended to the report. In addition, the report indicated that in the event the site development brief was approved by this Policy Board, arrangements would be made to publish it on the Council's website, use it to guide development proposals for the site and be a material consideration when considering future planning proposals.

DECIDED: That the site development brief relating to the current Paisley Grammar School site, Glasgow Road, Paisley. be approved.

7 **Developer Contributions (Education) - new planning guidance**

There was submitted a report by the Chief Executive relative to proposed draft planning guidance on potential education contributions from new housing developments in Renfrewshire.

The report advised that the principle aim of the new guidance was to introduce a degree of certainty for all stakeholders concerned with education capacity in Renfrewshire. Linking with the Council's Learning Estate Management Plan, the guidance aimed to clarify how planned housing developments and the pupils they generated would be accommodated within Renfrewshire's schools. Applicants for planning permission for residential development would be expected to use the guidance in shaping their planning application to allow them to make allowance for any financial or other contribution that might be expected from that proposed development. In addition, the report stated that the draft guidance, a copy of which was appended to the report, supplemented and aligned with the current relevant Local Development Plan (LDP) policy I8 on Developer Contributions. Subject to approval of the draft guidance, it would be published for a period of stakeholder consultation before being submitted to a future meeting of this Policy Board.

Following discussion, it was proposed and agreed that the Convener write, on behalf of the Policy Board, to Scottish Ministers encouraging them to present regulations, in terms of section 54 of the Planning (Scotland) Act 2019, that would enable local authorities to introduce an infrastructure levy for their area.

DECIDED:

- (a) That the new draft planning guidance on Developer Contributions (Education) appended to the report be noted;
- (b) That the draft planning guidance be approved for stakeholder consultation for a six-week period;
- (c) That it be noted that the outcomes of the consultation would be submitted to a future meeting of this Policy Board for consideration; and
- (d) That authority be delegated to the Convener, in conjunction with the Head of Economy & Development, to make any further incidental changes to the draft document as may be relevant, to ensure that the consultation document was as up to date as possible at the time of publication.

8 **Local Development Plan 3 Progress Update and Local Place Plans**

Under reference to item 9 of the Minute of the meeting of this Policy Board held on 29 August 2023 there was submitted a report by the Chief Executive relative to progress made in relation to the preparation of the next Local Development Plan for Renfrewshire and the extensive consultation and engagement that would be undertaken in this connection in the coming months.

The report stated that the Planning (Scotland) Act 2019 gave new powers to communities to prepare Local Place Plans for their area, as well as placing associated duties on the Council. Local Place Plans were community led plans which could be prepared by a community council or another community body, as defined by the Community Empowerment Act and focused on proposals for the development and use of land. Invitations to prepare Local Place Plans were sent to local communities across Renfrewshire during May 2023. Local Place Plans would require to be completed and submitted to the Council by May 2025 so they could be taken into account when preparing the next Local Development Plan. The report outlined support that would be available to local communities and the new requirements for the Council to validate and maintain a register of Local Place Plans.

DECIDED:

- (a) That the update on the consultation and engagement that would take place with local communities to inform the preparation of the new Renfrewshire Local Development Plan (LDP3) be noted;
- (b) That the new requirement for the Council to validate and maintain a register of Local Place Plans prepared across Renfrewshire be noted;
- (c) That it be agreed that this Policy Board take the decision on whether a Local Place Plan should be validated; and
- (d) That the support being offered to communities to help them prepare a Local Place Plan for their area be noted.

9 **Planning Applications**

There were submitted reports by the Chief Executive relative to the following applications for planning permission that required to be determined by the Board.

22/0569/PP - Approval of Matters specified in Conditions 2, 4 and 6 of planning permission in principle approval 18/0638/PP, for the erection of a residential development comprising 180 dwellinghouses at land at Junction 29, St James Interchange, Ferguslie Park (bound by Ferguslie Park Avenue, existing Railway) by J29 (Scotland) Ltd

A McKenzie, Planner, made a presentation relative to the proposal.

In terms of Standing Order 59 Councillor Paterson, moved that the application be refused for the reasons detailed within the report. This was agreed unanimously.

DECIDED: That the application be refused for the reasons detailed within the report.

22/0574/PP - Erection of a residential development comprising 45 flats with associated access, parking and landscaping at site between Abbeyfield House and Ivy Gardens Station Road Paisley by Springfield Properties PLC

J Weir, Planner, made a presentation relative to the proposal.

Councillor Smith indicated that he was of the view that the application should be granted, outlining the main reasons for adopting this position.

ADJOURNMENT

The meeting adjourned at 1.33 pm and reconvened at 1.44 pm.

Councillor McNaughtan, seconded by Councillor Shaw moved that the application be refused for the reasons detailed within the report.

Councillor Smith, seconded by Councillor Ann-Dowling, moved as an amendment that the application be granted subject to appropriate conditions and a Section 75 Agreement being entered into by the developer to secure the affordable housing units as the proposal was a continuance of the building form and building environment and complied with Policy 14 of National Planning Framework 4 and Policy 1 of the adopted Renfrewshire Local Development Plan. It was further proposed that delegated authority would be granted to Planning officers to determine the appropriate planning conditions applicable and the terms of the Section 75 agreement to secure the affordable housing units.

On the roll being called, the following members voted for the motion: Councillors Adam, Hannigan, MacFarlane, K MacLaren, McGurk, McNaughtan, Nicolson, Paterson and Shaw.

The following members voted for the amendment: Councillors Ann-Dowling, Gilmour, N Graham, McGuire and Smith.

9 members having voted for the motion and 5 members having voted for the amendment, the motion was accordingly declared carried.

DECIDED: That the application be refused for the reasons detailed within the report.

23/0296/PP - Formation of car park with associated access and landscaping and realignment of boundary wall at India of Inchinnan Greenock Road Inchinnan by City Gate Construction Ltd

J Weir, Planner, made a presentation relative to the proposal.

In terms of Standing Order 59 Councillor Paterson, moved that the application be granted subject to the conditions and reasons detailed within the report. This was agreed unanimously.

DECIDED: That the application be granted subject to the conditions and reasons detailed within the report.

24/0025/LB - Realignment of front boundary wall at India of Inchinnan Greenock Road Inchinnan by City Gate Construction Unit

J Weir, Planner, made a presentation relative to the proposal.

In terms of Standing Order 59 Councillor Paterson, moved that the application be granted subject to the conditions and reasons detailed within the report. This was agreed unanimously.

DECIDED: That the application be granted subject to the conditions and reasons detailed within the report.

Minute of Meeting Infrastructure, Land and Environment Policy Board

| Date | Time | Venue |
|--------------------------|-------|--|
| Wednesday, 20 March 2024 | 10:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Jennifer Adam, Councillor Stephen Burns, Councillor Jacqueline Cameron, Councillor Michelle Campbell, Councillor Carolann Davidson, Councillor Eddie Devine, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor John Gray, Councillor James MacLaren, Councillor Janis McDonald, Councillor Iain McMillan, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Will Mylet, Councillor Iain Nicolson, Councillor Andy Steel

Chair

Councillor Campbell, Convener, presided.

In Attendance

G McNeil, Director of Environment, Housing & Infrastructure; G Hutton, Head of Operations & Service Development, G Hannah, Head of Climate, Public Protection & Roads, N Drummond, Lead Officer (Environmental Co-ordination), G Darbyshire, Senior Service Delivery Manager, G Heaney, Climate and Public Protection Manager, J McElhinney, Fleet & Sustainable Transport Manager, L Ward, Waste & Recycling Manager, J Wallace, Infrastructure & Assets Manager, B Wilson, Neighbourhood Services Manager and S Heron, Assistant Transportation & Development Manager (all Environment, Housing & Infrastructure); A Johnson, Principal Estates Surveyor (Chief Executive's); and C McCourt, Head of Finance & Procurement, L Dickie, Finance Business Partner and E Gray and R Devine, both Senior Committee Services Officers (all Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be filmed for live or subsequent broadcast via the Council's internet site.

Declarations of Interest and Transparency Statements

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

1 Community Asset Transfer Sub-committee

There was submitted the Minute of the meeting of the Sub-committee held on 24 January 2024, a copy of which forms the Appendix to this document.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring as at 5 January 2024

Under reference to item 1 of the Minute of the meeting of this Policy Board held on 24 January 2024, there was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the revenue budget for services reporting to this Policy Board as at 5 January 2024.

The report advised that at the meeting of this Policy Board held on 24 January 2024 it was agreed that an expanded financial report would be presented to the next meeting with a detailed analysis of the financial position of the services under its remit. The report set out broad reasons for overspend in subjective budget headings in Appendix 1 to the report, and a more detailed analysis of spend at a service area level was summarised in Appendix 2.

It was noted that the projected revenue outturn as at 31 March 2024 for Infrastructure, Land and Environment was an overspend position of £3.321 million against the revised budget for the year and that the projected capital outturn was a breakeven position.

DECIDED:

(a) That it be noted that the Revenue Budget Monitoring report, set out at Appendix 1 to the report, identified a projected annual overspend of £3.321 million (10.3% of total budget) for Infrastructure, Land and Environment services and that the overall overspend for the services reporting to this Policy Board had increased by £0.161 million since the last reporting period;

(b) That it be noted that the projected costs for this financial year were based on the financial information available at the time of reporting and that the outturn position may vary depending on the operational and market conditions;

(c) That the narrative provided in the report and explanation to the budget position for service areas be noted; and

(d) That it be noted that the forecasted financial overview and overspend position for this Policy Board would be reported to the Finance, Resources & Customer Services Policy Board incorporating the overspend position and that the Council's overall overspend position would be managed through the Financial Sustainability Fund approved at the meeting of Council held on 2 March 2023.

3 **Service Update Report**

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to key service activities.

The report provided updates since the previous meeting of this Policy Board held on 24 January 2024 in respect of key areas delivered by services within Environment, Housing & Infrastructure, which were within the remit of this Policy Board, including climate change; Team Up to Clean Up; operation and infrastructure service arrangements; fleets, roads and transportation; neighbourhood services; waste and recycling services; and #YouDecide.

DECIDED: That the content of the report be approved.

Sederunt

Councillor Montgomery left the meeting prior to consideration of the following item of business.

4 **Electric Vehicle Charging Infrastructure (EVCI) - Regional Collaboration**

There was submitted a report by the Director of Environment, Housing & Infrastructure relative to work undertaken to develop a collaborative approach to expanding the public electric vehicle charging infrastructure (EVCI) network across the eight local authorities in the Glasgow City Region (GCR).

The report summarised the work which had been undertaken to date to support the expansion of the EVCI network across Renfrewshire and the other seven local authorities in the GCR. The seven principles which would guide the collaboration between authorities, as agreed by the GCR Cabinet in August 2023, were set out in the report together with the objectives and anticipated benefits of the collaboration. Also detailed in the report were the next steps and the anticipated financial and legal implications.

A draft timetable was set out at section 7 of the report and it was highlighted that Transport Scotland had not renewed the Charge Place Scotland contract resulting in the requirement for all local authorities (and other chargepoint owners currently using the system) to put in place an alternative arrangement for the back-office and maintenance of their chargepoints before December 2025.

In terms of the governance arrangements, it was noted in section 8 of the report that key decisions taken by the GCR Cabinet would also need to be approved through the relevant local governance structures of each of the eight authorities. It was further noted that the collaboration would also require an Inter Authority Agreement to be put in place and signed off by all 8 GCR local authorities. In order to allow the project to meet the proposed timeline, it was proposed that the approval of the Inter Authority Agreement; issuing of the tender documents; and approval of the preferred bidder and agreement to enter into a contract be delegated to the Director of Environment, Housing and Infrastructure on behalf of Renfrewshire Council.

DECIDED:

- (a) That the content of the report and the collaborative work undertaken to date be noted;
- (b) That the participation of the Council in a collaborative procurement to engage a commercial partner through a partnership with all eight local authorities in Glasgow City Region, to deliver the benefits set out in Section 3 of report, be approved;
- (c) That the detail at Section 7.2 of the report regarding the proposed cessation of Chargeplace Scotland by the end of 2025 be noted and that it be further noted that the Council would have to have alternative arrangements in place for back-office systems regardless of the delivery model agreed;
- (d) That it be agreed in principle to enter into an Inter Authority Agreement (IAA) among the eight local authorities, and delegate the subsequent procurement and commercial decisions relating to the commencement and conclusion of the procurement process to the Director of Environment, Housing & Infrastructure, in line with the approach set out in Section 8 the report; and
- (e) That officers be instructed to provide update reports on the progress of the work to this Policy Board as required throughout the development of the project.

5 **Renfrewshire Allotments Annual Report 2023**

There was submitted a report by the Chief Executive relative to the Renfrewshire Allotments Annual Report 2023. The annual report was set out in full at Appendix 1 to the report.

The report set out the Council's statutory duty to provide allotments under the provisions of the Community Empowerment (Scotland) Act 2015 (Part 9) along with a number of associated duties, including the requirement for the publication of an annual allotments report. It was noted that there were 381 individual growing plots and a waiting list of 124 people as of December 2023. The number of people on a waiting list had risen by one since the end of 2022 but the ratio between waiting list and plot numbers remained below the statutory requirement of 50 percent.

DECIDED:

- (a) That the Renfrewshire Allotments Annual Report 2023 be approved; and

(b) That it be noted that, subject to Board approval, the report would be published on the Renfrewshire Council website in accordance with statutory requirements.

6 **Renfrewshire Community Meals Service – Lease Renewal**

There was submitted a report by the Chief Executive relative to the proposed extension of the lease of premises at Unit 11, Baltic Business Park, Murray Street, Paisley leased by Renfrewshire Council from landlord Sunflower Industrial Property Nominee Ltd for the purpose of continuing the Community Meals Services. The site was identified in a plan attached as an appendix to the report.

DECIDED: That the Head of Corporate Governance be authorised to extend the lease of Unit 11, Baltic Business Park, Murray Street, Paisley, currently leased from landlord Sunflower Industrial Property Nominee Ltd, as set out in the plan appended to the report, on the provisional terms and conditions outlined in the report and subject to such other conditions as may be considered necessary to protect the interests of the Council.

7 **Shop Premises at 37 George Street, Paisley**

There was submitted a report by the Chief Executive relative to the proposed new lease of 37 George Street, Paisley to Mohammad Siddiqui. The site was identified in a plan attached as an appendix to the report.

DECIDED: That a new lease of 37 George Street, Paisley to Mohammad Siddiqui, based on the contents of the report, be approved.

8 **Land at Broomlands Street, Paisley**

Under reference to item 11 of the Minute of the meeting of this Policy Board held on 15 March 2023, there was submitted a report by the Chief Executive relative to the proposed adjustment of the purchase price calculation in relation to the disposal of land at Broomlands Street, Paisley to J & A Developments Ltd. The site was identified in a plan attached as an appendix to the report.

The report advised that at the meeting of this Policy Board held on 15 March 2023 the main terms and conditions of the sale of the land at Broomlands Street, Paisley was approved with the price payable for this land being £250,000 plus VAT, subject to the purchaser obtaining planning permission for the development of 60 flats. If planning permission for either more or less than 60 flats was secured, then the purchase price would be adjusted pro-rata on the basis of a rate of £12,500 per flat.

On review, it became apparent that the strict application of this calculation could mean that in the event planning permission was received for 40 flats or less, no price would be payable. This was not an acceptable position for the Council so further discussions with the purchaser had taken place and a provisional agreement was reached with the price to be paid set at one third of the total number of units granted planning permission on both the Council's land plus J & A Developments adjacent site multiplied by £12,500.

DECIDED: That an adjustment to the purchase price calculation in relation to the disposal of land at Broomlands Street, Paisley to J & A Developments Ltd., as detailed in the report, be approved.

9 **Shop Premises at 19 Stoddard Square, Elderslie**

There was submitted a report by the Chief Executive relative to the proposed new lease of 19 Stoddard Square, Elderslie to Robert McDonald. The site was identified in a plan attached as an appendix to the report.

DECIDED: That a new lease of 19 Stoddard Square, Elderslie to Robert McDonald, based on the contents of the report, be approved.

10 **Unit 3 Bridgewater Industrial Estate, Erskine**

There was submitted a report by the Chief Executive relative to the proposed new lease of Unit 3, Bridgewater Industrial Estate, Erskine to Paul Officer. The site was identified in a plan attached as an appendix to the report.

DECIDED: That a new lease of Unit 3 Bridgewater Industrial Estate, Erskine to Paul Officer, based on the contents of the report, be approved.

11 **14A Thornhill, Johnstone**

There was submitted a report by the Chief Executive relative to the proposed new lease of 14A Thornhill, Johnstone to Anthony Barlow. The site was identified in a plan attached as an appendix to the report.

DECIDED: That a new lease of 14A Thornhill, Johnstone to Anthony Barlow, based on the contents of the report, be approved.

12 **Unit H, Floors Street, Johnstone**

There was submitted a report by the Chief Executive relative to the proposed new lease of Unit H, Floors Street, Johnstone to William Jamieson. The site was identified in a plan attached as an appendix to the report.

DECIDED: That a new lease of Unit H, Floors Street, Johnstone to William Jamieson, based on the contents of the report, be approved.

13 **Unit J Floors Street, Johnstone**

There was submitted a report by the Chief Executive relative to the proposed new lease of Unit J, Floors Street, Johnstone to Ahmed Ameen. The site was identified in a plan attached as an appendix to the report.

DECIDED: That a new lease of Unit J, Floors Street, Johnstone to Ahmed Ameen based on the contents of the report, be approved.

14 **Unit 10, First Floor, Bargarran Centre, Erskine – Lease Renewal**

There was submitted a report by the Chief Executive relative to the proposed extension of the lease of premises at Unit 10, First Floor, Bargarran Centre, Erskine leased by Renfrewshire Council from landlord The Albert Trust for the purpose of providing flexible accommodation for booking by community organisations. The site was identified in a plan attached as an appendix to the report.

DECIDED: That the Head of Corporate Governance be authorised to extend the lease of Unit 10, Bargarran Centre, on the provisional terms and conditions outlined in the report and subject to such other terms and conditions that may be considered necessary to protect the interests of the Council.

Minute of Meeting Community Asset Transfer Sub-committee

| Date | Time | Venue |
|----------------------------|-------|--------------------------|
| Wednesday, 24 January 2024 | 13:00 | Microsoft Teams Meeting, |

Present: Councillor Michelle Campbell, Councillor John Gray, Councillor Janis McDonald, Councillor Iain Nicolson, Councillor Andy Steel

Chair

Councillor Campbell, Convener, presided.

In Attendance

A Morrison, Head of Economy & Development Services and S Inrig, Programme Manager – Community Asset Transfer & Regeneration (both Chief Executive's Service); and N Young, Assistant Managing Solicitor (Litigation & Advice) and E Gray, Senior Committee Services Officer and D Cunningham, Committee & Licensing Services Officer (both Finance & Resources).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Sub-committee would be filmed for live or subsequent broadcast via the Council's internet site.

Declarations of Interest

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

Transparency Statements

Councillor Nicolson declared a connection in respect of Item 2 - CAT Request for Erskine Community Allotments, Barhill Road, Erskine PA8 6EZ - by reason of having had correspondence with the applicant around the process to be followed for a Community Asset Transfer. However, he indicated that he had applied the objective test and did not consider he had an interest to declare and intimated that it was his intention to remain in the meeting and take part in any discussion or voting thereon.

1 **CAT Request for Management Rights for Part of the Site known as Mansfield, Manse Crescent, Houston PA6 7EG**

There was submitted a report by the Chief Executive relative to a Community Asset Transfer request submitted in respect of the transfer of part of the site known as Mansfield, Manse Crescent, Houston. The application was set out in full as an appendix to the report.

The report provided an overview to Community Asset Transfer (CAT) legislation, the site, the applicant and the Council's process for determining applications.

The CAT request was validated on 24 November 2023 and sought the transfer of management rights for the site. The purpose of the application was to allow for the orchard which had been planted by the applicant, Bee Happy, to be extended with view to providing fruit and nut trees and shrubs creating a peaceful area for local people to enjoy. The applicant had not proposed a payment for the management rights.

Following submission of the application, interested parties were entitled to provide written representations. No representations were received.

The application was initially considered by the Council's CAT Officer Panel on 11 December 2023 where it was agreed to recommend that this Sub-committee approve the request.

Councillor Campbell moved:

(a) That the request for the transfer of management rights for part of the site, as indicated in the appendix to the report, be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to develop and agree an appropriate licence for the management of the asset in accordance with the Act and on such terms as required to protect the Council's interest.

This was agreed unanimously.

DECIDED:

(a) That the request for the transfer of management rights for part of the site, as indicated in the appendix to the report, be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to develop and agree an appropriate licence for the management of the asset in accordance with the Act and on such terms as required to protect the Council's interest.

2 **CAT Request for Erskine Community Allotments, Barhill Road, Erskine PA8 6EZ**

There was submitted a report by the Chief Executive relative to a Community Asset Transfer request submitted in respect of the transfer of Erskine Community Allotments. The application was set out in full as an appendix to the report.

The report provided an overview to Community Asset Transfer (CAT) legislation, the site, the applicant and the Council's process for determining applications.

The CAT request was validated on 24 November 2023 and sought the transfer of ownership of the site to the applicant, Erskine Allotments SCIO. The purpose of the application was to secure the future of the allotment site and to increase the number of allotments available enabling an additional 24 people to have experience of an allotment and reduce the waiting list. The applicant had offered to pay £1 for the site.

Following submission of the application, interested parties were entitled to provide written representations. Two representations were received and these were detailed in Section 6.14 of the report.

The application was initially considered by the Council's CAT Officer Panel on 11 December 2023 where it was agreed to recommend that this Sub-committee approve the request.

Councillor Campbell moved:

(a) That the request for the transfer of ownership of the site at the discount price of £1 to Erskine Allotments SCIO be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to conclude the sale of the asset in accordance with the Act and on such terms as required to protect the Council's interest.

This was agreed unanimously.

DECIDED:

(a) That the request for the transfer of ownership of the site at the discount price of £1 to Erskine Allotments SCIO be approved; and

(b) That the Head of Economy & Development and the Head of Corporate Governance be authorised to conclude the sale of the asset in accordance with the Act and on such terms as required to protect the Council's interest.

Minute of Meeting Personnel Appeals and Applied Conditions of Service Appeals Panel.

| Date | Time | Venue |
|-------------------------|-------|---|
| Thursday, 21 March 2024 | 09:30 | Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Fiona Airlie-Nicolson, Councillor Stephen Burns, Councillor Andy Doig, Councillor Audrey Doig, Councillor John Gray, Councillor Ben Smith, Councillor Andy Steel

Chair

Councillor Burns, Convener, presided.

In Attendance

K Clark, Strategic Lead Partner (People) and R Devine, Senior Committee Services Officer (both Finance & Resources).

Also in Attendance

P Wilson, Operational People Partner.

Declarations of Interest and Transparency Statements

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

EXCLUSION OF PRESS AND PUBLIC

The Appeals Panel resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

1 Environment, Housing & Infrastructure

Consideration was given to an appeal submitted by an employee of Environment, Housing & Infrastructure following dismissal from the Council's employment.

The appellant was present accompanied by J Carr. C Dalrymple, Head of Facilities & Property Services (Environment, Housing & Infrastructure); and K Dalziel, People Adviser (Finance and Resources) represented management.

The Head of Facilities & Property Services and his witness, J Wallace presented the management case.

The appellant side and members of the Panel had an opportunity to question the management representatives and the evidence presented.

The Panel adjourned at 10.30am and resumed at 10:40am

J Carr and the appellant presented the appellant's case.

The Panel and representatives of the management side agreed that supplementary information relating to texts received by the appellant from her line managers in connection with the use of taxis be provided to those present.

The Panel adjourned at 10.45am and resumed at 11:15am to facilitate printing of the supplementary information. Copies of the supplementary papers were circulated to those present.

Thereafter the management representatives and members of the Panel had an opportunity to question the appellant and the evidence presented.

Both sides summed up their position and then withdrew from the meeting to allow the Panel to consider the matter and reach a decision.

Following discussion, it was the Panel's decision that the grounds of the appeal had been substantiated in part, that the sanction was considered too harsh and the appeal be upheld to the extent that the sanction of dismissal be replaced with reinstatement of employment and the issue of a final written warning. In addition, the Panel made a number of recommendations to be taken to the Service for consideration.

Both parties re-joined the meeting and were informed of the decision by the Convener.

DECIDED: That the grounds of the appeal had been substantiated in part, that the sanction was considered too harsh and the appeal be upheld to the extent that the sanction of dismissal be replaced with reinstatement of employment and the issue of a final written warning.

Minute of Meeting Petitions Board

| Date | Time | Venue |
|-----------------------|-------|------------------------|
| Monday, 25 March 2024 | 14:00 | Remotely via MS Teams, |

Present: Councillor Jennifer Adam, Councillor Stephen Burns, Councillor Edward Grady, Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Robert Innes, Councillor David McGonigle, Councillor Jim Paterson, Councillor Ben Smith

Chair

Councillor Burns, Convener, presided.

In Attendance

M Higgenbotham, Transportation & Active Travel Manager and F Muir, Road Safety Officer (both Environment, Housing & Infrastructure); J Lochans, Education Manager and L Baillie, Resources Support Manager (both Children's Services); M Conaghan, Head of Corporate Governance, K Ballantyne, Senior Service Delivery Officer (Children Services Admin Support) and E Gray, Senior Committee Services Officer (all Finance & Resources); and L Howat, Head of Mental Health, Learning Disabilities and Alcohol and Drugs Recovery Services (Renfrewshire HSCP).

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Board would be filmed for live or subsequent broadcast on the Council's internet site.

Declarations of Interest and Transparency Statements

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

Order of Business

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 2 of the agenda before item 1 of the agenda.

1 **Petition – Safe Travel to School, Elderslie**

There was submitted a report by the Director of Finance & Resources relative to a petition received from Ms L Clulow in the following terms:

"Lack of safe places to cross the main road and council policy are putting children residing in the streets surrounding Newton Avenue (including Roundhill Dr; Newton Dr; Newton Ave and part Main Rd) in danger. This small pocket of streets which is 0.02 miles under the qualifying 2 mile zone excludes secondary school children from travelling to and from Castlehead using the council's 'Safe travel to school' bus.

This policy technicality means:

a lone child can be expected to make a 48 min each way walk on own crossing 2 busy roads with no safe crossing.

OR

The child could use public transport (on own). With no nearby safe crossing (running gauntlet of main rd or crossing over cycle bridge which is known for daylight sex attacks not viable options) the child must walk 10 mins (in opposite direction to where they are going) to the bottom of Glenpatrick Rd to use pedestrian crossing and then get the public bus from the same stop their peers wait for the school bus. They would then have to traverse from the museum to the school on foot (and in the dark during winter months)

Both these options are deeply unsettling for both parent and child.

This petition is asking that the council provide children residing in these areas attending Castlehead with a safe place to cross the main road and an unconditional school bus pass allowing travel to and from school safely with peers.

The councils 'safe travel to school' policy hasn't been reviewed in 10 years. There have been significant traffic, societal and infrastructural changes since then. With the new houses being built at the top of Newton Ave, the existing traffic problems is only going to worsen."

Ms Clulow was in attendance at the meeting and addressed the Board in support of her petition.

The Board heard from the Road Safety Officer who advised that the Council would undertake to carry out an evaluation of the route walked by pupils from the area in question to Castlehead High School to ensure that it still complied with the Local

Authority Road Safety Officers Association guidelines. It was also intimated that the installation of a road crossing would be investigated and that the service would work with the lead petitioner to identify the desired location.

In terms of Standing Order 59 Councillor Burns, moved that the petition be referred to the Directors of Children's Services and Environment, Housing & Infrastructure for further investigation without any specific recommendation. This was agreed unanimously.

DECIDED: That the petition be referred to the Directors of Children's Services and Environment, Housing & Infrastructure for further investigation without any specific recommendation.

Declarations of Interest

Councillor McGonigle declared an interest in respect of Item 1 of the agenda - Petition – Milldale Day Opportunities Services - by reason of having been involved in a campaign relating to the petition and indicated his intention to leave the meeting during consideration of this item and not take part in any discussion or voting thereon.

Councillor Adam declared an interest in respect of Item 1 of the agenda - Petition – Milldale Day Opportunities Services - by reason of holding the role of Chair of the Renfrewshire Health and Social Care Integration Joint Board and indicated her intention to leave the meeting during consideration of this item and not take part in any discussion or voting thereon.

Councillor N Graham declared an interest in respect of Item 1 of the agenda - Petition – Milldale Day Opportunities Services - by reason of having been involved in a campaign relating to the petition and indicated his intention to leave the meeting during consideration of this item and not take part in any discussion or voting thereon.

Sederunt

Councillors Adam, N Graham and McGonigle left the meeting prior prior to consideration of the following item of business.

2 Petition – Milldale Day Opportunities Services

There was submitted a report by the Director of Finance & Resources relative to a petition received from Ms S McGrattan in the following terms:

"This petition is in regards to the merger and closure of Milldale Day Opportunities Services. We as a family (parents, carers and service users) feel that this service is vital to the well being of the vulnerable adults that attend this centre.

I remember very well being at the proposal of the closure of Greensyde to form the Milldale and was reassured that this would be a long lasting service building. 10 years later this is being taken away from our families. We urge the decision making team to reconsider this decision.

A large majority of adults that attend the centre at autistic. This means the need a

very structured life that is dependent on routines and all aspects of life remaining the same. Something as small as a staff member being off sick is enough to distress these vulnerable adults. We have concerns regarding the building of the Mirin that some of our service users would move to. And feel the most able bodied service users will be placed in the community to find activities to take up their day.

This caused a deep distress to me as my daughter Jemma may not be physically disadvantaged. I fear she will be walking around Paisley going to places that will not interest her. Taken away from the friends she calls family and won't have the social element in her life that Milldale have vitally provide for her. I know her and many others will recoil and their quality of life will diminish.

I have fought all my life for inclusion and feel that this decision to close and merge the Milldale centre is the opposite of what I believe all these adults have the right to have. I believe that there has been a £14 million overspend that the council needs to claw back on. However, I also believe that this overspend was not the fault of the older adults with disabilities group. Which further more seems increasingly unfair for them to be targeted and effected.

I also have autistic nephews that attend Riverbrae School. This is a huge worry as to where will be available for them in the future.”

The Clerk to the Board intimated that there had been an error in Section 1.5 of the report. It was noted that the reference to the response from the Head of Strategic Planning and Health Improvement should have read the Head of Mental Health, Learning Disabilities and Alcohol and Drugs Recovery Services.

The Head of Corporate Governance provided a verbal update on the current position in relation to the proposed merger of the Mirin and Milldale Day Opportunities Services which was considered as part of a wide range of service proposals at the meeting of the Renfrewshire Health and Social Care Integration Joint Board (IJB) held on 22 March 2024. Members of the IJB had been advised that the matter had become subject to a judicial review. A motion had been made that the IJB agree not to merge the services and an amendment had then been submitted seeking to continue consideration of the matter to a future IJB meeting. A vote had been taken in which four members voted for the motion and four voted for the amendment. This meant that, in accordance with the IJB standing orders, the matter would either be considered at a future meeting of the IJB or be subject to their dispute resolution procedures.

Ms McGrattan was in attendance at the meeting and addressed the Board in support of her petition.

In terms of Standing Order 59 Councillor Burns, moved that the petition be referred to the Renfrewshire Health and Social Care Integration Joint Board. This was agreed unanimously.

DECIDED: That the petition be referred to the Renfrewshire Health and Social Care Integration Joint Board.

Minute of Meeting Local Review Body.

| Date | Time | Venue |
|------------------------|-------|--|
| Tuesday, 26 March 2024 | 14:00 | Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

Present: Councillor Chris Gilmour, Councillor Neill Graham, Councillor Bruce MacFarlane, Councillor Iain Nicolson

Chair

Councillor MacFarlane, presided.

In Attendance

K Dalrymple, Development Plans & Housing Strategy Team Leader (Independent Planning Adviser to the Local Review Body); and N Young, Assistant Managing Solicitor (Litigation & Advice) (Independent Legal Adviser to the Local Review Body); and R Devine, Senior Committee Services Officer (Clerk to the Local Review Body) (both Finance & Resources).

Apology

Councillor Paterson.

Declarations of Interest and Transparency Statements

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

Procedure Note

The Convener summarised the procedure to be followed at the meeting of the Local Review Body (LRB), a copy of which had been circulated to members prior to the meeting.

1 **LRB02.24**

Consideration was given to a Notice of Review received in respect of the Planning Authority's decision to refuse planning permission for the erection of a single-storey dwellinghouse and associated works at a site on the eastern boundary of No 2 Johnshill, East End, Lochwinnoch. (23/0179/PP).

The Convener reminded members that this review had first been considered at a meeting of the LRB held on 30 January 2024 when the LRB had decided that it was unable to determine the review without further procedure and determined that the review should proceed by means of written submission and also by means of an unaccompanied inspection of the land to which the review related. That site visit had taken place on 14 March 2024.

In terms of further written submission, two procedure notices had been issued following the meeting. The first to the Appointed Officer who had made the planning decision, which was under review, in relation to further representations that had been provided by the interested parties in response to the review. At the previous meeting the independent Legal Advisor had explained that interested parties had the right to make further representations upon being notified of a review having been received and that this right had been exercised with a number of further representations having been received. The LRB was advised that it appeared these further representations contained matters which appeared to be new, in that they were not matters which were before the appointed officer when the original decision had been made. The LRB was further advised that there was a general prohibition on raising new matters in a review but that this did not apply where the matter was raised pursuant to a requirement or an entitlement to have regard to the development plan or any other material consideration.

The LRB was informed that it required to firstly determine in relation to the further representations whether they contained any matters that were not before the appointed officer, "new matters" and if so whether these had been raised pursuant to a requirement or an entitlement to have regard to the development plan or any other material consideration. In order to assist the LRB in that exercise, the Appointed Officer who made the original decision had provided written submissions setting out what matters within those further representations the officer considered were not before him when they made their decision and also, in the officer's view, whether these had been raised pursuant to a requirement or an entitlement to have regard to the development plan or any other material consideration. In this regard, the LRB agreed that the views of the Appointed Officer, as detailed in the response, contained within the agenda be accepted as the LRB's position. Members of the LRB accordingly only considered the new matter raised within the further representations relating to proposals for the site at 2 Johnshill, Lochwinnoch.

The second procedure notice issued related to supplementary material submitted by the applicant in respect of measures to mitigate tree loss. Members had been of the view that they did not have sufficient expertise to evaluate these measures and accordingly directed the Council's Tree and Woodland Officer to provide an assessment of the proposals. It was noted that his response to the Procedure Notice had been provided, although not within the time specified by the LRB, and that the appellant had been afforded the statutory 14 days to comment on the response.

Members of the LRB indicated that the views of the Council's Tree and Woodland Officer, as outlined within the response, and the comments submitted by the appellant thereon be taken into account in assessing the development proposal.

The following materials were before members in relation to the Notice of Review:

- (i) the Planning Authority's submission, which included the report of handling, accompanying documents and decision notice;
- (ii) the Notice of Review, together with supporting statement and productions submitted by the applicant;
- (iii) the further representations received from interested parties;
- (iv) the appellant's response to the further representations received from interested parties;
- (v) the Procedure Notice seeking further information from the Appointed Officer together with the response;
- (vi) the appellant's comments regarding the Appointed Officer's response;
- (vii) the Procedure Notice seeking further information from the Tree & Woodland Officer together with the response;
- (viii) the appellant's comments regarding the Tree & Woodland Officer's response.

The Convener confirmed that the LRB required to decide whether it had sufficient information before it to make a decision on this matter or whether further procedure was required to allow the LRB to determine LRB02.24/Planning Application 22/0179/PP. It was agreed that the LRB had sufficient information before it to reach a decision.

The Convener then advised that the LRB required to determine the application in accordance with the provisions of the development plan, including any supplementary guidance, unless material considerations indicated otherwise.

Following consideration, the Convener proposed that the application be refused for the reasons detailed in the report of handling prepared by the Planning Case Officer and included within the papers circulated prior to the meeting. This was agreed unanimously.

DECIDED: That LRB02.24/Planning Application 22/0179/PP be refused as the proposal does not fully accord with the provisions of the Development Plan and other material considerations were not considered to carry sufficient weight to justify the grant of planning permission for the following reasons;

- (a) The proposed development is contrary to the provisions of Policy 7 'Historic Assets and Places', of NPF 4 as the proposed development is likely to lead to the loss of woodland, a natural feature which makes a positive contribution to the character of the historic area;
- (b) The proposed development is contrary to the provisions of Policy 9 'Brownfield land, vacant and derelict land, and empty buildings' of NPF 4 as the application site is

considered to have high ecological value as it has been naturalised with woodland and the proposal is likely to lead to the loss of trees, which make a positive contribution to the character of the area;

(c) The proposed development is inappropriate and contrary to the provisions of Policy P1 of the adopted Local Development Plan and the New Development Supplementary Guidance Places Development Criteria given the proximity of the trees to the development the trees health and safety cannot be adequately protected;

(d) The proposed development is contrary to the provisions of Policies ENV2 – Natural Heritage and ENV3 - Built and Cultural Heritage of the adopted Local Development Plan, the New Development Supplementary Guidance Conservation Areas, Trees, Woodland and Forestry and Natural Heritage and the provisions of Historic Scotland's guidance on 'Setting' and 'New Development in Historic Settings' as the trees within the application site make a valuable contribution to the setting of 'Auld Simon' and the Lochwinnoch Conservation Area generally and the proposed development is likely to lead to the loss of part of this woodland which would have an adverse impact on the setting of the Category B listed 'Auld Simon' and the setting of the Conservation Area generally and these trees should be safeguarded; and

(e) The proposed development is inappropriate and contrary to the provisions of Renfrewshire's Planning and Development Tree Policy 2022 as there is no over-riding justification for the construction of the proposed dwellinghouse in proximity to trees and the development is likely to adversely affect the natural development and health of the trees remaining.

2 **LRB03.24**

Consideration was given to a Notice of Review submitted in respect of the Planning Authority's decision to refuse planning permission for the erection of dwellinghouse and livestock barn (in principle) at Site 500 metres southwest of Undercraig Farm House, Galahill Road, Langbank. (23/0158/PP)

The following materials were before members in relation to the Notice of Review:

- (i) Planning Authority's submission, which included the report of handling, accompanying documents and decision notice; and
- (ii) The Notice of Review, together with productions submitted by the applicant.

The Convener confirmed that the LRB required to decide whether it had sufficient information before it to make a decision on this matter or whether further procedure was required to allow the LRB to determine LRB03.24/Planning Application 22/0158/PP. It was agreed that the LRB had sufficient information before it to reach a decision.

During consideration and following discussion, the LRB was of the opinion that further procedure was required to allow the LRB to determine LRB03.24/Planning Application 23/0158/PP. It was proposed and agreed unanimously that the LRB direct that further written submission be provided by the appellant detailing the business reasons, together with supporting evidence, why the proposed dwellinghouse and livestock barn

required to be erected at the proposed site.

DECIDED: That consideration of LRB03.24/Planning Application 23/0158/PP be continued pending receipt of further written submissions from the appellant detailing the business reasons, together with supporting evidence, why the proposed dwellhouse and livestock barn required to be erected at the proposed site.

Minute of Meeting Regulatory Functions Board

| Date | Time | Venue |
|-------------------------|-------|-----------------------|
| Thursday, 28 March 2024 | 10:00 | Remotely by MS Teams, |

Present: Councillor Neill Graham, Councillor Lisa-Marie Hughes, Councillor Janis McDonald, Councillor Cathy McEwan, Councillor John McNaughtan, Councillor Kevin Montgomery, Councillor Sam Mullin

Present

Councillor N Graham, Councillor Hughes, Councillor McDonald, Councillor McEwan, Councillor McNaughtan, Councillor Montgomery and Councillor Mullin.

Chair

Councillor McNaughtan, Convener, presided.

In Attendance

C Young, Fair Trading & Licensing Standards Officer (Environment, Housing & Infrastructure); and D Campbell, Managing Solicitor (Licensing), E Currie, Senior Committee Services Officer, D Cunningham and A Easdon, both Committee Services & Licensing Officers and K Marriott and R McCallum, both Licensing & Committee Assistants (all Finance & Resources).

Apologies

Councillors Audrey Doig and Rodden.

Declarations of Interest

Councillor McNaughtan declared an interest in item 1 of the agenda for the reason that he had prior knowledge of the application which had been discussed at a meeting of the Paisley East & Whitehaugh Community Council which he had attended. Councillor McNaughtan indicated that as he had declared an interest, he would withdraw from the meeting during any discussion and voting on the item.

Transparency Statement

Councillor Mullin indicated that he had a connection to item 1 of the agenda by reason of the Secretary of Paisley East & Whitehaugh Community Council being known to him. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

Additional Items

The Convener intimated that there were additional items of business in relation to the grant of a Short-term Let Licence and a request for a Deputation which had not been included in the notice calling the meeting. The Convener, being of the opinion that the items, which are dealt with at items 1 and 4 below, were urgent, authorised their consideration.

Order of Business

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 11 of the supplementary agenda prior to item 1 of the agenda; item 9 of the agenda after item 1 of the agenda; item 10 of the supplementary agenda after item 9 of the agenda; item 4(e) of the agenda after item 4(a) of the agenda; item 4(f) of the agenda after item 4(e) of the agenda; item 5 of the agenda after item 4(f) of the agenda; item 8 of the agenda after item 5 of the agenda; item 4(b) of the agenda after item 8 of the agenda; item 4(d) of the agenda before item 4(c) of the agenda; and items 7(a) and (b) of the agenda before item 6(c) of the agenda.

1 Deputation

In terms of standing order 57, the Board considered a request from Jason Tannahill, on behalf of Renfrewshire Public Hire Association that a deputation be heard in the following terms:-

Following on from our discussion at the recent Taxi Trade meeting I would like to request that the Regulatory Functions Board afford us the opportunity to have a deputation appear before them when they are discussing the Vehicle age and specification of Taxis in order for us to speak to our position regarding the WAV policy adopted by the Council and to discuss the findings of the response which we submitted during the consultation.

I hope this accommodation can be made as we have serious concerns about Taxi provision in Renfrewshire if the current policy is not changed.

The Convener proposed that the deputation be heard at a future meeting of the Board. This was agreed unanimously.

DECIDED: That the deputation be heard at a future meeting of the Board.

Declaration of Interest

Councillor McNaughtan having previously declared an interest in the following item of business left the meeting and took no part in the discussion or voting thereon.

Chair

Councillor McEwan, Depute Convener, assumed the Chair.

2 Grant of Short-term Let Licence - Personal Appearance

There was submitted the undernoted application for grant of a Short-term Let Licence. The applicant had been asked to appear personally for the first time together with the objector to the application:-

Applicant: Mohammed Asif Khan
Premises: Flat 1/2, 8 Clarence Street, Paisley

Mr Khan, the applicant, joined the meeting by telephone call. There was no appearance by or on behalf of Paisley East & Whitehaugh Community Council, the objector to the application. After consideration of all matters before the Board the Depute Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

Chair

Councillor McNaughtan re-joined the meeting prior to consideration of the following item of business and resumed the Chair.

3 Renewal of Late Hours Catering Licence

There was submitted the undernoted application for renewal of a Late Hours Catering Licence:-

Applicant: Asda Stores Limited
Premises: Phoenix Retail Park, Linwood, Paisley
Activity: supermarket
Operating hours: Monday to Sunday – 11.00 pm to 5.00 am.
Licence No.: LHC050

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years.

Exclusion of Press and Public

The Board resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

4 Grant of Short-term Let Licence

There was submitted the undernoted application for grant of a Short-term Let Licence:-

Applicant: Kevin Moir
Premises: 69 Piper Road, Johnstone

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of three years. This was agreed unanimously.

DECIDED: That the application be granted for a period of three years.

Admission of the Press and Public

The press and public were invited back into the meeting prior to consideration of the following item of business.

5 Renewal of Street Trader's Licence - Personal Appearance

There was submitted the undernoted application for renewal of a Street Trader's Licence. The applicant had been asked to appear personally for the first time together with the late objector to the application:-

Applicant: Stephen Gillman
Premises: outside 21 High Street, Paisley
Activity: toy model cars, models and coins
Operating hours: Saturdays from 9.00 am to 5.00 pm
Licence No.: ST010

Mr Gillman, the applicant, joined the meeting by video call, together with Mr Morrison, Head of Economy & Development, Renfrewshire Council, who had submitted an objection received outwith the statutory timescale to the application, who also joined the meeting by video call.

On hearing the reasons for the lateness of the objection, Mr Gillman objected to the late objection being taken into account. The Convener proposed that the objection be taken into account when the application was being considered. This was agreed unanimously.

After consideration of all matters before the Board, the meeting adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be granted for a period of two years. This was agreed unanimously.

DECIDED: That the application be granted for a period of two years.

6 **Renewal of Private Hire Car Operator's Licence - Personal Appearance**

There was submitted the undernoted application for renewal of a Private Hire Car Operator's Licence. The applicant had been asked to appear personally for the first time:-

Applicant: Syed Azhar Islam Shah
Licence No.: PH1573

Mr Shah, the applicant, and Mrs Shah, his wife, both joined the meeting by telephone call. After consideration of all matters before the Board, the Convener proposed that Mr Shah's application for renewal of his Private Hire Car Operator's Licence be granted for a period of two years and that standard condition 1 of his licence be amended to enable Mr Shah to continue to operate his present vehicle, registration number FP15 VWH until 1 May 2024, subject to the vehicle continuing to be tested at three-monthly intervals. This was agreed unanimously.

DECIDED: That Mr Shah's application for renewal of his Private Hire Car Operator's Licence be granted for a period of two years and that standard condition 1 of his licence be amended to enable Mr Shah to continue to operate his present vehicle, registration number FP15 VWH until 1 May 2024, subject to the vehicle continuing to be tested at three-monthly intervals.

EXCLUSION OF PRESS AND PUBLIC

The Board resolved that the press and public be excluded from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 3 of part I of schedule 7A of the Local Government (Scotland) Act 1973.

7 **Surrender and Re-issue of Taxi Operators' Licences**

There were submitted the undernoted applications for the surrender and re-issue of Taxi Operators' Licences. Applicants (a) and (b) had been asked to appear personally for the first time:-

(a) Present Operator: Ian Mottram
Proposed Operator: James Tiffoney
Licence No.: TX110

Mr Tiffoney, the proposed operator, joined the meeting by video call. Mr Mottram, the present operator, had previously intimated that he would not be attending the meeting.

After consideration of all matters before the Board, the Convener proposed that the application be granted. This was agreed unanimously.

DECIDED: That the application be granted.

(b) Present Operator: John Stewart Reid
Proposed Operator: Anthony Barlow
Licence No.: TX235

There was no appearance by or on behalf of Mr Reid, the present operator. Mr Barlow, the proposed operator, joined the meeting by video call. After consideration of all matters before the Board, the Convener proposed that the application be granted. This was agreed unanimously.

DECIDED: That the application be granted.

(c) Present Operator: William Marshall
Proposed Operator: Nicholas Blunt
Licence No.: TX056

After consideration of all matters before the Board, the Convener proposed that the application be granted. This was agreed unanimously.

DECIDED: That the application be granted.

8 **Grant of Taxi Driver's Licence**

There was submitted the undernoted application for grant of a Taxi Driver's Licence:-

Thomas Gatley

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

9 **Variation of Private Hire Car Operator's Licence**

There was submitted the undernoted application for variation of a Private Hire Car Operator's Licence:-

Applicant: Thomas Daley
Variation: increase to 8 passengers
Licence No.: PH0567

After consideration of all matters before the Board, the Convener proposed that the application be granted. This was agreed unanimously.

DECIDED: That the application be granted.

10 Surrender and Re-issue of Taxi Operator's Licences

There were submitted the undernoted applications for surrender and re-issue of Taxi Operators' Licences. Applicants (a) and (c) had been asked to appear personally for the first time:-

(a) Present Operator: John McIntyre
Proposed Operator: Brian Scott
Licence No.: TX047

Mr McIntyre, the present operator, joined the meeting by telephone call and Mr Scott, the proposed operator, joined the meeting by video call. After consideration of all matters before the Board, the Convener proposed that the application be granted. This was agreed unanimously.

DECIDED: That the application be granted.

(b) Present Operator: Neil Doherty
Proposed Operator: Anthony Doherty
Licence No.: TX068

After consideration of all matters before the Board, the Convener proposed that the application be granted. This was agreed unanimously.

DECIDED: That the application be granted.

(c) Present Operator: David Pearson
Proposed Operator: Thomas Simpson
Licence No.: TX064

Mr Pearson and Mr Simpson, the present and proposed operators, both joined the meeting by telephone call. After consideration of all matters before the Board, the Convener proposed that the application be granted. This was agreed unanimously.

DECIDED: That the application be granted.

Adjournment

The meeting adjourned at 11.50 am and reconvened at 12 noon.

11 Grant of Private Hire Car Drivers' Licences

Under reference to item 7(c) of the Minute of the meeting of this Board held on 1 February 2024, the Board resumed consideration of application (a) for grant of a Private Hire Car Driver's Licence and there was submitted application (b) for grant of a Private Hire Car Driver's Licence. Applicant (a) had been asked to appear personally for the second time and applicant (b) had been asked to appear personally for the first time together with Police Scotland who had submitted an objection and a late supplementary letter to application (a) and an objection to application (b):-

(a) Sajjad Hussain

Mr Hussain, the applicant, and his Solicitor, Mr Reid, both joined the meeting by video call together with Sergeant Robertson, who also joined the meeting by video call, on behalf of the Chief Constable, who had submitted an objection and a supplementary letter received outwith the statutory timescale to the application.

On hearing the reasons for the lateness of the supplementary letter, the Convener proposed that the letter be taken into account when the application was being considered. Mr Reid had no objection to the late supplementary letter being taken into account when the application was being considered.

After consideration of all matters before the Board, the meeting adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be refused. This was agreed unanimously.

DECIDED: That the application be refused.

Sederunt

Councillor Montgomery left the meeting prior to consideration of the following item of business.

(b) Preacher Muguza

Mr Muguza, the applicant, joined the meeting by video call. Sergeant Robertson, remained in the meeting by video call having not left following consideration of the previous item of business, on behalf of the Chief Constable who had submitted an objection to the application. After consideration of all matters before the Board, the meeting adjourned to allow members to consider this application. The meeting was reconvened and the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

Adjournment

The meeting adjourned at 1.20 pm and reconvened at 2.15 pm.

12 Grant of Private Hire Car Operators' Licences

There were submitted the undernoted applications for grant of Private Hire Car Operators' Licences. Applicant (a) had been asked to appear personally for the first time:-

(a) Rahmatullah Naqibullah

Mr Naqibullah, the applicant, joined the meeting by telephone call. After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

(b) Slim Abidi

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

13 **Grant of Private Hire Car Drivers' Licences**

There were submitted the undernoted applications for grant of Private Hire Car Drivers' Licences:-

(a) Ali Almaliki

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

(b) Abdul Waheed Minhas

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

(c) Yamman Darbo

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

(d) Mobolaji Adisa

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

(e) Emad Fariabi

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

(f) Mohamad Alnayef

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

(g) Musaab Mohamed Hussein

After consideration of all matters before the Board, the Convener proposed that the application be granted for a period of one year. This was agreed unanimously.

DECIDED: That the application be granted for a period of one year.

Minute of Meeting

Finance, Resources and Customer Services Policy Board

| Date | Time | Venue |
|-------------------------|-------|---------------------|
| Thursday, 18 April 2024 | 10:00 | Via Teams Platform, |

Present: Councillor Fiona Airlie-Nicolson, Councillor Alison Ann-Dowling, Councillor Jacqueline Cameron, Provost Lorraine Cameron, Councillor Graeme Clark, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Edward Grady, Councillor Neill Graham, Councillor Robert Innes, Councillor Bruce MacFarlane, Councillor Iain Nicolson, Councillor John Shaw

Chair

Councillor Shaw, Convener, presided.

In Attendance

A MacArthur, Director of Finance & Resources; J Bowles, Corporate Procurement Manager, R Park and L Gillan, both Strategic Category Managers, G Beattie, Strategic Commercial Category Manager and S Ford, Senior Procurement Specialist (all Chief Executive's); C Dalrymple, Head of Facilities & Property Services, L Feely, Head of Housing Services, G Hannah, Head of Climate, Public Protection & Roads and D Viola, Lead Facilities Manager (Support Services) (all Environment, Housing & Infrastructure); M Conaghan, Head of Corporate Governance, C McCourt, Head of Finance & Procurement, P Murray, Head of Digital, Transformation & Customer Services, G Innes, Senior Service Delivery Manager (Customer & Digital Operations), E Shields, Business Services Manager, S Fanning, Strategic Lead Partner (Health & Safety), R Davison, Category Manager (ICT), E Gray Senior Committee Services Officer and D Cunningham, Committee Services & Licensing Officer (all Finance & Resources).

Apologies

Councillor McGonigle and Councillor Mullin.

Webcasting of Meeting

Prior to the commencement of the meeting the Convener intimated that this meeting of the Policy Board would be filmed for live or subsequent broadcast on the Council's internet site.

Declarations of Interest and Transparency Statements

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

1 Joint Consultative Board (Non-Teaching)

There was submitted the note of the inquorate meeting of the Joint Consultative Board (Non-Teaching) held on 8 February 2024, a copy of which forms the Appendix to this document.

DECIDED: That the note of the inquorate meeting be noted.

2 Revenue and Capital Budget Monitoring as at 5 January 2024

There was submitted a revenue and capital budget monitoring report by the Director of Finance & Resources as at 5 January 2024.

The report stated that the projected revenue outturn as at 31 March 2024 for all services reporting to this Policy Board was an overspend position of £2.610 million against the revised budget for the year. The projected capital outturn as at 31 March 2024 for projects reporting to this Policy Board was a breakeven position against the revised budget for the year. Appendices to the report provided detailed analysis of expenditure and budget adjustments were listed at sections 4 and 6 of the report.

DECIDED:

(a) That the projected revenue outturn position, detailed in Table 1 in the report, be noted;

(b) That the projected capital outturn position, detailed in Table 2 in the report, be noted; and

(c) That the budget adjustments, detailed at sections 4 and 6 of the report, be noted.

3 Revenue and Capital Budget Monitoring – Council Overview as at 5 January 2024

There was submitted an update report by the Director of Finance & Resources relative to an overview of revenue and capital budget expenditure for the Council as at 5 January 2024.

Tables 1 and 2 of the report detailed that the projected revenue outturn position for all services as at 31 March 2024 was an overspend of £8.652 million and the projected capital outturn position for all services was an underspend of £0.143 million, split between General Fund services and the Housing Revenue Account. Further analysis was detailed in the appendices to the report.

DECIDED:

- (a) That the projected revenue outturn position detailed in Table 1 of the report be noted, considering that the forecast position was based on best estimates at that point in time;
- (b) That the substantial risks to the budget position as outlined in section 3 of the report be noted;
- (c) That the projected capital outturn position, detailed in Table 2 of the report, be noted; and
- (d) That the prudential indicators detailed in section 6 of the report be noted.

4 Business Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to the performance of key business services functions, including revenue collection and benefit administration, for the period ending 28 February 2024.

The report provided an update on the funding and expenditure position for Discretionary Housing Payments and the Scottish Welfare Fund. Appendices to the report provided information on revenue collection and key performance indicators.

DECIDED: That the content of the report be noted.

5 Customer Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to the performance of key customer services functions including call centre, face-to-face and digital support for customers to February 2024.

The report provided an update on the overall contact centre call handling volumes and indicated that face-to-face services continued in Renfrewshire House. Details of customer volumes were provided in the report. The report advised that demand for digital services remained high and provided an update on the level of online transactions being completed.

DECIDED: That the content of the report be noted.

6 Civic Hospitality

There was submitted a report by the Director of Finance & Resources relative to consideration of requests received by the Provost for civic hospitality from organisations for specific events as detailed within the report.

The report proposed the type and cost of civic hospitality to be provided in respect of each civic event and sought authorisation for the Director of Finance & Resources, in consultation with the Provost, to make the necessary arrangements to provide civic hospitality, or in the case of events that had already been arranged, to homologate the action taken by the Head of Corporate Governance, in consultation with the Provost, to provide civic hospitality as detailed below:-

- (i) St Vincent's Hospice - £450 for the purchase of a table at their 'An audience with' event;
- (ii) Evelyn Hood - £1,100 for a Provost's Distinction Certificate presentation ceremony and book launch;
- (iii) Paisley Rotary Club - £900 for a welcome lunch for the Fürth Rotarians;
- (iv) Lilybank Bowling Club - £500 for a civic reception to mark the 100-year anniversary of the Houstoun Square War Memorial;
- (v) Renfrewshire's Chamber of Commerce - £3,000 for a civic reception to mark the Chamber's 60th Anniversary;
- (vi) Lilybank Bowling Club - £2,500 for a civic reception to mark the Club's 150th anniversary;
- (vii) Action for Children - £2,000 for a civic reception to mark the charity's 25th anniversary;
- (viii) Bridge of Weir Community Council - £1,200 for a civic reception at the dedication event for the addition of James Reynolds DCM to the Bridge of Weir War Memorial;
- (ix) Royal British Legion - £1,000 to provide hospitality for the event to mark the Paisley Cenotaph's 100th anniversary;
- (x) Dates-n-Mates - £450 for the purchase of a table at their 2024 Celebration Night Awards event; and
- (xi) 102 Field Squadron together with the Royal British Legion Scotland Paisley Comrades Branch - £2,000 to provide hospitality for their Armed Forces Day event.

The report advised that the budget provision for 2024/25 for civic hospitality (including international links) was £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £23,690.

DECIDED:

- (a) That the provision of hospitality, as detailed in section 1 of the report, for the Fürth Rotary Club visit; the rededication of the war memorials at Paisley, Johnstone and Bridge of Weir; Lilybank Bowling Club; Renfrewshire Chamber of Commerce; Action for Children; and the Armed Forces Family Fun Day; and the purchase of a table at the Dates-n-Mates awards be approved;
- (b) That the Director of Finance & Resources, in consultation with the Provost, be authorised to make the necessary arrangements for the provision of hospitality and purchase of tickets;
- (c) That the action taken in respect of the civic reception for the Evelyn Hood Distinction Presentation and book launch be homologated; and
- (d) That the action taken by the Head of Corporate Governance in terms of his delegated authority in respect of the St Vincent's 'An audience with' event be noted.

7 Administration of Medication and Medical Treatments Policy

There was submitted a report by the Director of Finance & Resources relative to the proposed Administration of Medication and Medical Treatments Policy, which was attached at Appendix 1 to the report.

The report advised that the policy had been developed to reflect legislative changes and best practice and to ensure that the Council continued to meet the requirements of the Health and Safety at Work etc. Act 1974 and the Care Inspectorate guidance. The aim of the policy was to: control the medication and medical treatment risks to employees and others who may be affected by their Service's undertakings; assist employees to act appropriately and safely, maintaining best practice; and outline the principles governing medication and medical treatments.

The application of the policy would apply to all services, including educational settings as well as those services delivered by the Renfrewshire HSCP. It was noted that Trade Unions had agreed the development of the policy.

DECIDED: That the Administration of Medication and Medical Treatments Policy be approved.

8 Facilities and Property Services - Service Update Report

There was submitted an update report by the Director of Environment, Housing & Infrastructure relative to the operational performance of Facilities Management (Hard and Soft Services, including Building Services) and Property Services as delivered by Environment, Housing & Infrastructure since the last meeting of this Policy Board.

DECIDED: That the content of the report be noted.

9 Contract Authorisation Report for an Automated Assistant for Customer Services (Reference: RC-CPU-23-330)

There was submitted a report by the Director of Finance & Resources relative to the award of a contract for the provision of an Automated Assistant for Customer Services to ICS.AI Ltd.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for the provision of an Automated Assistant for Customer Services to ICS.AI Ltd, being a call-off contract made under the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13, in accordance with the award procedure for this framework;

(b) That the initial term of the contract of three years with the option for the Council to extend the contract (extension period) for up to 12 months be authorised;

(c) That it be noted that the proposed start date was 13 May 2024 and that the actual date would be formally confirmed in the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 Call-Off Contract (Order Form); and

(d) That the contract value of £433,590 excluding VAT for the initial three-year term and total contract value of £560,000 excluding VAT if the option extension period was utilised be authorised.

10 **Contract Authorisation Report for The Provision of a Microsoft 365 Backup Solution**

There was submitted a report by the Director of Finance & Resources relative to the award of a contract for the Provision of a Microsoft 365 Backup Solution to Phoenix Software Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contract for the Provision of a Microsoft 365 Backup Solution to Phoenix Software Limited, being a call-off contract under Lot 3 of the Crown Commercial Services Framework Agreement for Technology Products & Associated Services 2, RM6098 in accordance with the Framework Call-Off Award Procedure;

(b) That the initial term of the contract of three years with the option for the Council to extend the contract (extension period) for a period of one year be authorised;

(c) That it be noted that the proposed call-off start date was 3 June 2024 and that the actual start date and expiry date would be confirmed in the order form in accordance with the Framework Call-Off Award Procedure; and

(d) That the a contract value not exceeding £280,000 excluding VAT, inclusive of the optional extension period, be authorised.

11 **Contract Award: Hire of 5 x 18T Gritters (RC-CPU-23-254)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for the Hire of 5 x 18T Gritters to Econ Engineering Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Hire of 5 x 18T Gritters (RC-CPU-23-254) to Econ Engineering Limited;

(b) That the contract sum of £474,090 excluding VAT (the approved contract value) be authorised;

(c) That it be noted that the starting date was anticipated to be 18 September 2024, with the date for completion anticipated to be 14 April 2027 and that the actual dates would be confirmed in the Council's letter of acceptance to Econ Engineering Limited.

12 **Installation and Replacement Streetlighting (5 and 6 metres)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for the Installation and Replacement Streetlighting (5 and 6 metres) to Pegasus Power and Communications Ltd.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Installation and Replacement Streetlighting (5 and 6 metres), reference RC-CPU-23-242, to Pegasus Power and Communications Ltd;

(b) That the contract sum of £195,141.52 excluding VAT (the approved contract value) be authorised; and

(c) That it be noted that the starting date was anticipated to be 8 May 2024, with the date for completion anticipated to be 7 August 2024, and that the actual dates would be confirmed in the Council's letter of acceptance to Pegasus Power and Communications Ltd.

13 **Prieston Road, Bridge Of Weir New Streetlighting Installation**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for Prieston Road, Bridge Of Weir, New Streetlighting Installation to Pegasus Power and Communications Ltd.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Prieston Road, Bridge Of Weir, New Streetlighting Installation, reference RC-CPU-23-216, to Pegasus Power and Communications Ltd;

(b) That the total contract value of £214,368 excluding VAT (the approved contract value) be authorised; and

(c) That it be noted that the starting date was anticipated to be 8 May 2024, with the date for completion anticipated to be 3 July 2024, and that the actual dates would be confirmed in the Council's letter of acceptance to Pegasus Power and Communications Ltd.

14 **Provision of Community Based Alcohol & Drug Prevention & Treatment Service (RC-CPU-23-204)**

There was submitted a joint report by the Director of Finance & Resources and the Chief Officer, Renfrewshire Health & Social Care Partnership relative to the award of a contract for the Provision of Community Based Alcohol & Drug Prevention & Treatment Service to RCA Trust (Company Registration Number SC097520).

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for the Provision of Community Based Alcohol & Drug Prevention & Treatment Service, reference RC-CPU-23-204, to RCA Trust;

(b) That it be noted that the commencement date of the contract was anticipated to be 1 May 2024 for a contract period of three years with no option to extend and that the actual commencement date for this contract would be confirmed in the Council's letter of acceptance; and

(c) That the contract value of up to a maximum of £417,757 for the full contract period excluding VAT, comprising £125,919 per annum plus a £40,000 one-off cost for an Alcohol Screening and Brief Intervention worker for a one-year fixed period, all funded by the Alcohol and Drug Partnership earmarked reserve be authorised.

15 **Contract Award: Sheltered Housing Warden Call General and Reactive Maintenance MTC (RC-CPU-23-154)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for Sheltered Housing Warden Call General and Reactive Maintenance to Robertson-Acom Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a services contract in the form of SBCC Measured Term Contract for use in Scotland, MTC/Scot (2011 Edition) incorporating the Council's Employer's Amendments for Sheltered Housing Warden Call General and Reactive Maintenance MTC (RC-CPU-23-154) to Robertson-Acom Limited;

(b) That the contract period of three years, with the Council having the option to extend the contract period for a further 12 months on two separate occasions, be authorised;

(c) That it be noted that the contract was anticipated to start on 20 May 2024 and that the actual start date would be confirmed in the letter of acceptance;

(d) That the approved contract value up to £300,000 excluding VAT for the contract period (initial and both extension periods, where used) be authorised and note that any orders to carry out works would be raised by the Council as and when required ; and

(e) That it be noted Robertson-Acom Limited was required to enter into a Data Processor Agreement with the Council.

16 **Contract Award: Lot 2 – Asbestos Removal and Disposal (RC-CPU-23- 005)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for Lot 2 – Asbestos Removal and Disposal (RC-CPU-23-005) to Aspect Contracts Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a works contract in the form of NEC4 Term Service Short Contract June 2017 (as amended January 2019, October 2020 and January 2023) and 'Z' Clauses for Lot 2 – Asbestos Removal and Disposal reference RC-CPU-23-005 to Aspect Contracts Limited following a Mini-competition under Lot 2 (Asbestos Removal and Disposal) of the Scotland Excel Asbestos related Works and Services Framework Agreement (Reference 0722);

(b) That the approved contract value of up to £2,160,000 excluding VAT for the service period, including use of any extension periods, be authorised for all task orders made under this contract;

(c) That the service period of two years, with the option to extend by 12 months on two separate occasions, be authorised;

(d) That it be noted that the starting date was anticipated to be 21 May 2024 and that any changes to this date would be confirmed in the Council's letter of acceptance; and

(e) That it be noted that the award of this contract required the provision of a Data Processor Agreement as indicated within the tender documentation.

17 **City Deal and Infrastructure Projects – Notification of Cost Increases on External Consultant Appointments**

The Convener advised that the report for this item had been withdrawn and would now be considered at the next meeting of this Policy Board.

DECIDED: That it be noted that this item had been withdrawn and would now be considered at the next meeting of this Policy Board.

18 **Contract Authorisation Report - Replacement of running track, On-X Sports Centre Linwood (RC-CPU-23-209)**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for Replacement of running track, On-X Sports Centre Linwood (RC-CPU-23-209) to Allsports Construction & Maintenance Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a building contract in the form of SBCC Design and Build Contract for use in Scotland (DB/Scot) (2011 Edition) as supplemented by the Employer's Amendments for the Replacement of running track, On-X Sports Centre Linwood (RC-CPU-23-209) to Allsports Construction & Maintenance Limited;

(b) That the tendered contract sum of £339,789.08 excluding VAT, with a contingency spend of £45,000 excluding VAT, which equated to 13.24% of the contract sum, be authorised;

(c) That the total approved contract value of £384,789.08 excluding VAT (which was the total of the contract sum plus the contingency spend) be authorised; and

(d) That it be noted that the date for commencement of the works was anticipated to be 3 June 2024, the date for completion of the works was anticipated to be 26 August 2024 and that any changes to these dates would be confirmed in the Council's letter of acceptance.

19 **National Framework Contract for the Supply of Water and Waste Water Billing Services**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the new National Framework Contract for the Supply of Water and Waste Water Billing Services established by Scottish Procurement. The Framework Contract was awarded to Scottish Water Business Stream Limited trading as Business Stream.

DECIDED:

(a) That it be noted that the Council's spend for Supply of Water and Waste Water Billing through this Framework Contract of approximately £1,123,364 per annum, excluding VAT and that the Council's total spend under this Framework Contract (including the extension period) was estimated to be approximately £4,466,000;

(b) That it be noted that a three-month payment in advance of £276,492.50 would be paid every three months throughout the Framework Contract duration; and

(c) That the content of the report be noted.

20 **Scottish Procurement Framework for the Supply of Electricity**

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the new National Framework Contract for the Supply of Electricity established by Scottish Procurement. The Framework Contract was awarded to EDF Energy Customers Limited.

DECIDED:

(a) That it be noted that the Council's spend for electricity under this Framework was approximately £6.5 million per annum, excluding VAT and that the Council's total estimated spend under this Framework (including the extension period) was £32.5 million, excluding VAT; and

(b) That the content of the report be noted.

21 Contract Award: Our Lady of Peace Primary School Rewire (RC-CPU- 23-190)

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for Our Lady of Peace Primary School Rewire to A. Alexander & Son (Electrical) Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a works contract in the form of SBCC Standard Building Contracts Without Quantities 2011 Edition, for Our Lady of Peace Primary School Rewire in respect of the main works (RC-CPU-23-190) to A. Alexander & Son (Electrical) Limited;

(b) That the Contract for the Tendered Total (Approved Contract Value) of £533,914.28 excluding VAT be authorised;

(c) That it be noted that the date of possession was anticipated to be 28 June 2024, the date for completion was anticipated to be 13 August 2024 and that the actual dates would be confirmed in the Council's letter of acceptance to A. Alexander & Son (Electrical) Limited.

22 Contract Award: Castlehead High School Roof Strengthening (RC-CPU-23-301)

There was submitted a joint report by the Directors of Finance & Resources and Environment, Housing & Infrastructure relative to the award of a contract for Castlehead High School Roof Strengthening to Hugh LS McConnell Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a works contract in the form of SBCC Minor Works Building Contract for use in Scotland, (SBC/MW/Scot (2011 Edition)) incorporating the Council's Employer's Amendments for Castlehead High School Roof Strengthening (RC-CPU-23-301) to Hugh LS McConnell Limited;

(b) That the award of the contract for the contract sum of £825,752.57 excluding VAT be authorised;

(c) That a contingency spend of £82,575.26 excluding VAT, which equates to 10% of the contract sum, be authorised;

(d) That a total approved contract value of £908,327.83 excluding VAT (which is the total of the contract sum plus the contingency spend) be authorised; and

(e) That it be noted that the date of possession of the site was anticipated to be 3 June 2024, the date for completion of the works was 17 weeks from the date of possession of the site and that the actual date of possession would be confirmed in the letter of acceptance.

renfrewshire.gov.uk



Note of Inquorate Meeting Joint Consultative Board (Non-Teaching)

| Date | Time | Venue |
|----------------------------|-------|---------------------|
| Thursday, 08 February 2024 | 15:00 | Via Teams Platform, |

Present: Councillor Fiona Airlie-Nicolson, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Lisa-Marie Hughes, Councillor Sam Mullin

In Attendance

C Dalrymple, Head of Facilities & Property Services (Environment, Housing & Infrastructure); L Cameron, Operations Manager (Locality Teams) and K Hampsay, Strategic Business Delivery Manager (both Health & Social Care Partnership); M Boyd, Head of People & OD, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser and J Barron, Committee Services Officer (all Finance & Resources).

Representing Trades Unions

M McIntyre (UNISON).

Quorum

Ten minutes after the appointed time of the meeting a quorum was not present and in terms of section 7 of the constitution the meeting stood adjourned.

Minute of Meeting

Placing Requests and Exclusions Appeals Panel

| Date | Time | Venue |
|------------------------|-------|--------------------------|
| Wednesday, 01 May 2024 | 10:00 | Microsoft Teams Meeting, |

Present: Councillor Stephen Burns, Councillor Neill Graham, Mrs Elaine Knox

Chair

Councillor Burns, Convener, presided.

In Attendance

G Thomson, Senior Solicitor (Litigation and Advice) and E Gray, Senior Committee Services Officer (both Finance & Resources).

Declarations of Interest and Transparency Statements

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

EXCLUSION OF PRESS AND PUBLIC

The Appeals Panel resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

1 **Ralston Primary School: Appeal against refusal of a Placing Request - 24/01**

Consideration was given to an appeal against the refusal of a placing request for P1 at Ralston Primary School.

All participants had been invited to attend virtually by means of MS Teams. C Adam, Senior Solicitor (Litigation & Advice) (Finance & Resources), and J McGowan, Headteacher of Ralston Primary School and A Gallagher, Resource Manager (both Children's Services), all representing the Education Authority, were in attendance. The appellant in relation to appeal 24/01, was also in attendance.

G Thomson, Senior Solicitor (Litigation & Advice) outlined the procedure to be followed in hearing the appeal.

C Adam then presented the case for the Education Authority and led evidence from J McGowan and A Gallagher in relation to the circumstances surrounding the refusal of the placing request.

The appellant was then invited to present their case.

Each side having been given the opportunity to cross examine and sum up, were thanked for their attendance and left the hearing.

DECIDED: That one or more of the grounds of refusal specified in Section 28(A) (3) and (3A) of the Education (Scotland) Act 1980 existed and that in all the circumstances, it was appropriate to confirm the Education Authority's decision and that the appeal be not upheld. This was agreed unanimously.